

**FOR TOWN OFFICE USE**

ZCA#: \_\_\_\_\_

Date Received: \_\_\_\_\_

Fee Paid: ☐ Cash ☐ Check # \_\_\_\_\_ Amount: \_\_\_\_\_ Paid By: \_\_\_\_\_CIRCLE FEE AMT(S) PAID (Refer to current Fee Schedule): **ALL FEES ARE PER STRUCTURE, NOT PER APPLICATION****RESIDENTIAL & MISC. USE:**

**\$50** Demolition **\$100** Relocate existing structure/ Small Slab/ Above Grnd Pool/ Rooftop Solar Panels  
**\$150** Interior Reno/ Deck/ Patio/ Slab **\$200** Outbuilding/ Shed/ Ground Mount Solar Panels/ Carport, etc.  
**\$300** Garage/ Addition/ In Ground Pool/ Landscape Patio/ Outdoor Recreation Area/ Tennis Court  
**\$400** House (up to 2,000sf) with attached structures/ Mobile Home/ Accessory Dwelling Unit/ Cell or Wind Tower  
**\$600** House (greater than 2,000sf) with attached structures

**COMMERCIAL/INDUSTRIAL USE:**

**\$200 (plus \$0.20 sf)** Outbuilding/ Shed/ Misc. **\$250 (plus \$0.20 sf)** Addition **\$400 (plus \$0.20 sf)** New Building

**AFTER THE FACT PENALTY: 2X fees stated above****ZONING COMPLIANCE PERMIT APPLICATION FORM**

(Permits are issued upon approval of the application by the Board of Selectmen)

**Town of Thornton, NH • Office of the Selectmen****16 Merrill Access Road • Thornton NH, 03285 • Phone: 603.726.8168 • Website: [www.townofthornton.org](http://www.townofthornton.org)**Name and Address of **Property Owners**: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_

Name and Address of **Builder**: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_

Tax Map and Lot #: \_\_\_\_\_ Property location: \_\_\_\_\_

Total Acreage of Lot: \_\_\_\_\_

Is Property receiving Current Use credits: ☐ YES ☐ NO Acreage in Current Use: \_\_\_\_\_ Acreage not in Current Use: \_\_\_\_\_

Dimensions of Lot: Road Frontage \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft. (longest border)

Name of Road or Highway: \_\_\_\_\_ ☐ Class V Town Rd ☐ Class VI Town Rd ☐ State Road  
☐ Private RoadScenic Road: ☐ YES ☐ NOIs Property in Flood Zone A: ☐ YES ☐ NOWill any part of the construction being applied for with this ZCA occur within Flood Zone A? ☐ YES ☐ NO

If you answered YES to the above question, you must also complete an Application for Floodplain Development Permit

Is any part of this property currently being used for business, commercial or in-home business use? ☐ YES ☐ NOWill any part of the construction being applied for with this ZCA be used for business, commercial or in-home business use?  
☐ YES ☐ NOIf you answered **YES** to either of these questions, please provide Planning Board approval of said use.**Are Fire Suppression or Sprinkler Systems required based on previous subdivision plans, deed covenances or restrictions?**☐ YES ☐ NO**ZONE: (check one)**

☐ Rural Residence ☐ General Residence ☐ Recreational West ☐ Commercial ☐ Industrial Zone I or II  
☐ Waterville Estates District (Additional permits are required from the Waterville Estates Assoc. Building Committee)

**Proposed Construction: (check all that apply):**

- ☐ Single-Family Home (up to 2,000sf)    ☐ Single-Family Home (greater than 2,000sf)  
☐ Mobile Home   Size: \_\_\_\_\_   Make: \_\_\_\_\_   Year of Manufacture: \_\_\_\_\_   Number of bedrooms: \_\_\_\_\_  
VIN: \_\_\_\_\_
- ☐ Garage (Detached)    ☐ Garage (Attached)    ☐ Accessory Dwelling Unit (requires additional application)  
☐ Interior renovation (adding bedroom)    ☐ Addition    ☐ Outbuilding/ Shed/ Carport    ☐ Deck/ Porch    ☐ Patio  
☐ Slab    ☐ Small concrete slab (for generator, hot tub, fuel tank, etc.)  
☐ Solar Panels (Rooftop)    ☐ Solar Panels (Ground Mount)    ☐ Landscape Patio/ Tennis Court/ Outdoor Recreation Area  
☐ Swimming Pool (above ground 18ft in diameter or larger)    ☐ Swimming Pool (in ground with fencing required)  
☐ Multi-family Home    ☐ Industrial Building    ☐ Commercial Building or Addition    ☐ Cell Tower/Wind Tower
- ☐ Other Construction not listed above (describe in detail) \_\_\_\_\_

**Purpose of application: (check all that apply)**

- ☐ Build New    ☐ Addition    ☐ Interior Renovation with new bedrooms    ☐ Relocate existing structure    ☐ Demolition  
☐ Other: \_\_\_\_\_

**Dimensions of Proposed New Buildings/Additions:**

Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: \_\_\_\_\_ # of Stories (including basement): \_\_\_\_\_ Number of bedrooms: \_\_\_\_\_

**Total Square footage** (including foundation & all attached structures) \_\_\_\_\_ sq. ft.

Distance (Setbacks) from Structure to:

Road \_\_\_\_\_ Side boundaries \_\_\_\_\_/\_\_\_\_\_ Rear boundary: \_\_\_\_\_

Percentage of lot covered by proposed and existing buildings: \_\_\_\_\_ %

**Septic System** NHWSPC Permit # \_\_\_\_\_ NH Installer Name & Address: \_\_\_\_\_  
NH License #: \_\_\_\_\_ Dated: \_\_\_\_\_

Does this construction change or increase the permitted use of existing septic & require a new or updated septic system design and approval? ☐ YES    ☐ NO

**~ATTACHED ADDENDUM FOR CONTRACTOR CERTIFICATION SHALL BE COMPLETED FOR SEPTIC INSTALLER~**

**Does this property have frontage on the Pemigewasset River, Mad River, or Eastman Brook?** ☐ YES    ☐ NO

Name of Water Body: \_\_\_\_\_

Is this property subject to the Shoreland Water Quality Protection Act? ☐ YES    ☐ NO

Is a copy of the DES Shoreland Impact permit attached? ☐ YES    ☐ NO

Is a copy of the DES SWQPA Post Construction Plan attached? ☐ YES    ☐ NO

**Town Driveway Permit #:** \_\_\_\_\_ **State Driveway Permit #:** \_\_\_\_\_

**Energy Code Regulation Compliance Certificate #:** \_\_\_\_\_ (Provide certificate with application)

NH Plumbing Contractor Name/Address/license #: \_\_\_\_\_

**~ATTACHED ADDENDUM FOR CONTRACTOR CERTIFICATION SHALL BE COMPLETED FOR PLUMBING CONTRACTOR~**

NH Electrical Contractor Name/Address/license #: \_\_\_\_\_

**~ATTACHED ADDENDUM FOR CONTRACTOR CERTIFICATION SHALL BE COMPLETED FOR ELECTRICAL CONTRACTOR~**

Provide description of work to be done and attach building plans: \_\_\_\_\_

Approximate Start Date: \_\_\_\_\_ Approximate Completion Date: \_\_\_\_\_

Estimated Value of construction: \$ \_\_\_\_\_

I certify that the information given is true and correct to the best of my knowledge. I understand that a permit will be issued subject to the regulations of the Town of Thornton and the State of NH & that no construction shall start prior to approval & receipt of the permit. I certify that the proposed construction will be done in such a manner as to comply with all applicable local, state, and federal laws and codes. Any violation may result in an enforcement action by the Town of Thornton, seeking compliance, civil penalties, and attorneys' fees.

**DISCLAIMER:** "By approval of a ZCA Permit the Town of Thornton neither guarantees nor represents that the information contained on this form is accurate, reliable, or complete, or that the construction permitted will be or has been completed in a proper, workmanlike manner or in compliance with any applicable local or state code or regulations. No person or entity shall have the right to rely on the approval of this form as a basis to assert any claims against the Town, its officials, employees or agents for personal injury, bodily injury, or property damage including without limitation any claim for economic or other consequential loss."

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ **\*\*All owners shall sign\*\***

**FOR TOWN USE**

**Board of Selectmen Review & Approval:**

☐Approved    ☐Approved with Conditions    ☐Denied    Date: \_\_\_\_\_

Reason for Denial or Conditions of Approval:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ **WVED Property Condition of Approval:** Owner shall acquire a permit from the WVED Building Committee prior to starting construction.

**Board of Selectmen Signatures:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**~ADDENDUM~**  
**CONTRACTOR CERTIFICATION**

**NH SEPTIC INSTALLER**

I confirm that I have agreed to the contract for the owner of the property and project identified in this application.

Company Name: \_\_\_\_\_  
Installer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
NH License #: \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**NH PLUMBING CONTRACTOR**

I confirm that I have agreed to the contract for the owner of the property and project identified in this application.

Company Name: \_\_\_\_\_  
Installer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
NH License #: \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**NH ELECTRICAL CONTRACTOR**

I confirm that I have agreed to the contract for the owner of the property and project identified in this application.

Company Name: \_\_\_\_\_  
Installer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
NH License #: \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## ZONING COMPLIANCE PERMIT APPLICATION RULES & REGULATIONS

The Town of Thornton requires a Zoning Compliance Permit Application (ZCPA) form and approved permit for assessing purposes and does not require Town building inspections or issue occupancy permits. The Town does not issue any permits for mechanical, electrical, or plumbing. The purpose of a zoning compliance permit is to help ensure zoning compliance as directed in the Zoning Ordinance, ensure construction complies with applicable local, state and federal laws and codes, helps protect property values town-wide and ensures that assessments represent “fair and equitable taxation.

A zoning compliance permit is required for any construction, demolition or relocation of structures and shall be reviewed and approved by the Thornton Board of Selectmen. Fees for applications are based on the Current Fee Schedule. Upon submission of a completed application, the construction site must be staked out where the proposed structure(s) will be located and the 2 nearest boundary lines to the proposed structure(s) must be clearly marked and identifiable. No construction shall start prior to approval & receipt of the permit. The property & construction process are subject to inspection by the Town’s Zoning Compliance Officer and/or Zoning Enforcement Representative as well as the Town Assessing Officials.

Applications for Commercial Development, Multi-family Dwellings and Home Occupations shall be reviewed and approved by the Thornton Planning Board prior to an application for construction being submitted to the Board of Selectmen, as required by Regulations and the Zoning Ordinance.

Approved zoning compliance permits are valid for 2 years from the date of approval & shall be posted in a conspicuous place on the property during the construction of the project.

Permit Extensions may be applied for an additional 2 years beyond the expiration of the original permit, provided the extension is applied for before the original permit expires. Any extension necessary beyond the 4-year date shall require a new Zoning Compliance Permit Application, including submission of all documentation and fees normally required for a new application.

An **Application for Floodplain Development Permit** is required in addition to a ZCPA Form for all development located in a flood zone pursuant to FEMA regulations.

An **Application for an Accessory Dwelling** is required in addition to a ZCPA for proposed construction/alterations that include an accessory dwelling or apartment.

**Fire Suppression or Sprinkler systems** may have been required based on previous subdivision plans, deeded covenances or restrictions on the property.

A **Driveway Permit** must be issued by the Town of Thornton Road Agent prior to driveway construction for any property located on a Town Road. Please contact the Road Agent for applications. Any driveway on a State road or highway must have a permit from the State of NH prior to driveway construction. Other work adjacent to a road shall not interfere with or alter the course of roadway drainage and shall not cause runoff to be diverted onto a traveled way.

For additional information you may go to the Town of Thornton website under the Zoning Compliance & Enforcement Departmental page. <https://www.townofthornton.org/zoning-compliance-enforcement>

## INSTRUCTIONS

Complete owner(s) name, address, and telephone number, (including out of town address and phone number(s) if applicable). If an agent of the owner (contractor, builder, etc.) submits the application, their name, address, and telephone number must be provided. Application must be filled out in its entirety including tax map number, location, and proper zone. If an item is not applicable, please indicate with "N/A."

**All owners shall sign the application in all areas required.**

All required Federal, State and Town approvals must be presented with the application before application will be considered to be put forward for approval by the Board of Selectmen. **The following items are required to be included with this application when applicable.**

- \_\_\_\_\_ Septic plans and construction permit copy from the NH Department of Environmental Services, Subsurface Systems Bureau
- \_\_\_\_\_ Signed ADDENDUM for NH Septic Installer, NH Electrician and NH Plumber if applicable
- \_\_\_\_\_ Driveway Permit from Town Road Agent or State of NH DOT
- \_\_\_\_\_ State Energy Code Regulations compliance certificate for dwellings
- \_\_\_\_\_ A set of building plans or sketch that show overall dimensions, elevations, number of stories, square footage & floor plans
- \_\_\_\_\_ Home Occupation, Multi-family dwellings, Commercial Development approval or other Planning Board approval/permit
- \_\_\_\_\_ Accessory Dwelling Unit Application or Permit from the Board of Selectmen
- \_\_\_\_\_ Fire Suppression or Sprinkler plans if applicable
- \_\_\_\_\_ Floodplain Development Permit Application for all construction within Zone A of FEMA Floodplain
- \_\_\_\_\_ Shoreland Impact Permit from NH Dept. of Environmental Services
- \_\_\_\_\_ US Environmental Protection Agency National Pollutant Discharge Elimination involving Stormwater (NPDES) permit is required for the disruption of one (1) acre or more.
- \_\_\_\_\_ Plot plan or sketch shall be neatly drawn and include the following information:
  - Boundaries of lot with dimensions in feet and lot area in acres
  - Current tax map location
  - Names & locations of roads adjacent to lot
  - Setback distances from all structures, proposed & existing, to all property lines
  - Existing structures on lot: include well/water source, septic system/leach field, drainage/culverts/ditches, parking facilities, structures, and utilities
  - Any additional information that will adequately describe the proposed work

### **UPON SUBMISSION OF THIS APPLICATION THE FOLLOWING ITEMS MUST BE IMMEDIATELY COMPLETED BY THE OWNER FOR PRE-CONSTRUCTION REVIEW:**

- The construction site must be staked out where the proposed structure(s) will be located.
- The 2 nearest boundary lines to the proposed structure(s) must be clearly marked & identifiable.

**I have read, understand, and will comply with the above stated Rules & Regulations.**

Signature of Owners: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **\*\*All owners shall sign\*\***