

**FOR TOWN OFFICE USE:**

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

Fee Paid: Cash Check # \_\_\_\_\_ CIRCLE FEE AMT PAID (Refer to Current Fee Schedule): **\$25** Demo  
**\$50** Relocate/Change Use/Roof/Deck/Patio/Slab/Pool **\$100** Garage/Outbuilding/Shed/Addition/Remodel/Renovation  
**\$200** House/Mobile Home/Industrial Bld/Commercial Bld/Accessory Apt.

**ZONING COMPLIANCE APPLICATION FORM**

**Town of Thornton, NH • Office of the Selectmen**

**16 Merrill Access Road • Thornton NH, 03285 • 603.726.8168**

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.

Name of Road or Highway: \_\_\_\_\_  Class V Road  Class VI Road  State Road

Scenic Road:  YES  NO

Is Property in 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  NO

Will any part of the construction being applied for with this ZCA be used for business, commercial or in-home business use?  YES  NO

If 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

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

Single-Family Home  Multi-family Home  Industrial Building  Commercial Building  
 Accessory Apartment (requires additional application)  Garage  Outbuilding/Shed  
 Addition, Remodel or Renovation  Change of Roofing or Dormer  Deck or Porch  Patio or Slab  
 Swimming Pool (in ground or above ground 18ft in diameter or larger)  
 Mobile Home Size: \_\_\_\_\_ Make: \_\_\_\_\_ Year of Manufacture: \_\_\_\_\_ Number of bedrooms: \_\_\_\_\_  
VIN: \_\_\_\_\_  
 Other Construction not listed above (describe) \_\_\_\_\_

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

Build New  Addition  Interior Renovation or Remodel  Relocate  Change in Use  Demolition  
 Other: \_\_\_\_\_

**Dimensions of Proposed Buildings/Additions:** Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: \_\_\_\_\_ # of Stories: \_\_\_\_\_

Number of bedrooms: \_\_\_\_\_

Total Square footage (including foundation) \_\_\_\_\_ sq. ft. Road setback: \_\_\_\_\_ Side setbacks: \_\_\_\_\_  
Percentage of lot covered by proposed and existing buildings: \_\_\_\_\_ %

Septic System NHWSPC Permit # \_\_\_\_\_ Installer/contact info: \_\_\_\_\_  
License #: \_\_\_\_\_ Dated: \_\_\_\_\_

Does this construction change or increase the permitted use and 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 SWQPA 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)

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

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

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 addition or construction: \$ \_\_\_\_\_

I certify that the information given is true and correct to the best of my knowledge. This application is issued subject to the regulations of the Town of Thornton and the State of New Hampshire. 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 this application 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\*\***

Board of Selectmen Review:  Approved  Approved with Conditions  Denied Date: \_\_\_\_\_

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

Board of Selectmen Signatures: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

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. An extension at the end of 2 years may be requested by the applicant.

## ZONING COMPLIANCE APPLICATION RULES, REGULATIONS & INSTRUCTIONS

The Town of Thornton requires a Zoning Compliance Application form for assessing purposes and does not require Town building inspections. The purpose of a Zoning Compliance Application 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 Application Form is required for any construction, demolition, relocation or change of use and shall be reviewed and approved by the Thornton Board of Selectmen. Fees for applications are based on the Current Fee Schedule. 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. An extension at the end of 2 years may be requested by the applicant.

An **Application for Floodplain Development Permit** is required in addition to a Zoning Compliance Application Form for all development located in a flood zone. This permit is acquired from the Thornton Planning Board

An **Application for an Accessory Apartment** is required in addition to a Zoning Compliance Application for proposed construction/alterations that include an accessory 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.

### **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 for approval by the Board of Selectmen. **The following items are required to be included with this application when applicable.**

- \_\_\_\_\_ Septic plans and permit copy from the NH Department of Environmental Services, Subsurface Systems Bureau ([www.des.nh.gov/organization/divisions/water/ssb](http://www.des.nh.gov/organization/divisions/water/ssb))
- \_\_\_\_\_ Signed ADDENDUM for Septic Installer, Electrician and Plumber
- \_\_\_\_\_ Driveway Permit from Town or State (Thornton Road Agent or [www.nh.gov/dot/org/operations/highwaymaintenance](http://www.nh.gov/dot/org/operations/highwaymaintenance))
- \_\_\_\_\_ State Energy Code Regulations compliance certificate for dwellings ([www.puc.state.nh.us/EnergyCodes](http://www.puc.state.nh.us/EnergyCodes))
- \_\_\_\_\_ 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 Apartment Application or Permit from the Board of Selectmen
- \_\_\_\_\_ Fire Suppression or Sprinkler plans
- \_\_\_\_\_ Floodplain Development Permit from the Planning Board
- \_\_\_\_\_ Shoreland Protection Permit from NH Dept. of Environmental Services ([www.des.nh.gov/organization/divisions/water/wetlands](http://www.des.nh.gov/organization/divisions/water/wetlands))
- \_\_\_\_\_ US Environmental Protection Agency National Pollutant Discharge Elimination involving Stormwater (NPDES) permit is required for the disruption of one (1) acre or more. ([www.epa.gov@NPDES/stormwater](mailto:www.epa.gov@NPDES/stormwater))
- \_\_\_\_\_ 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
  - Setback distances to property lines
  - Current tax map location
  - Names & locations of roads adjacent to lot
  - 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

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

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

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

**ZONING COMPLIANCE APPLICATION FORM**  
Town of Thornton, NH • Office of the Selectmen  
16 Merrill Access Road • Thornton NH, 03285 • 603.726.8168

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

**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: \_\_\_\_\_  
\_\_\_\_\_  
License #: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**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: \_\_\_\_\_  
\_\_\_\_\_  
License #: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**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: \_\_\_\_\_  
\_\_\_\_\_  
License #: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_