



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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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 subdivision 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 COPIES** in order to process the application

***APPLICATIONS ARE NOT CONSIDERED ACCEPTED UNTIL REVIEWED
FOR COMPLETENESS BY THE PLANNING ASSISTANT***

3. **15 SETS OF 11"x17" PLANS** submitted with the application. Plans certified by a Registered Land Survey may be required.

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. Abutters list **MUST** be obtained from the Town of Pelham Assessing Department, original list is to be included with application (applicant is to be listed as well)
 5. Three (3) sets of standard mailing labels per abutter

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 as follows:

- ☐ 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 1000 sf 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.
- ☐ The land does not have 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

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 reverse side)

) _____) _____

) _____) _____

) _____) _____

) _____) _____

) _____) _____

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: _____