

Town of Effingham  
**Special Use Permit-Wetlands  
Checklist**

It is important that you submit all information and fees as required. Incomplete applications will be returned to the applicant for correction, which could cause delays in your project.

This completed checklist must accompany the application.

*The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all requirements. It is advised to review the applicable set of regulations for full details.*

APPLICANT: \_\_\_\_\_  
PROJECT TITLE: \_\_\_\_\_  
PROPERTY LOCATION: \_\_\_\_\_  
MAP/LOT: \_\_\_\_\_

- \_\_\_\_\_ 1. Completed Application form.
- \_\_\_\_\_ 2. List of Abutter Names, including Yourself, with Map/Lot numbers and Mailing Addresses. (See attached abutter sheet.)
- \_\_\_\_\_ 3. Engineers, Surveyors and all other professionals whose seal appears on the plat must be included on your abutter’s list with mailing addresses.
- \_\_\_\_\_ 4. Ten (10) copies of a plat drawn by a licensed surveyor or engineer. The size of the plats shall be 22”x 34” or 24”x 35”with a scale of one (1) inch equals one hundred (100) feet or larger.
- \_\_\_\_\_ 5. Three sets of Mailing Labels with the name and address of each abutter along with a business size envelope for each.
- \_\_\_\_\_ 6. Certified Mail Receipt with Return Receipts (a.k.a. Certified Mailers, available at any Post Office) for each abutter to be notified.
- \_\_\_\_\_ 7. Payment to the Town of Effingham for the applicable fees.

Special Use Permit-Wetlands: \_\_\_\_\_ \$50.00  
 Advertisement in Local Paper: \_\_\_\_\_ \$50.00  
 Abutter Notification Fee: \_\_\_\_\_ \$ 10.48 per Abutter/per Hearing

**Total:** \_\_\_\_\_

Town of Effingham  
**Special Use Permit – Wetlands Application**

The following application **must** be submitted to the Planning Board **prior to** any alterations of wetlands or wetland buffer areas. **No alteration** may take place until approval is granted by the Planning Board.

Date of submission: \_\_\_\_\_

Name of the Owner(s)/Applicant(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Location of proposal:

Street Address: \_\_\_\_\_

Tax Map/Lot #: \_\_\_\_\_

Other location information, as it may apply: \_\_\_\_\_

\_\_\_\_\_

**Application Requirements**

1. Lot or lots of record to be impacted
2. Wetland delineation drawn by a Certified Soil Scientist or Wetland Scientist as outlined in Article 16 of the Town of Effingham Zoning Ordinance
3. Computation of the area to be impacted
4. Soils type in accordance with Order 1 Soil Mapping Standards for NH, within NCSS mapping standards developed by the USDA Soil Conservation Service in Cooperation with the Soil Society of Northern New England
5. Vegetation types
6. Drainage
7. Other significant natural features
8. Proposed land use/activities
9. Project report including the following:
  - A. Description of the ecological communities
  - B. Functions of the wetland
  - C. Effects of the impact on the wetland
  - D. Measures taken to minimize the impact
  - E. Proposed land use activities

Authorization of Agent (if applicable)

I/We hereby authorize \_\_\_\_\_

To serve as my(our) agent for this proposal.

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_

Please return the completed application along with the applicable fees and all other information as outlined on this application and checklist to:

**Effingham Planning Board, 68 School Street, Effingham, NH 03882**

**Effingham Planning Board**

**Land Use Application Notification List**

For notification of Application Consideration and Public Hearing purposes, the Applicant is required to provide a list of names, mailing addresses and Tax Map # and Lot # of all Abutters. The notification list shall also include the Town of Effingham, the Applicant, and if required, all associated Surveyors and Engineers. Notifications will be sent by certified mail with return receipt. **REQUIRED: Three copies of pre-printed mailing labels of entire list (label size 1" x 2 5/8" to comply with USPS certified mailings.**

**Abutter:** Is defined as any person whose property adjoins or is directly across the street or stream from the land under consideration.

Name	Mailing Address
Town of Effingham	68 School Street
	Effingham, NH 03882

Applicant Name(s)	Mailing Address	Tax Map #	Lot #

Surveyor/Engineer Name(s)	Mailing Address

Abutter Name(s)	Mailing Address	Tax Map #	Lot #

**Use additional forms if needed, to include all Abutters and/or Surveyor/Engineer information.**