

Land Use Permit Application Checklist

5/25/2022

Land Use Application

- ☐ Is application filled out Completely?
- ☐ Are all **NH Licensed** Building Tradespeople listed with contact information and license number?
- ☐ Is application signed by both Property Owner and Applicant?
- ☐ Water and Sewer Tap Fee Sheet
- ☐ Water and Sewer Payment
- ☐ Fees and Costs Sheet

- ☐ Fees and Costs Payment
- ☐ Large Site Plan
- ☐ Large set of Building Plans
- ☐ Digital Plans -Both Site Plan and Building
- ☐ New Hampshire Residential Energy Code Application with APPROVAL NUMBER
- ☐ Driveway Application
- ☐ HOA Approval Letter

*All boxes must be checked before submitting the Land Use Permit Application.

*If something does not apply to your project then place an N/A next to that item.

*Incomplete packages will be returned and will slow down the permitting process.

*Escrow may be required on certain projects.



NEW FORM – PLEASE READ

TOWN OF LINCOLN, NH
Planning & Zoning Department
PO Box 25
Lincoln, NH 03251-0025

Phone: 603-745-2757
Fax: 603-745-6743
Email: planning@lincolnnh.org
Web: www.lincolnnh.org

Dear Homeowners and Contractors:

There are three (3) steps to the Construction Process in the Town of Lincoln, unless you are also building a retaining wall greater than four feet (4') in height, in which case there are two (2) additional steps. The three (3) steps are:

1. Filling out an **Application for Land Use Permit**.
2. Once the Application for Land Use Permit is deemed complete, the Town issues a **Land Use Authorization Permit**.
3. Following the completion of the construction project and a satisfactory inspection by the Town, a **Certificate of Land Use Compliance** is issued by the Town.

If a retaining wall greater than four feet (4') in height is being constructed, then you also must submit:

1. A **Pre-Construction Retaining Wall Construction Control Document** prior to breaking ground on the retaining wall (with a \$1,500 inspection retainer), and
2. A **Post-Construction Retaining Wall Construction Control Document** following completion of the retaining wall.

The **Stormwater Management Ordinance** may apply. The Stormwater Management Ordinance applies to:

1. All developments (as defined in Article IV.A of the Town's Site Plan Review Regulations and also in Article IV of the Town's Land Use Plan Ordinance) and residential lots which disturb either:
 - a. Fifteen thousand (17,000) square feet or more, or
 - b. Fifty percent (55%) or more of the square footage of the lot (even if less than 17,000 total square feet).

I. THE APPLICATION FOR LAND USE PERMIT.

A. ARTICLE VII, ADMINISTRATION, Section B, LAND USE AUTHORIZATION PERMIT, from the Town's Land Use Plan Ordinance (LUPO), states:

"It shall be unlawful to construct a new building or make exterior dimensional additions to a building without first obtaining a permit from the Board of Selectmen or their designee. Permits must be posted on the site and be easily visible. Land Use Permits are also required before any site work is started on any proposed or approved site plan or subdivision."

- B.** Any internal renovations that add fixtures that use water or sewer services (e.g., bathtub, shower, sink, toilet, washer, etc.) shall incur water or sewer tap fees and requires a Land Use Authorization Permit.
- C.** Any internal renovations that add a bedroom shall incur bedroom impact fees and requires a Land Use Authorization Permit.
- D.** A Land Use Authorization Permit is required to add any "structure" as defined by the LUPO, including but not limited to retaining walls greater than four feet (4') in height, or solar panels of any size and configuration. If you are unsure as to whether or not you need to obtain a Land Use Authorization Permit prior to construction, please contact the Planning Department.
- E.** Adding any heated space requires a Land Use Authorization Permit. For example, putting on another story to a building or adding a dormer or enclosing a porch to turn into heated space requires a Land Use Authorization Permit.

II. NEW HAMPSHIRE STATE BUILDING CODE AND FIRE CODE

All buildings and structures (including retaining walls greater than 4 feet in height), must be in compliance with the State of New Hampshire Building Code and Fire Code. All those with a license issued by the State of New Hampshire shall file a Construction Control Affidavit certifying that all work performed is in compliance with those codes. The Contractor shall also file a Construction Control Affidavit certifying that all work performed is in compliance with those codes. The Construction Control Affidavits shall be notarized and signed under penalties of perjury. The Town will not schedule or perform an inspection, or issue a Land Use Compliance Certificate until all of those Construction Control Affidavits have been received.

Building or expanding commercial space, including dwellings of three (3) units or greater may require a building permit from the New Hampshire State Fire Marshal's Office.

III. ENERGY CONSERVATION CODE

All construction of heated space requires a Land Use Authorization Permit and is required to conform to the 2018 IECC Code for Energy Conservation in New Building Construction (the "Energy Code"). The 2018 IECC is part of the New Hampshire State Building Code adopted by the NH Legislature on July 1, 2022. The Town cannot issue a Land Use Authorization Permit until the Town receives Residential Energy Code Certification. If an architect designs your home, the fact that the design is in compliance with the Energy Code should be noted on the plans as well. For a single-family residence or an addition to a single-family residence, the NH Residential Energy Code Application Form (EC-1 Form), can be found at the State of New Hampshire Public Utilities Commission website:

<https://www.nh.gov/safety/boardsandcommissions/bldgcode/documents/ec-1-form-iecc-2018.pdf>

If you are constructing commercial space, you should contact the New Hampshire Department of Energy.

IV. CERTIFICATE OF LAND USE COMPLIANCE

Buildings and structures may not be occupied without a Land Use Compliance Certificate which the Town will only issue after inspecting your property. Please review the following list of items that must be complete prior to scheduling an inspection for your property:

- A. All structures must be 100% complete with no additional work needed to be done.
- B. All water meters, touch pads, and radio read boxes must be installed and in good working order prior to the inspection. All smoke detectors must be in good working order as well as emergency faceplates on and near the furnace system. Appliances and plumbing fixtures must be installed and completed prior to inspection.
- C. It is highly recommended that all buildings are equipped with a combination carbon monoxide and smoke unit with a battery backup.
- D. Water meters must be located two (2) feet from where the waterline enters the building.
- E. Minor clean-up is certainly understandable. However, debris that obstructs the inspection and/or presents a safety risk to occupants could pose an impediment to approval.
- F. Please make a request for a final inspection with sufficient lead time to meet any applicable deadlines.

Failure of a building to meet occupancy requirements could result in a fifty dollar (\$50) administrative fee for each inspection that does not result in an inspection approval. Please feel free to contact the Planning Department with any questions. Contact information is listed below.

Carole Bont
Town Planner
(603) 745-8527
planning@lincolnnh.org

Ron Beard, Fire Chief
fire@lincolnnh.org
(603) 348-7250

Michael Weden, Assistant Fire Chief & Health Officer
(603)412-2935 mweden@lincolnnh.org

Carina Park
Town Manager
(603) 745-2757
townmanager@lincolnnh.org

Ryan Fairbrother, Deputy Fire Chief
Code Enforcement Officer
rfairbrother@lincolnnh.org
(603)991-9922

Chad Morris
Police Chief
(603) 745-2238
policechief@lincolnnh.org

Nathan (Nate) Hadaway
Director of Public Works
(603) 348-7890
publicworks@lincolnnh.org

~LAND USE AUTHORIZATION PERMIT FEES DUE AT TIME OF SUBMITTAL~**AN ACCURATE SITE PLAN PREPARED BY A SURVEYOR MUST ACCOMPANY ALL APPLICATIONS.****PROPERTY INFORMATION:****Physical E-9-1-1 Address of Property:** _____

Tax Map # _____

Lot # _____

Zoning District: _____

Owner's

Name: _____

Address: _____

Telephone: _____

E-mail, if any: _____

Applicant's

Name: _____

Address: _____

Telephone: _____

E-mail, if any: _____

If the applicant is different than owner or lessee, **provide authorization for applicant to act on behalf of owner** or lessee. The approved permit will be mailed to OWNER unless otherwise requested.

Land Use Authorization Permit fees are necessary for ALL new construction (residential and commercial), any change of use or expansion of use, demolition, for any addition of heated space or conversion of unheated space to heated space, an addition of any "structures", including but not limited to solar panels of any size or configuration, any retaining walls greater than four feet (4') in height and for any renovation that will incur water or sewer tap fees and/or bedroom impact fees.

I am adding/renovating residential heated space and have included a copy of the
Residential Energy Code Certification.

Yes
☐No
☐**Type of Improvement:**

- ☐ New Construction
☐ Alteration to Existing
☐ Moving (relocation)
☐ Solar Panel Array

- ☐ Addition to Existing
☐ Retaining Wall greater than four feet (4') in height
☐ Demolition (Requires EPA Notification)
☐ Other _____

Residential Uses:

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> One Family | <input type="checkbox"/> Two Family | <input type="checkbox"/> Manufactured Home |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Carport | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Deck/Porch | <input type="checkbox"/> Fence | |

Commercial Uses:

- ☐ Multi-family (number of units _____)
☐ Non-residential
☐ Fence
☐ Other _____
- Change of Use/Expansion of Use:** ☐ YES ☐ NO

Date approval granted by Planning Board: _____

Current Existing Use: _____

Proposed New Use: _____

Briefly describe the project or work to be performed:

Proposed Use of the property: _____

Describe how the use of the property will be changed or affected by the proposed construction: _____

Ownership: ☐ Public (includes Non-Profit) ☐ Private

Is Your Property Part of a Homeowners Association or a Condominium Association? ☐ YES ☐ NO

If yes, you will need written authorization of the Homeowners Association or the Condominium Association with your Application. ***Is written authorization attached?*** ☐ YES ☐ NO

The name of the association is: _____

Estimated Cost of improvement: \$ _____

Stormwater Management and Erosion Control Plan

Will you be disturbing seventeen thousand (17,000) square feet or more for this project? ☐ YES ☐ NO

Will you be disturbing fifty-five percent (55%) or more of the square footage of the lot (even if the lot is less than fifteen thousand [15,000] square feet)? ☐ YES ☐ NO

If yes to either question, you will need to submit a Stormwater Management & Erosion Control Plan. See attached Stormwater Management Ordinance.

Special Flood Hazard Area (a/k/a 100-Year Flood Plain):

Is any of the property located in the Special Flood Hazard Area? ☐ YES ☐ NO

Are any existing structures on site located within the 100 Year Flood Plain? ☐ YES ☐ NO

Will any of the new construction be located within the 100 Year Flood Plain? ☐ YES ☐ NO

If the answer to any of these questions is "yes", please complete the "Flood Plain Permit Application".

Is your completed Floodplain Permit Application attached? ☐ YES ☐ NO

Shoreland Protection Areas:

Does this property have or abut a stream, pond or other wetland? ☐ YES ☐ NO

Does this property fall within 150' of a protected Shoreland Area? ☐ YES ☐ NO

Does this property fall within the Urban Exempted Area of the Shoreland? ☐ YES ☐ NO

Fire Department/Police Department Review:

Does this project involve a fire suppression system? ☐ YES ☐ NO

Does this project involve a fire/burglar alarm system? ☐ YES ☐ NO

Plans:

All applications for new buildings, additions, outbuildings, garages, sheds, porches and structures of any kind, including but not limited to retaining walls and solar panel arrays, etc., shall be accompanied by a copy of:

1. Plans;
2. Site plan; and
3. Building Specifications.

Building plans and specifications and site plans shall be in sufficient detail to determine compliance with the Town of Lincoln's Land Use Plan Ordinance. Any changes to the footprint of a building or structure shall require a site plan with measurements **prepared by a licensed surveyor** showing the proposed change in relation to the property boundary line as well as the required setbacks. Any new structure, outbuildings or changes in the footprint of any structure shall require a site plan prepared by a licensed surveyor. A Site Plan shall include but may not be limited to the following:

- a. Dimensions of the lot, including road frontage
- b. Location of proposed NEW construction
- c. Location of existing building(s) and structure(s) with proposed addition(s)
- d. Location of proposed and/or existing driveway and parking area(s)
- e. Clearly designate front, side and rear setbacks, including distance from existing structures to property boundaries
- f. Topographic information including existing and proposed contours at two-foot (2') intervals.

An accurate legible Site Plan shall be drawn to a scale (min. 1" = 20'), showing:

All of the following must be marked as "Provided" or "N/A"

DIGITAL COPIES OF THE PLANS SHALL ALSO BE PROVIDED.

Provided N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Lot dimensions & setback areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of wetland, waterbody, and floodplain |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, footprint, and height of all existing buildings or structures |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, footprint, and height of all proposed new buildings, structures or additions |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and width of driveway, and town access street |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and height of fences, retaining walls, and other similar features |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of swimming pools, tennis courts, terraces, hot tubs, spas, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of new driveway or change in curb cut (If PROVIDED, must also provide approved Driveway |

Driveway Permit from Town of Lincoln Public Works Director is required; or if access is from a state road (i.e., NH Route 112 a/k/a Main Street and Kancamagus Highway, US Route 3 a/k/a Daniel Webster Highway & US Route 3A a/k/a Connector Road) a Permit from NH Department of Transportation (NH DOT) is required.

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Topographic information including existing and proposed contours at two-foot (2') contour intervals. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies of all Planning Board approvals, Zoning Board of Adjustment approvals and State Approvals granted for this project. |

Land Use Compliance Certificate:

Occupancy of a Building/Structure authorized by Land Use Permit is prohibited until the Town issues a Certificate of Land Use Compliance subsequent to an inspection by the Compliance Officer, the Fire Chief and the Public Works Director.

A. Principal Type of Frame:

- ☐ Masonry (wall bearing)
- ☐ Wood frame
- ☐ Structural steel
- ☐ Reinforced concrete
- ☐ Other (specify) _____

B. Type of Sewage Disposal:

- ☐ Municipal Sewer
- ☐ Private (septic tank, etc.)
- ☐ Hauling by private company
- ☐ Private Pump to Municipal System

C. Type of Water Supply:

- ☐ Municipal Water
- ☐ Private well
- ☐ Privately Owned Delivery
- ☐ Redistribution System (PORS)

Before a Land Use Permit will be issued, Water & Sewer Tap Fees and Bedroom Impact Fees must be paid and connection approvals must be issued by the Town Director of Public Works (DPW).

1. You shall fill out the Water & Sewer Tap Fee Sheet available on the town website: www.lincolnnh.org. If you have the program Excel on your computer, the form available on the Town website will calculate your points for you; use the link for "[New Water and Sewer Tap Fee Form](#)" (for Excel users). If you do not have Excel you can download the form from the link "[2016 Water/Sewer & Bedroom Fee Schedule \(non-Excel users\)](#)" and calculate your fees manually. Fill out the Tap Fee form and attach it to this application.
2. IN ADDITION, you shall pay water and sewer connection fees in accordance with the Water Supply System Connection Fee Ordinance and the Sewer Use Ordinance and obtain Connection Approval by the Director of Public Works.

D. For Public Water/Sewer:

Connection Approved by DPW

Date Fees Paid

Amount

Water Connection Fees

Sewer Connection Fees

Does your Building or Facility require a trap or interceptor for Fats, Oil, Grease or Sand?

☐ YES

☐ NO

E. Dimensions:

Number of stories _____

Length _____ Width _____

Height to primary eave on uphill side of the structure _____

F. Residential buildings only:

Number of bedrooms _____

Number of baths: Full _____

Partial _____

G. Driveway/Parking:Will a new curb cut or driveway permit be needed? ☐ YES ☐ NO

Permit from State of NH DOT _____

of Off-Street Parking spaces required: _____

Permit from Town of Lincoln _____

of Off-Street Parking spaces provided: _____

H. Sprinkler system provided:☐ YES☐ NO

Here is the information about how much fire flow and flow duration will be needed for your building. The Fire Flow and Flow Duration depends on how large your building is. Speak to the Fire Chief about whether your building has adequate fire flow and flow duration.

**U.S. Fire Administration
Water Supply Systems and Evaluation Methods
Volume I: Water Supply System Concepts
October 2008**

ICBO: The Uniform Fire Code defines "**fire flow**" as the flow rate of a water supply, measured at twenty pounds per square inch (20 psi) residual pressure, that is available for firefighting (ICBO, 1997). For one-family and two-family dwellings, a fire area that does not exceed three thousand six hundred square feet (3,600 sf), the minimum fire flow requirements are one thousand gallons per minute (1,000 gpm). For other types of construction, the minimum required fire flow and flow duration for buildings are indicated in **Table 7-1**.

Table 7-1: Minimum Required Fire Flows and Flow Duration

Fire Area in Square Feet (sf)*	Fire Flow in gallons per minute(gpm)	Duration in Hours
3,600 —70,900	1,500—2,750	2
13,400 —128,700	3,000—3,750	3
23,300 —295,900 and greater	4,000—8,000	4

I. Is this lot or unit part of a phased project?☐ YES ☐ NO

If yes, which Development and Phase? _____

IDENTIFICATION:

Architects, Engineers, Electricians, Plumbers, Asbestos Inspectors, Lead Paint Inspectors and others not listed here MUST be licensed in the State of NH

****LICENSE NUMBERS MUST BE FURNISHED FOR RESIDENTIAL, COMMERCIAL AND PUBLIC USES****

	Name & NH License #	Mailing Address	Telephone Number/Email
Surveyor			
	NH Lic. #		
Architect/Engineer			
	NH Lic. #		
Electrician			
	NH Lic. #		
Plumber			
	NH Lic. #		
Contractor			
	# No NH License Required		

After the project is complete, the contractor(s) and all New Hampshire licensed professionals shall be required to sign a Construction Control Affidavit certifying under penalties of perjury that their work was performed in accordance with the NH State Building Code and Fire Code.

I/We hereby certify that the information contained in this *Land Use Authorization Permit Application* is accurate and complete to the best of my knowledge. I/We understand that any *Permit* issued based on inaccurate information is subject to immediate withdrawal. _____/_____

I/We understand that the approved *Permit* must be prominently displayed within seventy-two (72) hours of issuance of the *Permit* and for the duration of construction. Failure to display the *Permit* during this time period is sufficient grounds for withdrawal of the *Permit*. /

I/We understand that the *Land Use Permit* will become null and void if construction work does not substantially begin within one (1) year from the date of issuance. The applicant hereby grants permission for the designated representative to inspect the premises prior to, during, and after construction for which this application is being made. _____ / _____

7

*** ARTICLE VII
ADMINISTRATION**

Section A. ENFORCEMENT. It shall be the duty of the Board of Selectmen of their designees to administer this Ordinance.

Section B. LAND USE AUTHORIZATION PERMIT. The permitting process is established to ensure harmonious growth and development within the community.

1. Land Use Authorization Permits. It shall be unlawful to construct a new building or make exterior dimensional additions to a building without first obtaining a permit from the Board of Selectmen or their designee. Permits must be posted on the site and be easily visible. Land Use Permits are also required before any site work is started on any proposed or approved site plan or subdivision.
2. Every applicant for a permit or approval under this Ordinance is deemed to have consented to such inspection of the relevant property or properties as is directly related to that application and is reasonably necessary for the Town's officials, board members, employees, or other agents to acquire information appropriate to make an informed decision relative to the application and to the determination of compliance with the permit and its terms of issuance, approved plans, conditions of approval, and requirements of this Ordinance. An applicant's refusal to consent to such inspection constitutes grounds for disapproval of the application or for refusal by the Town to issue any Land Use Authorization Permit and Land Use Compliance Certificate relative to the permit or application.

Section C. CERTIFICATE OF LAND USE COMPLIANCE. A Certificate of Land Use Compliance must be obtained before the use or physical occupancy of any property or building under but not limited to the following circumstances: all newly constructed buildings or additions thereto, additions to existing structures, significant change of use of facilities, and before any vacant land can be occupied.

1. Standards to be met before Certificate of Land Use Compliance is granted:
 - a. All uses shall conform to the current Land Use Plan Ordinance and any other applicable ordinances, including, but not limited to, Subdivision and Site Plan Review Regulations.
 - b. All land use authorization permits, restrictions and requirements therein, and any other applicable Town regulations and ordinances must have been met.
2. Administration of Certificate of Land Use Compliance:
 - a. The Application for a Certificate of Land Use Compliance shall, when possible, be integrated with the Land Use Authorization Permit.
 - b. **The property owner shall inform the Enforcement Officer or the Town Planning Office as to when construction is complete and the Certificate is requested.**

PLEASE MAKE CHECK PAYABLE TO "TOWN OF LINCOLN"

Town of Lincoln, N.H.

Water & Sewer Tap Assessment Form with Impact Fees

Page 1 of 1

MAP: _____

Date: _____

LOT: _____

Owner: _____

Address: _____

Email: _____

Phone Number: _____

Inspected by: _____

Make check out for this amount: →			
Total Water Tap Points	0.00	X \$120 =	
Total Sewer Tap Points	0.00	X \$150 =	
Total Bedroom Points	0.00	X \$100 =	

	Number of Items	Water Points	Sewer Points
RESTAURANTS (Total seating capacity x 1 point)			
TAKE-OUT TYPE RESTAURANTS (15 points)			
BARS (Total seating capacity x 0.5 points)			
MOTELS, INNS, LODGES, SKI CLUBS (3 points x rooms)			
MOTELS, INNS, LODGES, SKI CLUBS (3 points x baths)			
CAMPSITES (For recreation vehicle, travel trailers 2 points x each hookup)			
CAMPGROUNDS (30 points)			
COMMERCIAL ICE MAKERS (2 points)			
WATER FOUNTAINS, WATER COOLERS/BUBBLERS (0.5 points)			
ADDITIONAL SINK OR DISHWASHER (1 point each)			
HALF BATHS (1 washbasin & 1 toilet x 3 points)			
EXTRA TOILETS OR URINALS (2 points)			
SINGLE SHOWER OR SINGLE TUB (3 points each)			
FULL BATH (shower or tub, washbasin & toilet) x 6.0 (If a wash basin is located in a room directly adjacent to a shower, a tub or a toilet, they shall be considered a full bath & assessed 6.0 points)			

BEDROOMS - (5 points per bedroom - new
construction only)

Number of Items	Points

KITCHENS
(5 points)

	Water Points	Sewer Points

COMMERCIAL LAUNDRIES
(4 point x washers)

	Water Points	Sewer Points

**RESIDENTIAL LAUNDRIES (and ROUGH-
INS)** (1 point each washer)

	Water Points	Sewer Points

OUTSIDE WATER TAPS/SPIGOTS
(2 points each) (all residents or commercial
establishments shall be assessed for at least
one outside water spigot or water tap.)

	Water Points	Sewer Points

INDOOR SWIMMING POOLS
(10 points sewer, 20 points water per pool)

	Water Points	Sewer Points

OUTSIDE SWIMMING POOLS
(4 points sewer, 8 points water per pool)

	Water Points	Sewer Points

OUTSIDE IRRIGATION - RESIDENTIAL
(4 points)

	Water Points	Sewer Points

OUTSIDE IRRIGATION - COMMERCIAL *
(8-20 points)

	Water Points	Sewer Points

COMMERCIAL CAR WASH
(40 points)

	Water Points	Sewer Points

LARGE JACUZZI / HOT TUB
(12 points each) (500+ gallons)

	Water Points	Sewer Points

SMALL JACUZZI / HOT TUB
(4 points each)

	Water Points	Sewer Points

* Commercial Irrigation fees are charged on the size of the irrigation
system and number of spigots. The fee is determined by the Town
Manager and Board of Selectmen at the time of application.

Total Bedroom Points:

--

Total Water Points:

--

Total Sewer Points:

--

PLEASE MAKE CHECK PAYABLE TO "TOWN OF LINCOLN"

Town of Lincoln, N.H.

Water & Sewer Tap Assessment Form with Impact Fees

Page 1 of 1

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Owner: _____

Address: _____

Email: _____

Phone Number: _____

Inspected by: _____

LOT: _____

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BEDROOMS - (5 points per bedroom - new
construction only)

Number of Items	Points

KITCHENS
(5 points)

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COMMERCIAL LAUNDRIES
(4 point x washers)

	Water Points	Sewer Points

**RESIDENTIAL LAUNDRIES (and ROUGH-
INS)** (1 point each washer)

	Water Points	Sewer Points

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(10 points sewer, 20 points water per pool)

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	Water Points	Sewer Points

OUTSIDE IRRIGATION - RESIDENTIAL
(4 points)

	Water Points	Sewer Points

OUTSIDE IRRIGATION - COMMERCIAL *
(8-20 points)

	Water Points	Sewer Points

COMMERCIAL CAR WASH
(40 points)

	Water Points	Sewer Points

LARGE JACUZZI / HOT TUB
(12 points each) (500+ gallons)

	Water Points	Sewer Points

SMALL JACUZZI / HOT TUB
(4 points each)

	Water Points	Sewer Points

* Commercial Irrigation fees are charged on the size of the irrigation
system and number of spigots. The fee is determined by the Town
Manager and Board of Selectmen at the time of application.

Total Bedroom Points:

--

Total Water Points:

--

Total Sewer Points:

--



TOWN OF LINCOLN

Selectmen's Office
148 Main Street - P.O. Box 25
Lincoln, New Hampshire 03251-0025

O.J. Robinson Tamra Ham Jack Daly

Phone: (603)745-2757 - Fax: (603)745-6743 - Email: TownHall@LincolnNH.org

May 24, 2021

Water Meter Parts:

As of April 12, 2006, all new construction requires water meters, and all new homes will be required to have the following parts of the water meter.

Part#S0048	5/8 x % SR ECR METER 10G w/pad	1
Part#S2570	5/8 x % #2 Korner Horn	1
Part#S2070	% CP Setter Pack Joint (other sizes available)	2
Part #52035	% #7 Dual Check Backflow Preventer 1-3k	1
Part#S2033	% Korner Horn Ball Valve	1
Part #50323-01	MXU 510R Non-Pit Single Port- Wired installation	1

If two (2) or more meters are being installed in the same building, they can share a dual port MXU, which will reduce the install cost per meter.

Part #50323-11' MXU 501R Non-Pit Dual Port-wired installation

These items can be purchased by calling MBS, a division of EJ Prescott at (603) 224-8425.

****METER INSTALLATION RULES/REQUIREMENTS****

1. Meter shall be installed within three feet (3') from point of entry of building, foundation, wall or floor.
2. The meter shall be placed in a clean, dry, and warm place always free from debris, which may be safely and easily accessed by a person for the purpose of reading, maintaining, or changing of the meter.
3. Inspection of the meter will ONLY be done for a *Land Use Compliance Certificate* upon completion of all work, **including** installation of touch pads and/or touch coupler.

If you have any questions, please call Public Works Director, Nate Hadaway at (603) 745-6250.



1

2

3



4

FEES AND COSTS SHEET (Effective Date July 21, 2020)

Property Owner Name: _____

Owner's Mailing Address: _____

Owner's Phone: _____

Owner's Email Address: _____

Property Address: _____

Map/Lot: _____ Project Name: _____

FEES:	AMOUNT
-------	--------

PLANNING BOARD (PB) AND ZONING BOARD OF ADJUSTMENT (ZBA):

Most matters that appear before the PB or ZBA require Abutter Notices sent by certified mail, return receipt requested and publication in a local newspaper and on the Town's website as well as posting in two public places in Town.

NOTICE FEES:

\$150 (approx.) Legal Notice fee (Newspaper publication) – at cost* \$ _____

*Publication of Legal Notices is currently estimated to be \$150.

The cost of Publication in the Newspaper will be passed onto Applicant as costs vary depending on size of ad and which newspaper is used.

\$5+ Abutter Notice fee per Abutter** \$ _____

* **PLUS** USPS Certified Mail, Return Receipt Requested rate per name on Abutter List
PLUS three labels (\$.025/each label). \$ _____

Postal fees are subject to change according to rate increases by USPS.

The Town of Lincoln reserves the right to increase postal rates accordingly.

†Current Cost to prepare & mail abutter notices for up to 1 ounce (**for each abutter**)

(\$5.00 per Notice **PLUS** \$7.10 for Certified Mail, Return Receipt Requested;

PLUS \$.75 per abutter [\$0.25 per label, 3 labels per abutter] => **\$12.85.†**

† This rate is subject to change depending on the weight of the mailing. Difference in cost to be paid by Applicant.

RECORDING FEES*:

\$12 Voluntary Lot Merger Form to record in Registry of Deeds – no LCHIP fee required \$ _____

\$25 LCHIP fee for each plan being recorded in the Registry of Deeds (Mandated by State of NH) \$ _____

[LCHIP stands for NH Land and Community Heritage Investment Program]

***Separate certified check or money order payable to:

"Grafton County Registry of Deeds"

\$25+ Registry fee – Processing fee **PLUS** Recording Fee from Grafton County Registry of Deeds \$ _____

Current Cost to record PLANS:		
A.	8 ½" X 11"	= \$11
B.	11" X 17"	= \$11
C.	17" X 22"	= \$16
D.	22" X 34"	= \$26

*For fees and costs to record other types of documents in the Registry of Deeds, check Registry of Deeds website.

PLANNING BOARD:

Site Plan Review:

Minor Projects:

\$50+ Fee for Site Plan Review for *minor projects***** \$ _____
******PLUS** Legal Notice, Abutter Notices and Registry Fees+\$5 per \$10,000
Estimated Cost of Construction (ECC) \$ _____

Major Projects:

\$500+ Fee for Site Plan Review for *major projects** \$ _____
***PLUS** Legal Notice, Abutter Notices and Registry Fees \$ _____
PLUS \$5 per \$10,000 Estimated Cost of Construction (ECC) \$ _____
PLUS
\$0 to \$2,500,000 ECC \$2.50 per \$10,000 of ECC \$ _____
\$2,500,001 ECC to \$10,000,000 ECC \$2.00 per \$10,000 of ECC \$ _____
\$10,000,001 ECC to \$15,000,000 ECC \$1.50 per \$10,000 of ECC \$ _____
Over \$15,000,001 ECC \$1.00 per \$10,000 of ECC \$ _____

Modification of Prior Approvals:

\$500 Site Plan Review – Modification of Approval if Abutter Notices are Required** \$ _____
****PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ _____
\$500 Site Plan Review – *de minimis* Modification of Approval if **NO** Abutter Notices are Required \$ _____

Subdivision - (Payable at Time of Design Review Application Submission)

Minor Projects:

\$300+ *Minor Subdivision**** \$ _____
*****PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ _____
\$200 *Minor Subdivision* – Modification of Approval \$ _____

Major Projects:

\$600+ *Major Subdivision* – Base fee **PLUS** \$75/ lot, plat, site, or other division of land including Units per RSA 672:14**** \$ _____
******PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ _____
\$500 *Major Subdivision* – Modification of Approval \$ _____

Condominium Project that also require Site Plan Review Approval:

\$0 *No additional fees for Subdivision. See Site Plan Review fees.* \$ _____

Lot Line Adjustments & Boundary Agreements & Lot Mergers:

\$150+ *Minor Lot Line Adjustment and Boundary Agreements****** \$ _____
*******PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ _____
\$50+ *Lot Merger* **PLUS** Registry Fees \$ _____

PERMIT FEES:

Commercial, Institutional, Multi-Family, And Other Non-One-And Two-Family Residential Construction (ALL CONSTRUCTION) Land Use Authorization Permit:

\$100+ +\$1.00 per \$1,000 of construction cost, \$15,000 maximum \$ _____

One- And Two-Family Residential Land Use Authorization Permit:

\$350 **Finished Dwellings** \$ _____

Renovations, additions, alterations, etc.

\$250 With new water/ sewer fixtures, new bedrooms, and /or new heated spaces renovations, additions, alterations, etc. \$ _____

\$0 Other Renovations with **no** New water/sewer fixtures, **no** new bedrooms, and/ or **no** new heated spaces and ***less than \$10,000 construction cost*** \$ _____

\$40 Other Renovations with **no** New water/sewer fixtures, **no** new bedrooms, and/ or **no** new heated spaces and ***\$10,000 or more in construction cost*** \$ _____

\$50 **Non- Habitable structures** (porches, garages, shed, fence, pool, temporary Trailer, retaining walls, etc.) \$ _____

\$50 **Land Use Compliance Certificate** – per requested official inspection \$ _____

RETAINING WALLS GREATER THAN FOUR FEET IN HEIGHT:

\$0 **Retaining Wall** Land use permit – if included in the application for another Project \$ _____

\$50 **Retaining Wall** Land use permit – if **not** included in the application for another Project \$ _____

\$1,500 **Retaining Wall** Greater Than Four Feet (4') in Height **Escrow Account** for 3rd party reviewer With Signed Escrow Agreement with the Town* \$ _____

STORMWATER MANAGEMENT PLAN AND/OR EROSION CONTROL PLAN:

\$1,500 **Stormwater Management Plan** (escrow account for 3rd party reviewer With Signed Escrow Agreement with the Town)* \$ _____

\$300 Waiver of Stormwater Management Ordinance Requirements – Planning Board Hearing \$ _____

\$25 Recording Fee for Stormwater Management Operation & Maintenance (O&M) Plan ***PLUS**** \$ _____

\$12 Per Page* (for each extra page Stormwater O&M Plan) \$ _____

RESUBMITTALS, EXTENSIONS, AND INSPECTIONS:

\$100 **Application resubmittal** (if filed 6 months or more after the date of rejection, must file new application for new permit). \$ _____

\$100 **Application resubmittal** –The application fee shall accompany the initial application. The Applicant has one month to supply any items needed for the application to be considered “complete”. After 1 month there is a \$100 fee to re-submit the application. \$ _____

\$50 **Permit Extension** \$ _____

\$75 **Re-Inspection*** \$ _____

\$75 **Additional Inspection***
*Re-Inspection Fees and Additional Inspection Fees to be paid prior to scheduling the Final Land Use Compliance Certificate Inspection. \$ _____

\$0 Request for ***life safety inspection***, to enable occupancy prior to issuing a Land Use Compliance Certificate Issuance \$ _____

\$75 Health Inspection - \$75 per Inspection \$_____

MOVING OR DEMOLITION:

\$50 Moving or Demolition \$_____

SIGN, AWNING, OR CANOPY:

\$50 Sign, Awning, or Canopy \$_____

PROJECTS REQUIRING OUTSIDE CONSULTING ASSISTANCE:

\$+ Projects requiring outside consulting assistance (where outside consulting services for plan review, testing or inspection are required) applicant pays for all necessary 3rd party reviews. \$_____

ZONING:

\$50 Zoning Permit only \$_____

\$50 Driveway Permit (Zoning Review) \$_____

\$300+ Special Exception (**PLUS** legal notice **PLUS** abutter notification) \$_____

\$100 Per zoning petition \$_____

\$300+ Variance (**PLUS** legal notice **PLUS** abutter notification) \$_____

\$300+ Appeal of Administrative Decision (**PLUS** legal notice **PLUS** abutter notification) \$_____

\$300+ Equitable Waiver (**PLUS** legal notice **PLUS** abutter notification) \$_____

\$300+ Hearing Under RSA 674:41 (**PLUS** legal notice **PLUS** abutter notification) \$_____

\$100+ Rehearing (**PLUS** legal notice **PLUS** abutter notification) \$_____

TOTAL Application Submission Fees and Costs** \$_____

Administrative Expenses*** \$_____

Technical Review Fee Agreement Costs*** \$_____

TOTAL ESCROW*** \$_____

TOTAL ALL OTHER COSTS & FEES \$_____

****To be paid before acceptance of application**

*** To be paid before final decision
• To be paid before acceptance of application
† To be paid before final decision

AMOUNT RECEIVED FROM APPLICANT \$_____

DATE AMOUNT RECEIVED FROM APPLICANT \$_____

FOR OFFICE USE ONLY

TOTAL AMOUNT DUE _____ **Balance Remaining** _____

TOTAL AMOUNT PAID _____ **Due No Later Than** _____

BALANCE REMAINING DUE _____ **Check Number** _____

Paid Date _____ **Cash** _____

Received By: _____



TOWN OF LINCOLN NEW HAMPSHIRE

PLANNING BOARD
ZONING BOARD OF ADJUSTMENT

PLANNING & ZONING
DEPARTMENT

**Pre-Construction Retaining Wall
Construction Control Document**

Land Use Permit Number: _____

Property Owner Name: _____

Property Street Address: _____

Map/Lot #: _____

I, _____, being a New Hampshire Licensed Structural Engineer with

Registration Number: _____, have prepared or directly supervised the preparation of all design plans, computations and specifications for the construction of a retaining wall for the above referenced project. I further certify that (1) the retaining wall meets the requirements of Section K of the Town of Lincoln Land Use Plan Ordinance as well as the New Hampshire State Building Code and the International Building Code, as may be applicable, and (2) I shall perform the necessary professional services and be present on the construction site on a regular and periodic basis to ensure that all work is completed in accordance with the said design plans, computations and specifications.

A separate escrow agreement shall be executed between the property owner and the Town for reimbursement of the municipality's out of pocket expenses for professional review.

Upon completion of the work, I agree to submit a Post-Construction Retaining Wall Construction Control Document confirming the satisfactory completion of the retaining wall.

Print Name of Signatory

Signature

Date

County of _____, ss.

State of New Hampshire

On this _____ day of _____, 20____, _____
(Print Name)

Known to me or proven to be the instrument subscriber, personally appeared before me and acknowledged that he/she executed the foregoing instrument.

Notary Public/Justice of the Peace
(Add Seal)

My commission expires:

Retaining Wall Design Documents and Retainer - OVER ==>>

Pre-Construction Retaining Wall
Construction Control Document (Page 2)

FOR TOWN OF LINCOLN USE ONLY:

Pre-Construction Retaining Wall Construction Control Document received on: _____

By: _____

Retaining Wall Design Documents were submitted with the Construction Control Document: ☐ YES ☐ NO

A \$1,500 retainer was received with the Construction Control Document: ☐ YES ☐ NO



TOWN OF LINCOLN NEW HAMPSHIRE

PLANNING BOARD
ZONING BOARD OF ADJUSTMENT

PLANNING & ZONING
DEPARTMENT

Post-Construction Retaining Wall
Construction Control Document

Land Use Permit Number: _____

Property Owner Name: _____

Property Street Address: _____

Map/Lot #: _____

I, _____, being a New Hampshire Licensed Structural Engineer with Registration Number: _____, hereby certify that I have prepared or directly supervised the preparation of all design plans, computations and specifications concerning the construction of the retaining wall for the above-named project. I, or my designee, have performed the necessary professional services and was present at the construction site on a regular and periodic basis. To the best of my knowledge, information and belief the work proceeded in accordance with the requirements of Section K of the Town of Lincoln Land Use Plan Ordinance, the New Hampshire State Building Code, and the International Building Code, as applicable, and design documents as submitted to the Town of Lincoln.

A set of engineered stamped "as built" plans of the retaining walls have been submitted with this affidavit.

Print Name of Signatory _____ Signature _____ Date _____

County of _____, ss.

State of New Hampshire

On this _____ day of _____, 20____, _____

(Print Name)

Known to me or proven to be the instrument subscriber, personally appeared before me and acknowledged that he/she executed the foregoing instrument.

Notary Public/Justice of the Peace
(Add Seal)

My commission expires:



LINCOLN, NH FLOODPLAIN DEVELOPMENT PERMIT

Terms and Conditions

Permit Required: As required by the Federal Emergency Management Agency (FEMA) Code of Federal Regulations, National Flood Insurance Program, (NFIP) 44 CFR Part 60.3(a)(1), no work of any kind may begin in the Special Flood Hazard Area (SFHA) until a Floodplain Development Permit is issued. The permit shall be for all structures and developments, including fill and other activities, as set forth in the Floodplain Ordinance. Examples of such activities include but are not limited to new construction, reconstruction, rebuilding, placement of manufactured homes, placement of small outbuildings, fences, walls, clearing of trees and other vegetation, placement of driveway culverts or bridges, long-term storage of equipment and materials or any man-made change to improved or unimproved real estate such as dredging, drilling, excavation, filling, grading, logging, mining, or paving. The floodplain development permit requirement is intended to allow the Town of Lincoln to monitor activities located in the SFHA to ensure the following:

- Base flood elevations do not significantly change as a result of development
- Buildings in floodways and floodplains are constructed and maintained properly
- Substantially damaged/improved buildings are brought into compliance with current floodplain regulations.

Application for Permit: Application for a Floodplain Development Permit shall be made on forms furnished by the Town of Lincoln. If a change of ownership of the affected property occurs following the issuance of a permit and prior to issuance of a Certificate of Compliance, the new owner(s) shall submit an application within 15 days of the date of ownership change. If a new application is not submitted within the 15 days, all work must cease immediately. No deviation from the original application is allowed except the change of ownership. By signing and submitting this application the Applicant certifies that all statements contained in the application, and in any additional attachments, are true and accurate. All applications shall include the following:

- A. Plans in duplicate, drawn to scale, showing:
 - The nature, location, dimensions and elevations of the area in question, including the location of the property with reference to river and stream channels, floodplain and floodway, and the location of permanent or temporary reference marks
 - Existing and proposed structures and/or development
 - Fill and excavation details
 - Storage of materials
 - Location of drainage facilities
 - Elevation (in relation to mean sea level) of the bottom floor of all structures (including basements or crawl spaces)
 - Engineering details and description of the extent to which any watercourse will be altered or relocated as a result of proposed development
 - If applicable, elevation (in relation to mean sea level) to which any structure will be flood proofed and certification by a registered professional engineer that flood proofing methods for any structure meet the flood proofing criteria established in the Floodplain Ordinance
 - Extent of foundation walls and footings below finished grade
 - Size and location of all flood openings/vents
 - Elevations of all mechanical, electrical, plumbing, and ducting
- B. For structures, an Elevation Certificate based on construction drawings from a registered engineer or licensed surveyor. A finished construction Elevation Certificate will be required upon completion of the structure before the Certificate of Compliance is issued.
- C. Copies of environmental permits from federal or state agencies, if applicable, and evidence of notification of the adjacent communities and FEMA of any alteration or relocation of watercourses.
- D. Any additional information required by the Planning Director.

Note: Application for a Floodplain Development Permit (FDP) is a SEPARATE Process from the Land Use Permit application process. The FDP is a prerequisite for application to the Planning Department for all development in the Special Flood Hazard Area.

Field Information: The applicant's engineer or surveyor shall establish two temporary Base Flood Elevation marks within 50 feet of the proposed development and the floodway boundary shall be marked every 50 feet across the property. The floodway boundary shall be established using the Flood Insurance Rate Map or Flood Boundary and Floodway Map.

Review: Upon receipt of a completed Floodplain Development Permit Application the Planning Department shall review the application and grant or deny the requested development permit, in accordance with the provisions of the Floodplain Ordinance and current FEMA NFIP rules and regulations.

Notice to Applicant, Issuance of Permit: After a decision has been rendered, the Planning Department shall return one copy of the application and decision, including any special permit conditions that apply, after having marked such copy either as approved or denied and attested to the same by signing such copy. One copy of the completed application, decision and special conditions shall be retained by the Planning Department. The Planning Department shall issue a placard to be posted in a conspicuous place on the affected property, and the placard shall remain posted until a Certificate of Compliance is issued, attesting to the fact that the use or alteration is in compliance with the provisions of the Floodplain Ordinance.

Certificate of Compliance: The development may not be used or occupied until a Certificate of Compliance is issued. By signing and submitting this application the Applicant gives consent to the Planning Department or a designee to make reasonable inspections prior to the issuance of a Certificate of Compliance.

Non-Conversion Declaration: Residential structures with enclosed areas below the Base Flood Elevation will require a Non-Conversion Declaration (included) to be signed and recorded before the Certificate of Compliance is issued.

Expiration and Revocation of Floodplain Development Permit: A Floodplain Development Permit shall be subject to expiration and/or revocation by the Planning Department under the following circumstances:

- Upon change of ownership, the new owner does not submit an application within 15 days of the change of ownership.
- The owner deviates from the original application in any way other than change of ownership.
- Work has not started within 180 days of permit approval or if work is suspended for 180 days. (Extensions may be granted by the Planning Department but must be obtained within one year of the date of issue.)

Appeals: Any person aggrieved by a decision of the Planning Department in the grant or denial of a Floodplain Development Permit may appeal such decision to the Zoning Board of Adjustment by filing a notice of appeal stating the nature of the appeal within thirty (30) days of the return of the Planning Department's decision to the Applicant. The Zoning Board of Adjustment shall schedule and hold a public hearing in accordance with the local ordinance to further consider the application. Following the public hearing, the Zoning Board of Adjustment shall, within fifteen (15) days of the hearing affirm or reverse the decision of the Planning Department. The decision of the Zoning Board of Adjustment shall be in writing with findings of fact and conclusions of law that explain the criteria and standards considered relevant, state the facts relied upon, and explain the justification for the decision.

Document retention: In accordance with NFIP regulations, State Building Code and the Floodplain Ordinance, documentation related to this application must be retained. Specifically, all records including but not limited to Floodplain Development Permits, elevation certificates, engineering certificates, Non-Conversion Declarations, Certificates of Compliance and plot maps must be permanently retained by the Town for public inspection at the Lincoln Town Office.



Date Received:

Permit Number:

Date of Decision:

By:

TOWN OF LINCOLN, NH**Floodplain Development Permit Application****OFFICE USE ONLY**
☐ PCEC ☐ FWA ☐ FCEC ☐ NCD ☐ Attachments
☐ Approved ☐ Denied ☐ Special Conditions
Property information**Address:****Map and Lot #:****FIRM Panel:****Zone:**☐ Floodway**BFE:****Min. Elev. of Lowest Floor:****Applicant information (property owner on current deed of record)****Last name:****First name:****Street address:****Mailing address:****Phone:****Mobile phone:****Project information****Project description (please be specific, attach pages if necessary):****Section A: Structural development (check all that apply)**Type of structure

- ☐ Residential (1 to 4 families)
- ☐ Residential (more than 4 families)
- ☐ Combined use (Residential and Non-residential)
- ☐ Non-residential
- ☐ Elevated
- ☐ Floodproofed (attach certification)
- ☐ Manufactured Home
- ☐ Located on individual lot
- ☐ Located in manufactured home park

Type of structural activity

- ☐ New structure
- ☐ Demolition of existing structure
- ☐ Replacement of existing structure
- ☐ Relocation of existing structure¹
- ☐ Addition to existing structure¹
- ☐ Alteration to existing structure¹

Other:**Section B: Other development activities (Check all that apply)**

- | | |
|---|--|
| <input type="checkbox"/> Clearing of trees, vegetation or debris | <input type="checkbox"/> Grading |
| <input type="checkbox"/> Connection to public utilities or services | <input type="checkbox"/> Mining |
| <input type="checkbox"/> Drainage improvement (including culvert work) | <input type="checkbox"/> Paving |
| <input type="checkbox"/> Dredging | <input type="checkbox"/> Placement of fill material |
| <input type="checkbox"/> Drilling | <input type="checkbox"/> Roadway or bridge construction |
| <input type="checkbox"/> Fence or wall construction | <input type="checkbox"/> Watercourse alteration (attach description) |
| <input type="checkbox"/> Excavation (not related to a structured development listed in Section A) | |
| <input type="checkbox"/> Other development not listed (specify) | |

Signature

By signing below, I agree to the terms and conditions of this permit and certify to the best of my knowledge the information contained in this application is true and accurate².

(PRINTED name)

(SIGNED name)

(Date)

(PRINTED name)

(SIGNED name)

(Date)

¹If the value of an addition or alteration to a structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated as a substantially improved structure. A relocated structure must be treated as new construction.

²Attach forms if there are additional property owners. This permit application will not be accepted without the signature of all property owners on the current deed of record.

Floodplain Development Permit Review Checklist

Building Permit #	FIRM Panel #	FIRM Date
Property Location		
Map	Lot	Zoning District

FOR ALL DEVELOPMENT, COMPLETE SECTIONS A THROUGH D

A. General

The following requirements have been met as detailed in the floodplain ordinance.

- | | |
|---|---|
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1. Utilities |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 2. New or replacement water and sewer systems (including on-site systems) |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 3. Anchoring |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 4. Flood damage-resistant materials |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 5. Other permits required from State or Federal jurisdictions have been received. |

B. Watercourses

- | | |
|---|---|
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1a. Is this development located in the floodway? |
| | If yes, complete #1b and #1c. If no, complete #2. |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1b. A copy of all data and hydraulic/hydrologic calculations showing the proposed development's effect on the Base Flood Elevation has been received. |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1c. The hydraulic/hydrologic analysis shows a 0.00 foot or less increase in the Base Flood Elevation as a result of the proposed development. |
| | If No, a Conditional Letter of Map Revision (CLOMR) is required to be submitted to FEMA. |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 2. Is this development located in Zone A or Zone AE with no floodway designated? If Zone A, complete #3. |
| | If Zone AE, complete #4a and #4b. |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 3. For Zone A, is there another source that has designated a floodway in the area where the proposed development is located? |
| | If yes, complete #1a to #1c. |

☐ Y ☐ N ☐ NA

4a. For Zone AE, a copy of all data and hydraulic/hydrologic calculations showing the proposed development's effect on the Base Flood Elevation has been received.

☐ Y ☐ N ☐ NA

4b. For Zone AE, the hydraulic/hydrologic analysis shows a 1.0-foot or less increase in the Base Flood Elevation as a result of the proposed development.

If No, a Conditional Letter of Map Revision (CLOMR) is required to be submitted to FEMA.

☐ Y ☐ N ☐ NA

5a. Will the proposed development alter or relocate a watercourse?

If Yes, complete #5b to #5d

☐ Y ☐ N ☐ NA

5b. The Wetlands Bureau of the NH Department of Environmental Services has been notified and such notification has been received.

☐ Y ☐ N ☐ NA

5c. Other applicable notifications have been completed and received.

☐ Y ☐ N ☐ NA

5d. Certification provided by a registered professional engineer assuring that the flood carrying capacity of an altered or relocated watercourse can and will be maintained has been received.

C. Substantial Improvement/Damage Determination ~ ☐ NA

For reconstruction, rehabilitation, addition, or other improvements, and repair of damage from any cause.

\$ _____

1. Actual cost of construction (See FEMA Reference Guide P-758 as to what items to include/exclude. Include volunteer labor and donated supplies.)

\$ _____

2. Present Market Value of Structure Only (Market Appraisal or Adjusted Assessed Value BEFORE improvement, or if damaged, BEFORE damage occurred).

_____ %

3. Ratio of Cost of Improvement (or Cost to Repair) to Market Value (#1 divided by #2 then multiplied by 100)

If Ratio is 50% or greater than the proposed development is considered a Substantial Improvement. The entire structure including the existing building must comply with the floodplain regulations including elevating the lowest floor to or above the Base Flood Elevation.

D. Manufactured Homes and Recreational Vehicles ~ ☐ NA

☐ Y ☐ N ☐ NA

1a. Manufactured home is on a permanent foundation and the lowest floor of the manufactured home is at or above the Base Flood Elevation.

☐ Y ☐ N ☐ NA

1b. Manufactured home has been securely anchored.

☐ Y ☐ N ☐ NA

2a. The recreational vehicle will be on site for fewer than 180 consecutive days.

☐ Y ☐ N ☐ NA

2b. The recreational vehicle is fully licensed and ready for highway use (on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions).

☐ Y ☐ N ☐ NA

2c. If answer to both #2a and #2b is No, the recreational vehicle meets the requirements listed #1a and #1b for a manufactured home.

Next, complete either Section E or F dependent upon the development's flood zone.

E. Development in Zones A, A1-30, AE, and AO ~ ☐ NA

- ☐ Y ☐ N ☐ NA 1. The elevation of the lowest floor (including a basement) is located at or above the Base Flood Elevation.
- ☐ Y ☐ N ☐ NA 2. If development is located in Zone A and no Base Flood Elevation data is available from other sources, the elevation of the lowest floor (including a basement) is located at least 2 feet above the Highest Adjacent Grade.
- ☐ Y ☐ N ☐ NA 3. If development is located in Zone AO, the elevation of the lowest floor (including a basement) is located at the required flood elevation (Highest Adjacent Grade elevation plus the depth number shown on the FIRM or, if no depth number is shown, the Highest Adjacent Grade elevation plus at least 2 feet).
- ☐ Y ☐ N ☐ NA 4a. If a non-residential structure is floodproofed, the structure is protected up to or above the Base Flood Elevation.
- ☐ Y ☐ N ☐ NA 4b. If floodproofed, Floodproofing Certification has been received.

F. Enclosures (solid foundation perimeter walls) below Base Flood Elevation ~ ☐ NA

- ☐ Y ☐ N ☐ NA 1. Enclosed area is unfinished or flood resistant used solely for parking of vehicles, building access, or storage.
- ☐ Y ☐ N ☐ NA 2. Enclosed area is not a basement (the floor of the enclosure is NOT below grade on all sides).
- ☐ Y ☐ N ☐ NA 3a. Minimum of 2 flood vents on two different walls.
- _____ 3b. Square footage of enclosed area below Base Flood Elevation.
- _____ 3c. Square inches of venting required (must be equal or greater than #3b).
- _____ 3d. Square inches per opening (multiply length and width of opening).
- _____ 3e. Number of vents required (#3c divided by #3d).
- ☐ Y ☐ N ☐ NA 3f. Foundation contains the minimum number of vents.
- ☐ Y ☐ N ☐ NA 3g. The bottom of each opening is no higher than one (1) foot above either the exterior or interior grade (whichever is higher).
- ☐ Y ☐ N ☐ NA 3h. If there is any cover on the openings it will permit the automatic flow of floodwaters in both directions.

G. Development in Zones V, V1-30, and VE ~ ☐ NA

- ☐ Y ☐ N ☐ NA 1. Bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings and columns) is located at or above the Base Flood Elevation.
- ☐ Y ☐ N ☐ NA 2. Structure is securely anchored to pilings and columns using the appropriate water and wind loading values.

- ☐ Y ☐ N ☐ NA 3. Certification by a registered professional engineer or architect has been received.
- ☐ Y ☐ N ☐ NA 4a. Space below the lowest floor is used solely for parking of vehicles, building access, or storage.
- ☐ Y ☐ N ☐ NA 4b. Space below the lowest floor is either free of obstructions or constructed with non-supporting breakaway walls, open lattice-work or insect screening that meet the minimum design requirements.
- ☐ Y ☐ N ☐ NA 5. No fill has been used for structural support of the building.
- ☐ Y ☐ N ☐ NA 6. No man-made alterations of sand dunes that would increase potential flood damage.
- ☐ Y ☐ N ☐ NA 7. Proposed development is located landward of the reach of mean high tide.
-

H. Compliance Action

Complete this section as applicable based on project inspections and/or elevation and other data received from applicant to ensure compliance with the community's local regulations for floodplain management.

Inspections:

1. First Inspection (After staking and before ground breaking)

Date: _____ By: _____

2. Second Inspection (Just prior to the installation of the lowest floor)

Date: _____ By: _____

3. Final Inspection (Project Completion)

Date: _____ By: _____

Submittal of Elevation Certificate:

1. Based on Construction Plans (Pre-Construction)

Submittal Date: _____ Verification By: _____ Date: _____

2. Building Under Construction (Just prior to the installation of the lowest floor)

Submittal Date: _____ Verification By: _____ Date: _____

3. Finished Construction/As-Built (Required before Land Use Compliance Certificate/Occupancy is issued)

Submittal Date: _____ Verification By: _____ Date: _____

Date _____

[illegible]

[illegible]

[illegible]

Non-Conversion Declaration

This DECLARATION is made this _____ day of _____, 20_____,
by _____ (property owners),
having an address at _____ (address).

WITNESSETH:

WHEREAS, _____ (owner) is the owner of
record of all that real property located at _____ (address) in
the Town of Lincoln, NH County of Grafton as described in Deed dated _____,
Book/Page _____, Tax Map/Lot Number _____.

WHEREAS, the Owner has applied for a permit to place a structure on that property that must be
in compliance with the strict elevation requirements of the Town of Lincoln's FLOODPLAIN ORDINANCE,
and under Floodplain Development Permit No. _____, issued on _____, 20_____. In
order to prevent a later conversion or alteration of that structure that may be in violation of these
requirements, the Owner herein makes this DECLARATION.

WHEREAS, the Owner agrees to record this DECLARATION and hereby certifies and declares that
the following covenants, conditions and restrictions are placed on the affected property as a condition of
granting the Certificate of Compliance, and affects rights and obligations of the Owner and shall be
binding on the Owner, his heirs, personal representatives, successors and assigns.

UPON THE TERMS AND SUBJECT TO THE CONDITIONS, as follows:

1. The structure or part thereof to which these conditions apply is the lower enclosure located
below the Base Flood Elevation whose established floor elevation is _____ feet.
2. At this site, the Base Flood Elevation is _____ feet above mean sea level, NAVD 88 (North
American Vertical Datum 1988) and the minimum Finished Floor Elevation is (BFE +1)
_____ feet above mean sea level, NAVD 88.
3. Enclosed areas below the Base Flood Elevation, as established by Elevation Certificate, shall be
used solely for parking of vehicles, access to the building, and limited storage. "Limited storage"
is defined as that which is incidental and accessory to the principal use of the structure such as
lawn and garden equipment and snow tires, which cannot be conveniently stored in the
elevated portion of the structure. All interior walls, ceilings and floors below the Base Flood
Elevation shall be unfinished or constructed of flood resistant materials. Mechanical, electrical
or plumbing devices shall not be installed below _____ feet above mean sea level, NAVD 88.
4. The walls of the enclosed areas below the Base Flood Elevation shall be equipped and remain
equipped with at least two flood openings, one each located on two different walls, equal to
one square inch of opening per one square foot of enclosed floor area, and the bottoms of the
vents shall be no more than one foot above adjacent grade.

Non-Conversion Declaration

5. Any alterations or changes from these conditions constitute a violation of the Certificate of Compliance and may render the structure non-compliant with the Floodplain Ordinance, uninsurable, or increase the cost for flood insurance. The jurisdiction issuing the Certificate of Compliance and enforcing the Floodplain Ordinance may take any appropriate legal action to correct any violation.
6. This Non-Conversion Declaration becomes part of Floodplain Development Permit No. _____

In witness whereof the undersigned sets (his)(her) hand and seal.

[NAME OF OWNER]

Date

STATE OF _____
County of _____ -

_____ personally, appeared before me, being by me duly sworn, stated that (he)(she) has read, understands and agrees to comply with all the aforementioned conditions of this Agreement.

Subscribed and affirmed before me this _____ day of _____, _____.

Justice of the Peace/Notary Public – State of

My Commission Expires

Acknowledged by the Town of Lincoln, NH this _____ day of _____, 20____.

Town Manager



TOWN OF LINCOLN

STORMWATER MANAGEMENT ORDINANCE

I. PURPOSE

To protect, maintain and enhance the public health, safety, environment, and general welfare by establishing minimum requirements to control the adverse effects of increased post-development stormwater runoff, decreased groundwater recharge, and non-point source pollution associated with new development and redevelopment.

II. AUTHORITY

The provisions of this Article are adopted pursuant to RSA 674:16, Grant of Power, RSA 674:17, Purposes of Zoning Ordinance, and RSA 674:21, Innovative Land Use Controls.

III. APPLICABILITY

The requirements of this ordinance shall apply to:

- A. All subdivisions; and
- B. All developments (as defined in Article IV.A of the Town's Site Plan Review Regulations and also in Article IV of the Town's Land Use Plan Ordinance) and residential lots which disturb either:
 - 1. Seventeen thousand (17,000) square feet or more, or
 - 2. Fifty five percent (55%) or more of the square footage of the lot (even if less than 17,000 total square feet).
- C. **Disturbance** – Means filling, grading, dredging, mining, excavation, construction, removal of topsoil, removal of stumps, stockpiling of earth material, or any other activity that results in a temporary or permanent change to the preexisting ground conditions or contours, or both.

IV. STORMWATER MANAGEMENT AND EROSION CONTROL PLAN

If applicable pursuant to Section III above, a Stormwater Management and Erosion Control Plan (SMP) may be required by the Town which outlines project features, proposed temporary and permanent erosion and sediment control features, maintenance schedules and practices, and design basis used to establish temporary and permanent stormwater design features. The SMP shall be prepared by a licensed New Hampshire Professional Engineer, shall be in conformance with the design guidelines and principles set forth in the most recent edition of the New Hampshire Stormwater Manual, and shall address and comply with the requirements set forth herein unless some or all of these requirements are waived by a majority vote of the Planning Board. The SMP may include, but not be limited to:

- A. Drainage and water quality evaluations, analyses and reports indicating both pre-development, and proposed post-development conditions, with a statement of comparison between pre-and post-development conditions.
- B. Temporary (during construction) and permanent (post construction) erosion and sediment control measures to be employed for the proposed project including narrative describing purpose, construction sequence, timing of installation and performance requirements of each measure.
- C. Narrative describing requirements and schedules for on-going self-inspection and operational maintenance of erosion and sediment control measures during the construction of the project. Narrative shall define responsible parties with appropriate contact information.
- D. Post construction Operation and Maintenance (O & M) Plan for the system to ensure continued proper functioning of the system. The O & M plan shall be recorded at the Grafton County Registry of Deeds prior to issuance of any Land Use Compliance Certificates for the project.

Submittal of a SWP shall be determined by the Planning Board. The format and level of detail of information to be provided shall be determined by the Planning Board or Town Planner.

V. STORMWATER MANAGEMENT REQUIREMENTS

All development activity defined in Section III above must comply with the following provisions to reduce and properly manage stormwater post-development:

- A. There shall be no negative impact to water quality post-development from pre-development conditions.
- B. Post-development peak runoff rate and volume shall not exceed pre-development levels for a 25-year, 24-hour storm event.
- C. Stormwater management designs shall demonstrate that annual average pre-development groundwater recharge volume is maintained post-development, when compared to pre-development conditions.
- D. For the purposes of calculating pre-development conditions, any site that was wooded in the last five (5) years shall be treated as though the pre-development conditions are undisturbed woods.

F. REVIEW AND APPROVAL

- A. The SMP and other information as requested by the Planning Board or Town Planner shall be submitted to the Town Planner for distribution to the Planning Board, Fire Chief, Health Officer, Director of Public Works, Code Enforcement Officer (if any), or their designees, for review and approval to the extent that the proposed use involves areas of their jurisdiction.
- B. The Planning Board, Town Planner, Fire Chief, Health Officer, Director of Public Works, Code Enforcement Officer (if any) or their designees are authorized to conduct inspections of any site that is subject to this ordinance.
- C. The Planning Board or Town Planner may retain a third party Registered Professional Engineer, if in their judgement, they deem it necessary or helpful to assist them in ensuring compliance with this ordinance.
 - 1. The applicant shall sign an agreement related to and pay all costs associated with third party engineering review of the SMP, and other pertinent reports, plans and documents, as deemed necessary by the Planning Board or Town Planner.
 - 2. The applicant shall sign an agreement related to and pay all costs associated with third party engineering review during and after the construction of the project for inspections and site compliance monitoring.

- D. Additional copies of all plans, engineering studies, and additional information as requested by the Planning Board or Town Planner shall be provided as necessary.
- E. The applicant shall bear sole responsibility for the design, installation, construction, inspection, and disposition of all stormwater management and erosion control measures required by the provisions of this ordinance.
- F. The Planning Board may require a bond or other security with surety conditions in an amount satisfactory to the Town, providing for the actual construction, installation, and removal of stormwater management and erosion control measures within a period specified by the Town and expressed in the bond or the security.
- G. Site development shall not begin before the SMP has been reviewed and approved by the Town, all other state and federal permits that may be required for the project are approved by the pertinent regulatory authority, and all fees and bonds have been paid or secured.
- H. Final approval shall be contingent upon:
 - 1. Collection of any required fees or escrow amounts related to the review and approval of the project under this ordinance.
 - 2. Submittal and approval of record information, certifications and post construction documentation as may be required by the Town.

G. EFFECTIVE DATE

This ordinance, adopted at the March 10, 2015 Annual Town Meeting, shall be effective as of March 11, 2015.

Adopted Amendments at the March 14, 2017, Annual Town Meeting.

Amendments adopted at March 8, 2022, Annual Town Meeting.

Dated: March 22, 2022


James Spanos, Chair of Lincoln Planning Board





TOWN OF LINCOLN NEW HAMPSHIRE

PLANNING BOARD
ZONING BOARD OF ADJUSTMENT

PLANNING & ZONING

DEPARTMENT

Construction Control Affidavit

Land Use Permit Number: _____

Owner Name: _____ Applicant Name: _____

Project Title: _____

Project Location: _____ (Street address)

Map/Lot Number: _____

Nature of Project: _____

Do not write in this space.
Date Received: _____

Received by: _____
[signed]

I, _____ being a registered professional

☐ Architect

☐ Structural Engineer

☐ Mechanical Engineer

☐ Plumber

☐ Electrician

☐ Fire Protection Engineer

☐ Gas Fitter

☐ Oil Heating Technician

☐ Other Registered Professional: _____

With Registration Number: _____

OR

I, _____ the general contractor,

☐ Contractor – [Contractors do not have to be registered in the State of New Hampshire.]

OR

Hereby certify that I have prepared or directly supervised the preparation of all design plans. Computations and specifications concerning:

☐ Entire Project

☐ Architectural

☐ Structural

☐ Plumbing

☐ Electrical

☐ Mechanical

☐ Fire Protection

☐ HVAC Installation

☐ Oil Heating Installation

☐ Other: _____

Portion of the above-named project and that, to the best of my knowledge, such plans, computations, and specifications meet the applicable provisions of all relevant building codes including the NH State Building and Fire Codes and the NH Residential Energy Code, and all acceptable engineering practices and all applicable laws and ordinances for the proposed use and occupancy. (All retaining walls greater than four feet in height are subject to the NH State Building Code.)

I further certify that I shall perform the necessary professional services and be present on the construction site as necessary to insure that all work proceeds in accordance with the specifications shown on any documents which I or someone under my supervision may have prepared for review by the Lincoln Planning Board, relating to the portion of the project indicated above.

Upon completion of the work, I shall submit a final report as to the satisfactory completion and readiness of the project for occupancy. Any work not conforming to my original design plans, computations and specifications shall be indicated on this report. This report shall include the date of final inspection and an original stamp.

Print Name of Signatory

Signature

Date

County of _____, ss.

State of New Hampshire

On this _____ day of _____, 20____, _____
(Print Name)

Known to me or proven to be the instrument subscriber, personally appeared before me and acknowledged that he/she executed the foregoing instrument.

Notary Public/Justice of the Peace
(Add Seal)

My commission expires: _____





TOWN OF LINCOLN NEW HAMPSHIRE

PLANNING BOARD
ZONING BOARD OF ADJUSTMENT

PLANNING & ZONING DEPARTMENT

Construction Control Affidavit

Land Use Permit Number: _____

Owner Name: _____ Applicant Name: _____

Project Title: _____

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Date Received: _____

Received by: _____
[signed]

I, _____ being a registered professional

☐ Architect

☐ Structural Engineer

☐ Mechanical Engineer

☐ Plumber

☐ Electrician

☐ Fire Protection Engineer

☐ Gas Fitter

☐ Oil Heating Technician

☐ Other Registered Professional: _____

With Registration Number: _____

***** OR *****

I, _____ the general contractor,

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☐ Architectural

☐ Structural

☐ Plumbing

☐ Electrical

☐ Mechanical

☐ Fire Protection

☐ HVAC Installation

☐ Oil Heating Installation

☐ Other: _____

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TOWN OF LINCOLN NEW HAMPSHIRE

PLANNING BOARD
ZONING BOARD OF ADJUSTMENT

PLANNING & ZONING

DEPARTMENT

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Project Title: _____

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Map/Lot Number: _____

Nature of Project: _____

Do not write in this space.
Date Received: _____

Received by: _____
[signed]

I, _____ being a registered professional

- | | | |
|----------------------------------|--|--|
| <input type="radio"/> Architect | <input type="radio"/> Structural Engineer | <input type="radio"/> Mechanical Engineer |
| <input type="radio"/> Plumber | <input type="radio"/> Electrician | <input type="radio"/> Fire Protection Engineer |
| <input type="radio"/> Gas Fitter | <input type="radio"/> Oil Heating Technician | |

☐ Other Registered Professional: _____

With Registration Number: _____

***** OR *****

I, _____ the general contractor,

☐ Contractor – [Contractors do not have to be registered in the State of New Hampshire.]

Hereby certify that I have prepared or directly supervised the preparation of all design plans. Computations and specifications concerning:

- | | | |
|---------------------------------------|---|--|
| <input type="radio"/> Entire Project | <input type="radio"/> Architectural | <input type="radio"/> Structural |
| <input type="radio"/> Plumbing | <input type="radio"/> Electrical | <input type="radio"/> Mechanical |
| <input type="radio"/> Fire Protection | <input type="radio"/> HVAC Installation | <input type="radio"/> Oil Heating Installation |
| <input type="radio"/> Other: _____ | | |

Portion of the above-named project and that, to the best of my knowledge, such plans, computations, and specifications meet the applicable provisions of all relevant building codes including the NH State Building and Fire Codes and the NH Residential Energy Code, and all acceptable engineering practices and all applicable laws and ordinances for the proposed use and occupancy. (All retaining walls greater than four feet in height are subject to the NH State Building Code.)

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