



TOWN OF PELHAM

6 Main Street
Pelham, New Hampshire 03076-3723

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. 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.



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ATTENTION APPLICANT

PRIOR TO RECEIVING YOUR BUILDING PERMIT FOR A DETACHED ACCESSORY DWELLING UNIT

The Town of Pelham adopted the following RSA as per the E911 agreement with the State of New Hampshire

As an applicant for a detached ADU (Accessory Dwelling Unit) you will be required to adhere to the requirement to change your address as assigned by the Town of Pelham Assessors Office, prior to receiving your occupancy permit.

231:133-a Address Numbers on Streets and Highways. – The governing body may adopt a system for assigning or altering address numbers of buildings and other property along any public or private way in the municipality. Prior to the actual assignation or alteration of numbers along any way or portion of any way, the governing body or Planning Board shall hold a public hearing for which 10 days' notice has been given by posting in 2 public places in the municipality, by publication in a newspaper in circulation in the municipality, and by first class mail to all owners of property being numbered or renumbered, as indicated by town records. No public hearing shall be required where the property owner or owners voluntarily consent to their property being numbered or renumbered, as indicated by town records. Each municipality addressing numbers on streets and highways pursuant to this section is encouraged to notify the bureau of emergency communications of the changes in accordance with RSA 106-H:10. Source. 1991, 53:2. 1997, 92:2, eff. Jan. 1, 1998.



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Pelham, New Hampshire 03076-3723

TOWN OF PELHAM APPLICATION FOR CONDITIONAL USE PERMIT FOR a DETACHED ACCESSORY DWELLING UNIT

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, Village Green, Pelham, NH 03076**.

1. Name, mailing address and telephone number of applicant:

2. Name, mailing address and telephone number of owner of record if other than applicant:

3. Location: _____

4. Tax Map: _____ Lot Number: _____

The applicant and/or owner or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board, or the Town of Pelham, in the final approval process of this property shall be borne by the applicant and/or owner.

If this application is determined by the Planning Director to be complete, it will be placed on the agenda for submission.

(Signature of Owner and/or Applicant or Agent)

(Date)

APPLICATION MUST INCLUDE:

1. All forms completed and signed
2. Original application form must be submitted with 15 SETS OF 11"x17" PLANS in order to process the application. Plans certified by a Licensed Land Surveyor may be required.

PLEASE DO NOT STAPLE ANYTHING TOGETHER!

3. Plan sets to include:
 - a. Plot plan showing proposed location of Accessory Dwelling Unit
 - b. State Approved Septic Design and/or proof that current system is in good working order
 - c. Picture of the exterior façade of proposed Accessory Dwelling Unit
 - d. Interior plans showing the square footage of living area
4. Applicant must fill out the Official Abutters Notification Form according to the attached instructions in order to notify all abutters of a Planning Board meeting, or other public hearing. Applicant must submit a list of abutters, by Map & Lot, which **must** be obtained from the Assessor's office. Do not rely on personal knowledge of property owners, the list submitted must be the legal ownership/mailling information as provided by the Assessor's office. Also 3 standard size mailing labels for each abutter (to include applicant if not already on list, Engineer/Surveyor/Soil Scientist, etc. and/or Agent, if applicable).

FEES: (2 SEPARATE CHECKS REQUIRED FOR BOOKKEEPING PURPOSES)

- \$25 Application Filing Fee
- \$10 Per Abutter for notification via Certified Mail (including applicant)

*** All checks made payable to: TOWN OF PELHAM**

Application Fee _____

Abutter Notification _____

Total _____

Date of hearing: _____

Please see the following page for the criteria checklist:

Criteria Checklist

Each of the following criteria **MUST** be checked off or supplied by applicant to be considered complete

The accessory dwelling unit shall be subject to the standards and conditions as set forth in the Town of Pelham Zoning Ordinance Article XII Section 307-74 which reads, in part:

- ☐ The accessory dwelling unit (ADU) shall be clearly secondary to the primary dwelling unit (PDU).

Total square footage of PDU: _____

Total square footage of ADU: _____

- ☐ The ADU does not contain more than two bedrooms and does not exceed 1,000 sq.ft. of living area exclusive of entryways.
- ☐ The ADU shall not be permitted anywhere except on a lot occupied by a single-family residence. Only one ADU shall be allowed on any individual lot.
- ☐ The waste disposal system must be sufficient to support the septic loading requirements of both the ADU and PDU and be on file and approved by the NHDES. In the case of a previously installed septic system, the applicant shall provide evidence that the existing sewage disposal system is in good working condition and shall also include a subsurface waste disposal system design approved by the NHDES that demonstrates the lot can accommodate the combined flows of the primary dwelling and accessory unit to be installed in the event of a system failure.
- ☐ The ADU shall be designed so it has the characteristics and appearance of an accessory use customary to a single-family dwelling such as a garage or other outbuilding. The accessory dwelling unit shall have an independent means of ingress and egress meeting all applicable building code requirements to the satisfaction of the building inspector.
- ☐ The lot is at least 1.5 acres containing at least 45,000 square feet of non-hydric soils.
- ☐ No detached ADU can be constructed on land with naturally occurring slopes in excess of 20%
- ☐ All setbacks as defined in Article III, Section 307-12 are met.
Note: The Planning Board shall have discretion to approve the location of a detached ADU within the parcel of land to ensure the best placement of the ADU.

- ☐ Adequate off-street parking is provided to support the vehicles of the PDU and ADU. The driveway shall be designed to appear as a driveway of a single-family residence. No new curb cut from the street shall be constructed except for detached ADUs when the Planning board is satisfied an additional curb cut is needed. Adequate off-street parking shall be provided to support the vehicles of the primary and accessory units.

(Please see the Zoning Ordinance for more details)

Town of Pelham Planning Board

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 20 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 landowners, 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.

Signature of Applicant Date
(begin list on next page or provide list obtained from Assessing)

) _____) _____

) _____) _____

) _____) _____

) _____) _____

) _____) _____

Authorization to Act as Agent

Date: _____

I authorize _____ to act as my agent in securing any
and all permits necessary to the development of my property located at
_____ Pelham Tax Map _____.

Signed: _____

Dated: _____

Witness: _____