



# TOWN OF PELHAM

6 Village Green  
Pelham, New Hampshire 03076

## MEMORANDUM

TO: Applicants

FROM: Pelham Planning Department

SUBJECT: Guidelines for Processing Applications

The Pelham Planning Department wants to process applications as speedily as possible. We understand the Regulations are complex and often confusing. The Regulations are designed to deal with different situations for large scale developments to simple boundary changes. Therefore, not all Regulations may be applicable to your application.

It is recommended that before you file your application, you discuss your proposal informally with the Planning Director. The Planning Director will review your project conformance with the Town's Regulations and advise you on procedures for obtaining approval. Call (603) 635-7811 for an appointment.

The key to receiving a prompt decision is to have all the necessary information in the Planning Department before the Pelham Planning Board meeting. All applications **MUST** be submitted to the Planning's office **TWENTY-ONE (21) DAYS** prior to the Pelham Planning Board meeting at which it will formally be reviewed. The Planning Director will schedule you for a Public Meeting. In order to be scheduled, your application must be complete.

We recommend that you meet with the Planning Director when you submit your application to ensure that everything is in order.

Copies of the Regulations are available for your review, or purchase, in the Planning Department, Town Hall, and online at [www.pelhamweb.com](http://www.pelhamweb.com).

Pursuant to the Town of Pelham, New Hampshire Zoning Ordinance, Article VII Section 307:40:

### **307-40 Special Permit**

- A. Special permit may be granted by the Planning Board, after proper public notice and public hearing, for undertaking the following uses in the Wetlands Conservation District when the application has been referred to the Conservation Commission, Licensed N.H. Soil Scientist/Wetland Scientist who shall act as a consultant to the Planning Board in its review of this application, and to the Health Officer for review and comment at least twenty one (21) days prior to the hearing. **[Amended March 8, 2005 ATM]**
1. Streets, roads and other access ways, wells, and utility right-of-way easements, including power lines and pipelines, if essential to the productive use of land not so zoned and if so located and constructed as to minimize any detrimental impact of such uses upon the wetland.
  2. Water impoundments for fire protection or drainage.
- B. Special permit for uses within the Wetlands Conservation District may be granted provided that the following conditions are met, the burden of proof for which shall be upon the applicant who shall furnish such engineering and hydrological data as is reasonably necessary;
1. that the proposed use, construction and/or alteration shall be constructed in such a way that does not unduly restrict the flow of water.
  2. that written comment is provided from the Conservation Commission, and if deemed necessary by the Conservation Commission, written comment from the Hillsborough County Soil Conservation Service and/or the New Hampshire Wetlands Board. **[Amended March 9, 2004 ATM]**

**TOWN OF PELHAM  
APPLICATION FOR SPECIAL PERMIT**

Note: This form and all required information must be filed at least **21** days before the date of the meeting at which it is to be submitted to the Board. Filing is to be done at the **Planning Department** or by mail to the **Planning Department, 6 Village Green, Pelham, NH 03076.**

1. Name, mailing address, and telephone number of Applicant

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2. Name, mailing address, and telephone number of Owner of Record, if other than Applicant

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3. Location \_\_\_\_\_

4. Tax Map \_\_\_\_\_ Lot Number \_\_\_\_\_

5. Type of Project: \_\_\_\_\_  
\_\_\_\_\_

6. Reason for Project: \_\_\_\_\_  
\_\_\_\_\_

6. Proposed Starting Date: \_\_\_\_\_

7. Completion Date: \_\_\_\_\_

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application. By this permit, work will be performed in conformity with the approved plans and specification of the Town of Pelham, NH.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner of Record)

\_\_\_\_\_  
(Date)

Date Application Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

The Applicant shall submit:

- List of abutters, by Map & Lot, which must be obtained from the Assessor's office. Please do not rely on personal knowledge of property owners. 3 standard size mailing labels for each abutter (to include applicant if other than owner, Engineer/Surveyor/Wetland Scientist, agent, etc.)
- Fees paid (\$25.00/application, \$10.00 per abutter)
- Fifteen (15) copies of 11" x 17" plans of proposed project along with a completed application to the Planning Board. The plans submitted shall include the following:
  - (a) Drawing, to scale, of the proposed construction
  - (b) Soil types in the Wetlands Conservation District and adjacent land
  - (c) Delineation of wetlands, streams and ponds on the lot

Date of Hearing: \_\_\_\_\_

Date Approved: \_\_\_\_\_ By \_\_\_\_\_  
(Planning Director)

# Town of Pelham Planning Board

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## Official Abutters Notification Form

This form is the *official and only* form to be used for the purpose of notifying abutters for a Pelham Planning Board meeting. This form must be filled out and/or attached to any abutters list submitted to the Town for a public hearing. In accordance with the Town of Pelham Subdivision and Non-residential Site Plan Review Regulations, this form, along with all other application materials must be submitted 21 days in advance of the hearing date requested and by 12:00 p.m. (noon EST) on that date. Failure to submit this form with the completed abutters list by the above date and time will void any request for a public hearing.

In accordance with New Hampshire Revised Statutes Annotated 676:4 I(d), as amended from time to time, the following names and addresses must be submitted for notice purposes:

- ◆ The applicant or applicants and owners of the land under review.
- ◆ Holders of conservation, preservation, or agricultural preservation restrictions.
- ◆ Every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the board.
- ◆ Any person or other owner of property that is located in New Hampshire and adjoins or is directly across the street or any other way or stream from the land under consideration by the Planning Board. For condominiums or other collective forms of ownership, the officers of the association shall be the abutters.

For abutting land owners, the names and addresses must be generated from town records not more than 5 days prior to filing the application. Compliance with notification procedures is the sole responsibility of the applicant and not the Planning Board or Town staff. Lists will not be reviewed for correctness by the Planning Board or Town staff. Three (3) copies of the abutters shall be submitted with mailing labels for use by the Town.

By signing below, the applicant(s) formally submits this form, along with the required list of addresses and names, and attests to compliance with the above requirements.

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Signature of Applicant      Date

*(List obtained from Assessor's office may be used in lieu of filling out the following page)*

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