



Selectmen's Office
P.O. Box 10
Epsom, NH 03234-0010
(603) 736-9002
FAX (603) 736-8539

Date: _____
Fee Paid: _____
Approved: _____
Denied: _____

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

The undersigned hereby applies for permission to build/modify/convert the use of property as described below:

1. Name of applicant or owner _____,
2. Location of property address _____ Map _____ Lot _____
Mailing address if different: _____
3. Type of building to be erected, modified or converted _____

4. Intended Use _____
5. HWS & PUC Approval # _____ (Application on line)
6. Planning Board and/or Zoning Board of Adjustment approval date _____
7. Provide sketch of new construction on building lot showing location of existing structures and proposed changes and/or additions. Show lot size, road frontage and setbacks measurements from property lines. Provide larger scale sketch if necessary.

Note: Please stake out proposed construction for the zoning inspection.

8. Is the property in the Flood Zone? _____ YES or _____ NO

In addition to the information called for above, the applicant may be required to furnish any other information necessary to enable the Zoning Compliance Officer to determine whether the use of the land for which a certificate of compliance is requested, is in conformity with the provisions of the Zoning Ordinance, in particular, a Flood Zone Construction form will be necessary for construction in the Flood Hazard Zone

9. Are there any wetlands within 50' of project? _____ YES or _____ NO

10. Driveway permits are required prior to issuance of a new home or commercial business permit. Driveways may be subject to engineer review at owner's expense. Contact the Road Agent for completion of driveway permit application. (Application on line)

11. Contractor(s) Name and Phone # _____

_____ Cell or Office

Please read and sign the following:

It shall be unlawful to use or occupy or permit the use or occupancy of this structure until a "Certificate of Occupancy" has been issued stating the proposed approved use. Applications for a Certificate of Occupancy shall be made to the Zoning Compliance Officer on forms provided. (Application on line)

All permit fees must be paid prior to approval of this application. Permits requiring additional time may be subject to additional fees. (See attached fee list).

This permit becomes void if construction has not begun within 12 months of date of issue. Permits may be extended once for another 12 months by receipt of a written request at least 14 days prior to expiration of original permit.

Owner / Applicant Release:

By signing this application, I understand that the necessary inspections are required and authorized personnel will enter my property prior to issuance of a Certificate of Occupancy.

I further understand that this permit is being issued on the number of bedrooms stated on the application, if the number of bedrooms is changed through converted use or other construction; I am responsible for obtaining the proper State Approved septic design as needed.

For the Life Safety Inspections please contact Captain Matt Moulton, Fire Department, non-emergency number at 603-736-9291.

Signature of Applicant

Date

Certificate of Zoning Compliance Application Check list:

Applications must be completed and include all required items on this checklist.

You may submit other construction plans, floor plans, plot plans, as deemed necessary.

Applicant check list –

Provided

Not Applicable

_____	_____	State approved septic system WSPCC #
_____	_____	Driveway permit (Town or State)
_____	_____	Street / 911 Address
_____	_____	Sketch of lot & distance to property lines
_____	_____	Flood Zone / Wet Lands / Current Use
_____	_____	PUC Approval
_____	_____	Other Board(s) Approvals
_____	_____	All fees paid

Contact the Town Office for John Hickey, Zoning Compliance Officer with any further questions. Town Office # 603-736-9002 or cell phone # 608-7101 or email Epsomtown@metrocast.net.