

NEW HOUSE

EXAMPLE FOR COMPLETION OF BUILDING PERMIT APPLICATION

I. GENERAL INFORMATION:

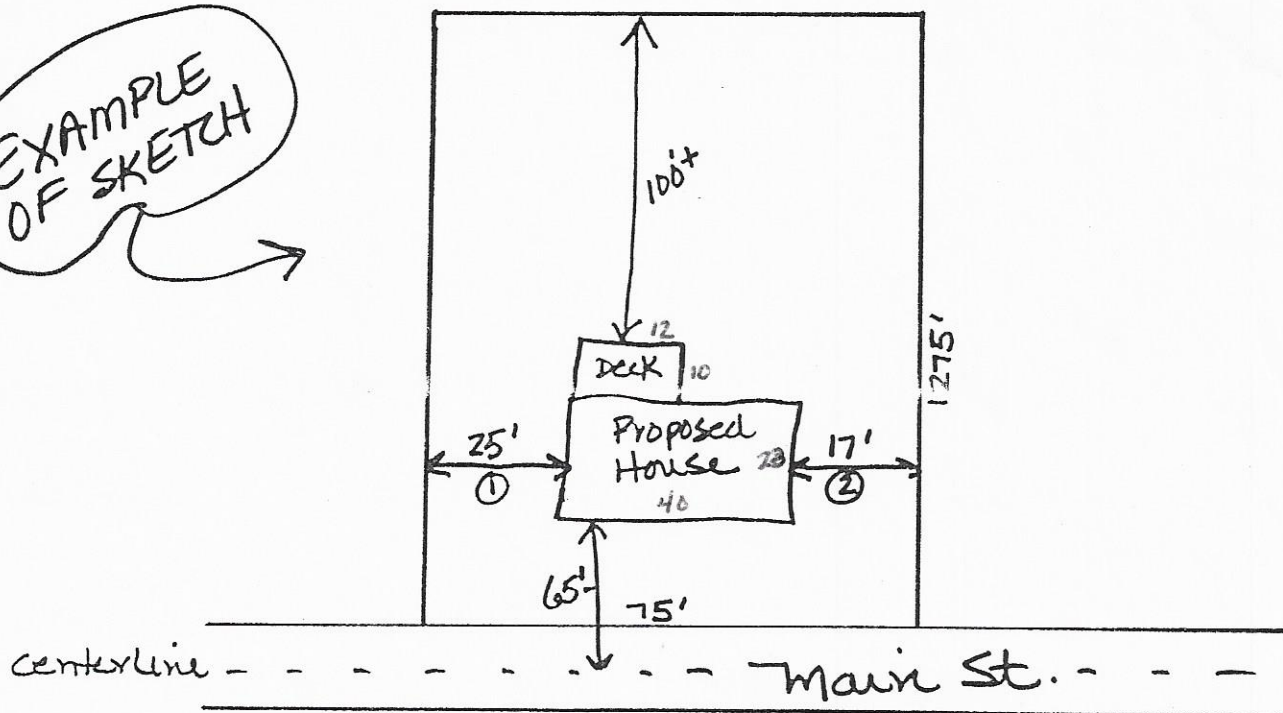
LOCATION OF PROPERTY Main Street MAP 5VILLG PARCEL MAI120
OWNER: John Smith PHONE 374-1111
MAILING ADDRESS: PO Box 22 Bartlett STATE NH ZIP 03812
BUILDER: ABC Builders PHONE 380-2222
BUILDER'S MAILING ADDRESS 2 Smith St. No Conway NH 03860

II. TYPE OF CONSTRUCTION: (Please write N/A if items do not apply)

(NOTE: An accurate sketch showing the locations of structures with their setbacks must accompany this form as well as any other supporting documents)

WHAT ARE YOU BUILDING? House INTENDED USE 2nd home
ZONING DISTRICT: TRDA SIZE OF LOT: 2.2 Ac. LOT FRONTAGE 75 ft
LOT OF RECORD PRIOR TO 5/22/85? YES NO []
SETBACKS: Structure is setback 65 ft. from the centerline of street named Main St
Structure from property lines: Side 1 25 ft. / Side 2 17 ft. / Back 100+ ft.
Structure from watercourse: N/A ft. / Distance between structures N/A ft.
DIMENSIONS OF STRUCTURE: 33 X 40 HEIGHT: 22 ft
DENSITY: State allowance N/A Proposed: N/A
STATE SUBDIVISION APPROVAL # 12345 DATE 12/2/93
STATE APPROVAL FOR CONSTRUCTION (must attach copy of State form) # CA200219874
Date Approved 9/1/02 What for? (eg. No. of bedrooms, gallons/day, use) 3 BR / 450 gpd
PARKING AREA SIZE/NO. OF VEHICLES 20' X 30' / 2 cars
ESTIMATED VALUE OF WORK: \$190,000

EXAMPLE OF SKETCH



CONSTRUCTION PERMIT NO. _____ EXPIRES _____

TOWN OF BARTLETT, NH
56 TOWN HALL RD.
INTERVALE, NH 03845 (603)356-2950

*APPLICATION FEE \$ _____
(Non-refundable)

CONSTRUCTION PERMIT APPLICATION

PLEASE NOTE: SIGNED AND COMPLETED APPLICATIONS MUST BE RECEIVED BY 1PM THE DAY BEFORE THE SELECTMEN MEET IN ORDER TO BE REVIEWED THAT WEEK. ATTACH ADDITIONAL INFORMATION IF NEEDED. SELECTMEN REVIEW ALL PERMITS AT THEIR WEEKLY MEETING. APPLICANT IS RESPONSIBLE FOR SUPPLYING ALL NECESSARY FORMS, PLANS, ETC. AS REQUIRED HEREIN. FAILURE TO DO SO MAY RESULT IN THE APPLICATION BEING RETURNED OR DELAYED. APPLICATIONS WILL BE PROCESSED BETWEEN 3-7 DAYS, PLEASE PLAN ACCORDINGLY. VIOLATIONS ARE SUBJECT TO FINES.

I. GENERAL INFORMATION:

LOCATION OF PROPERTY _____ MAP _____ PARCEL _____
OWNER: _____ PHONE _____
MAILING ADDRESS: _____ TOWN _____ STATE _____ ZIP _____
BUILDER: _____ PHONE _____
BUILDER'S MAILING ADDRESS _____

II. TYPE OF CONSTRUCTION: (Please write N/A if items do not apply)

(NOTE: An accurate sketch showing the locations of structures with their setbacks must accompany this form as well as any other supporting documents)

WHAT ARE YOU BUILDING? _____ INTENDED USE _____
ZONING DISTRICT: _____ SIZE OF LOT: _____ LOT FRONTAGE _____ ft
LOT OF RECORD PRIOR TO 5/22/85? YES [] NO []
SETBACKS: Structure is setback _____ ft. from the centerline of street named _____
Structure from property lines: Side 1 _____ ft. /Side 2 _____ ft. /Back _____ ft.
Structure from watercourse: _____ ft. / Distance between structures _____ ft.
DIMENSIONS OF STRUCTURE: _____ HEIGHT: _____
DENSITY: State allowance _____ Proposed: _____
STATE SUBDIVISION APPROVAL # _____ DATE _____
STATE APPROVAL FOR CONSTRUCTION (must attach copy of State form) # _____
Date Approved _____ What for? (eg. No. of bedrooms, gallons/day, use) _____
PARKING AREA SIZE/NO. OF VEHICLES _____ / _____
ESTIMATED VALUE OF WORK: _____

IS THIS PROPERTY LOCATED IN THE FLOODPLAIN/FLOODWAY? YES [] NO []

If yes, a Permit for Activity in the Floodplain and Flood Elevation Certificate may be required.

IS THIS PROPERTY LOCATED IN A WETLANDS? YES [] NO []

If yes, a State Wetlands Permit may be required.

IS THIS PROPERTY LOCATED IN THE RIDGELINE DISTRICT (above 800')? YES [] NO []

If yes, a Ridgeline Compliance form may be required.

WILL ANY WORK BE DONE ON AN AREA OF SLOPE OF MORE THAN 25%? YES [] NO []

If yes, an adequate drainage, retention and revegetation plan may be required.

*ANSWERING **YES** TO ANY OF THE ABOVE QUESTIONS MAY REQUIRE THE FILING OF ADDITIONAL FORMS WHICH CAN BE OBTAINED FROM THE SELECTMEN'S OFFICE.*

ADDITIONAL INFORMATION/DESCRIPTION OF YOUR PROPOSED WORK: _____

NOTE: All information pertaining to this building permit must be submitted at the time of application. Incomplete applications will be returned.

This approval does NOT relieve me from compliance with other than Town of Bartlett regulations and/or ordinances. I further understand that this approval does NOT relieve me from complying with the State regulations that may be applicable, the Lower Bartlett Water Precinct Zoning Ordinance, the Kearsarge Lighting Zoning Ordinance, or any other duly constituted and enacted regulations or procedures. The Town of Bartlett has NOT adopted a building code under NHRSA 674:51, therefore, the contractor responsible for the construction must notify the State Fire Marshal before construction begins on any building except one or two family dwellings as per NHRSA 155-A:2,VII. I understand that the contractor is responsible for meeting the minimum requirements of the State building code as applicable (NHRSA 155-A:2,VIII). I hereby certify that the above information is true and that the above change of use will be accomplished in accordance with the data submitted herein and I understand that compliance with Town of Bartlett regulations will be verified by the Board of Selectmen or their designee with a site visit. (Note: Application must be signed with an **original** signature of the property owner(s) - fax is not acceptable.)

Date: _____ Owner _____

Approved by _____ Date _____ *Fee paid _____

***Application Fee Schedule (Non-refundable):**

House or Condo Unit	\$25.00/unit	Major Commercial	\$100.00
Garage	\$15.00	Minor Commercial	\$ 50.00
Additions/Sheds/Decks	\$10.00	Misc./Renewals	\$ 10.00

Checks should be made payable to the *Town of Bartlett, NH*.

There are separate permit application forms for changes of use and signs.

NEW HOUSE CONSTRUCTION QUESTIONNAIRE

PROPERTY LOCATION _____ MAP/PARCEL _____

OWNER _____ BUILDER _____

EXTERIOR FEATURES:

STYLE/TYPE OF HOUSE _____ NO. OF STORIES _____ COLOR _____

EXTERIOR WALL MATERIAL _____ ROOF MATERIAL _____

INTERIOR FEATURES:

PRIMARY WALL SURFACE _____ % SECONDARY WALL SURFACE _____

PRIMARY FLOOR SURFACE _____ % SECONDARY FLOOR SURFACE _____

INSULATION: ROOF (circle one) - NONE FULL PARTIAL _____ %

WALLS (circle one) - NONE FULL PARTIAL _____ %

HEAT FUEL _____ HEAT TYPE _____ % HEATED

BUILT IN AIR CONDITIONING: YES _____ % NO \\\\ CENTRAL VACUUM: YES NO

NO. OF ROOMS (excluding bathrooms, closets, and halls) _____ NO. OF BEDROOMS _____

NO. OF KITCHENS _____ NO. OF FIREPLACES _____ NO. OF WOODSTOVES _____

NO. OF FULL BATHS (3 fixtures) _____ NO. OF HALF BATHS (2 fixtures) _____ EXTRA SINKS _____

BASEMENT TYPE (circle one): FULL ¾ ½ CRAWLSPACE SLAB NONE

IS ANY PORTION OF THE BASEMENT FINISHED? YES _____ % NO

ARE THERE ANY ADDITIONAL FEATURES (circle or list):

SAUNA ROOM WET BAR

HOT TUB (no. of people it holds _____) JACUZZI (no. of people it holds _____)

OTHER: _____

IS ANY PART OF THE HOUSE TO BE USED FOR PURPOSES OTHER THAN RESIDENTIAL SUCH AS OFFICE

SPACE OR HOME INDUSTRY? YES NO

IF YES, EXPLAIN _____

ADDITIONAL COMMENTS: _____

OWNER(S) SIGNATURE: _____ DATE _____

TOWN OF BARTLETT
OFFICE OF THE SELECTMEN
56 TOWN HALL ROAD
INTERVALE, NH 03845
(603) 356-2950

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**DRIVEWAY/ACCESS ROAD PERMIT**

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CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

PROPERTY LOCATED AT \_\_\_\_\_  
MAP \_\_\_\_\_ PARCEL \_\_\_\_\_ LOT NO. \_\_\_\_\_  
ACCESS ROAD NAME \_\_\_\_\_  
SIZE OF CULVERT PROPOSED( minimum of 15") \_\_\_\_\_  
TYPE OF CULVERT PROPOSED \_\_\_\_\_

***NOTE: PLEASE INCLUDE A SKETCH OF THE PROPOSED DRIVEWAY/  
ACCESS ROAD AND IF SAID DRIVEWAY/ROAD IS NOT CLEARED, PLEASE  
MARK THE PROPOSED LOCATION WITH FLAGGING***

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APPROVED BY:

_____ DATE _____ // _____ DATE _____
ROAD AGENT SELECTMAN

COMMENTS OR CONDITIONS:

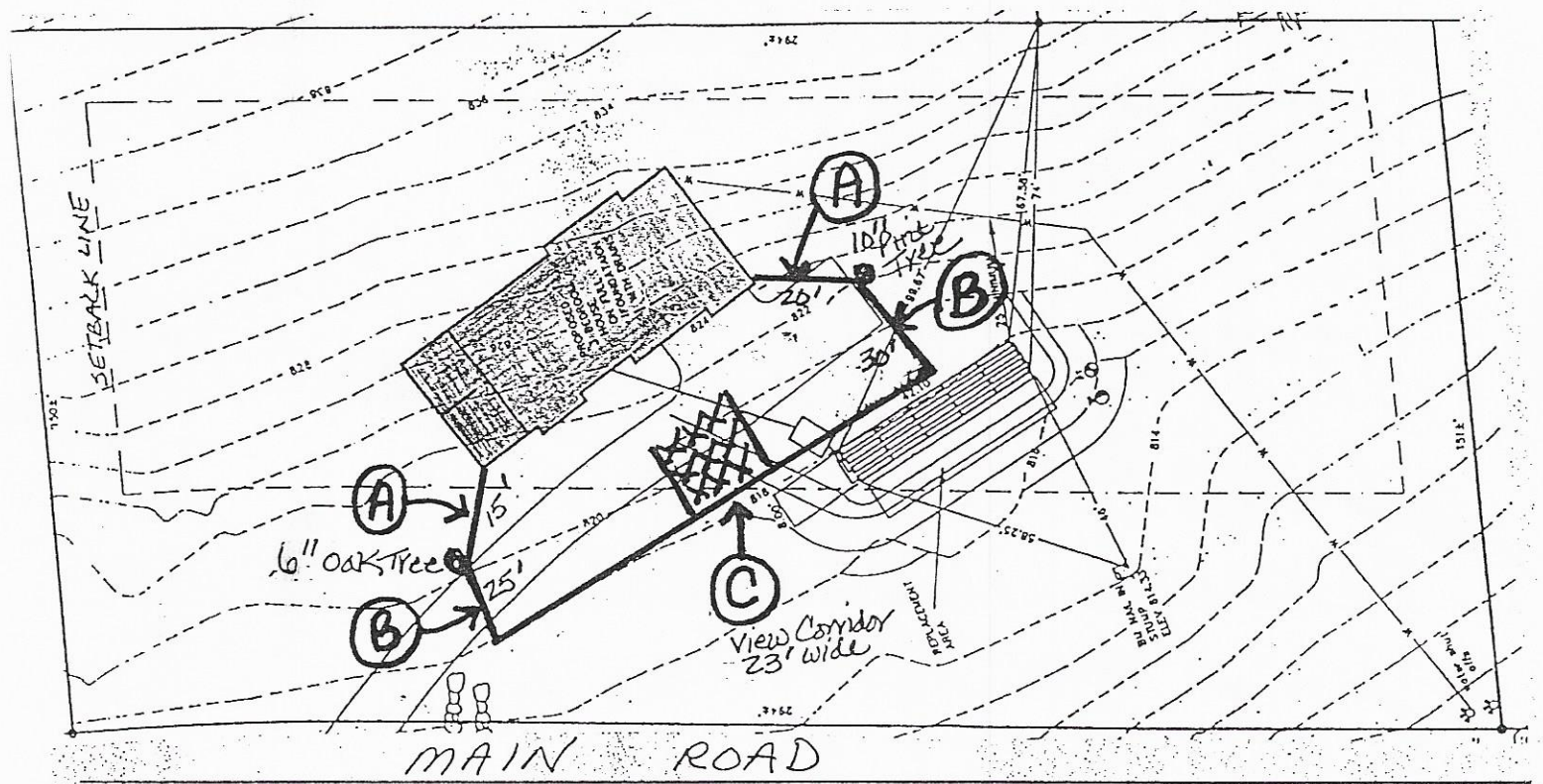
10. DRIVEWAYS:

- a. Unless a driveway is shared, it must be located a minimum of fifteen (15) feet from any an all property lines.
- b. Driveways shall be located complying with the same sight distance requirements as for intersections.
- c. The width of residential driveways shall be between 10 feet and 18 feet, whereas commercial driveways shall be between 20 feet and 40 feet wide. Width to be measured at the throat.
- d. Driveways shall intersect streets at an angle as close as practical to 90 degrees but not more than 15 degrees off 90, except where it is right turn only.
- e. The centerline of residential driveways shall be offset at least 100 feet from adjacent intersections, whereas commercial driveways shall be offset at least 125 feet.
- f. Grades: The centerline grade of driveways, shall extend downward from the street's edge of pavement at a grade of 3% for a distance of at least 10 feet. From this point,
 - (i) Residential driveways shall be constructed downward or upward at a grade of not more than 6 percent, for at least 20 feet. Beyond this approach area, the driveway grade shall not exceed 15 percent.
 - (ii) Commercial driveways shall be constructed downward or upward at a grade of not more than 3 percent, for at least 50 feet. Beyond this approach area, the driveway grade shall not exceed 12 percent.The algebraic difference between any two adjacent grades in a driveway shall not exceed 9 percent.
- g. Where residential driveways intersect streets, the edge of driveway shall have 10-foot minimum radii, whereas commercial driveways shall comply with the regulations for intersections.
- h. Where residential driveways intersect paved streets, driveway shall be paved to a distance of 10 feet from the edge of street's traveled way, whereas commercial driveways shall be paved to a distance of 20 feet.
- i. For residential driveways in excess of 500 feet long, 20-foot wide by 100-foot long sections shall be provided and spaced no more than 500 feet apart to allow emergency vehicles to pass.
- j. For all driveways in excess of 500 feet long, a turn-around shall be provided at the dead-end that will accommodate fire-trucks and other emergency vehicles.

EXAMPLE OF SKETCH NEEDED TO DEMONSTRATE COMPLIANCE WITH RHOD

In order to demonstrate compliance with the Ridgeline and Hillside Overlay District requirements, a sketch must be provided with your building permit application. **No cutting of trees** should be done until such time as this plan has been approved. It is probably easiest to make a copy of your septic plan and sketch on that the cut areas, view corridors, plantings and trees remaining on the property, however, any accurate sketch is acceptable as long as it demonstrates compliance.

An example of the information that we need is shown below. You will need to do your own sketch with your specific measurements for your lot. Depending on the situation more information may be needed but this will give you a basic idea of what we are looking for.



Item A = Locate a tree on either end of the buffer zone. Give the distance from the foundation corners and the size and type of tree.

Item B = Show the depth of the buffer zone in feet.

Item C = Show the location and dimensions of any view corridors (up to 25 feet wide). If there is more than one, show the distance between the corridors (must be at least 75 feet apart).

TOWN OF BARTLETT
SELECTMEN'S OFFICE
56 TOWN HALL ROAD
INTERVALE, NH 03845
(603) 356-2950

RIDGELINE AND HILLSIDE OVERLAY DISTRICT COMPLIANCE STATEMENT

DATE: _____ MAP/PARCEL/LOCATION OF PROPERTY: _____

PROPERTY OWNER (S):

MAILING ADDRESS: _____

ACTUAL PROPERTY ELEVATION: _____ FT.

GRADE OF PROPERTY: LESS THAN 25% MORE THAN 25%

AS THE OWNER(S) OF THIS PROPERTY LOCATED IN THE TOWN OF BARTLETT, NH :
(Check the statement that applies to your property)

- THIS PROPERTY IS **NOT LOCATED** IN THE RHOD AND DOES **NOT** HAVE TO COMPLY.
- THIS PROPERTY IS LOCATED IN THE RHOD BUT DOES **NOT** HAVE TO COMPLY BECAUSE:
- THIS SITE IS AT THE VALLEY BOTTOM OR LOWER SLOPE AREAS OF LESS THAN 15% AVERAGE SLOPE THAT ARE CONTIGUOUS WITH THE BROAD FLAT SACO RIVER PLAIN.
- THIS SITE HAS NATURAL TOPOGRAPHICAL FEATURES THAT CLEARLY SHIELD THE PROPOSED DEVELOPMENT SITE FROM VIEW FROM ANY POINT ALONG RTE. 16 OR 302 (EXCLUDING SHIELDING BY BUILDINGS OR TREES OUTSIDE THIS PROPERTY'S BOUNDS)
- I/WE ARE AWARE THIS PARCEL DOES FALL UNDER THE PROVISIONS OF THE RIDGELINE AND HILLSIDE OVERLAY DISTRICT (RHOD) AND, THEREFORE, **MUST COMPLY** WITH THE SPECIFIC CONDITIONS OF THE RHOD ORDINANCE. I/WE HEREBY **ATTACH A SKETCH** SHOWING HOW WE PLAN TO COMPLY WITH THE RHOD ORDINANCE.

SIGNATURE OF OWNER(S): _____

NOTE: THE ORIGINAL OF THIS DOCUMENT WITH THE SIGNATURES OF ALL OWNERS MUST BE SUBMITTED IN ORDER TO OBTAIN A BUILDING PERMIT.