



TOWN OF HENNIKER, NH

Zoning Permit Instructions/Application

**Please review the frequently asked questions, before you submit your application.
Detach this page and only submit the remaining pages.**

Applying for a Zoning or Demolition Permit: A Zoning Permit is required before you begin any construction, alterations or repairs; however, there are instances when a zoning permit may not be required (**see Zoning Permit Frequently Asked Questions**).

Completed Application: In order to make the best use of your time and staff time, please complete the application and attach **all** required information (refer to checklist in this application). **The application cannot be sent for approval unless it is complete.**

Application Review: Staff will review the application for completeness and will make a recommendation to the Town Administrator. The Town Administrator will review the application and act to approve, approve with conditions, deny or request additional information, per RSA 676:13. Generally speaking, once a completed application is received, it can take anywhere from 15-30 days for a decision to be made but we try to issue as soon as possible.

Signature Required: The property owner is required to sign the zoning permit application. If the property owner would like a contractor or agent to represent him/her through the zoning permit process, the property owner must sign an authorization letter authorizing the contractor/agent. If the property was purchased in the last 30 days, a copy of the deed must be submitted with the application.

Application Filing Requirements:

The Zoning Permit must be accompanied by:

1. A plot plan drawing of the site. You may use a copy of the tax map to prepare this drawing; however, the tax map is not a surveyed plan and should only be used as reference. Tax maps are available at the Town Offices or on the Town website.
 - ✓ On the plot plan drawing, include all property lines, setback distances, existing and proposed buildings, driveways and site features.
2. A complete set of building plans or floor plans showing all interior changes, dimensions and square footage of each floor.
3. Payment of all applicable fees, according to the current schedule of fees. Fee schedule can be found on the Town website, www.henniker.org
4. Copy of all other approvals, as required, and described within.

Once you have completed your zoning permit application and are ready to submit, please deliver to the Land Use Coordinator, Henniker Town Offices, 18 Depot Hill Road, Henniker, NH 03242. The coordinator can be reached at 428-3221 or by email at secretary@henniker.org. The Town understands that your project is important and wants to make the process as simple and easy as possible.



TOWN OF HENNIKER, NH Zoning Permit Application

ZP # _____ *

*(to be assigned by staff)

Contact Information

Property Owner(s): _____

Physical (construction) Address: _____

Mailing Address: _____

Tax Map/Lot: _____

Phone: _____ Cell Phone: _____

Email Address: _____

**Name of Designated Agent: _____

Address: _____

Phone: _____ Cell Phone: _____

Email Address: _____

****For contractor to act as agent, owner must sign authorization letter.**

Please check the appropriate response

Yes

No

1. Are any changes proposed to the interior?
2. Is your property on a septic system?
3. Is your property connected or to be connected to Town Sewer? _____
4. Does the project involve a multi-family (3 or more units), commercial or Industrial site, or change in use?
5. Is the building footprint going to be changed?
6. Is the property classified as being under Current Use?
7. Is your property subject to a Conservation/Preservation Easement?



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BP # _____ *

*

*(to be assigned by staff)

Type of Improvement (check all that apply)

| | | | | |
|---|---|---|--|---|
| <input type="checkbox"/> Interior improvement | <input type="checkbox"/> new single family dwelling | <input type="checkbox"/> non-residential (commercial or industrial) | <input type="checkbox"/> manufactured home | <input type="checkbox"/> boathouse |
| <input type="checkbox"/> garage, barn or other improvement | <input type="checkbox"/> new two-family dwelling | <input type="checkbox"/> change of building footprint | <input type="checkbox"/> pre-site housing | <input type="checkbox"/> other (please describe): |
| <input type="checkbox"/> shed | <input type="checkbox"/> new multi-family dwelling (3 or more units) | <input type="checkbox"/> exterior improvements with no change in building footprint (new roof, new siding, new windows, etc.) | <input type="checkbox"/> relocation of Structures on the property | |
| <input type="checkbox"/> demolition | <input type="checkbox"/> accessory dwelling unit (ADU) | <input type="checkbox"/> ADA improvements | <input type="checkbox"/> energy-related Improvement (solar, geothermal or new generator) | |
| <input type="checkbox"/> living space over garage or other existing/detached building on the site | <input type="checkbox"/> plumbing, electrical, mechanical, heating or cooling systems new or upgrades | <input type="checkbox"/> temporary structure | <input type="checkbox"/> dock | |
| | | | | |

Detailed description of the project, for example: “adding a two-story addition to an existing single-family house, existing building footprint is 2,300 square feet and new addition will add another 1,200 square feet.” Be sure to include total new square footage added for each floor.

*****NOTE: If solar array, please list size in terms of KW:**

Total Estimated Cost of Construction (including groundwork): \$ _____



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BP # _____ *

*(to be assigned by staff)

Information/Documents Needed to Process Zoning Permit

Please Initial Off All Items Submitted as Part of this Application

| Document | Submitted by property owner | FOR OFFICE USE ONLY | |
|--|-----------------------------|---------------------|-------|
| | | Rec'd by staff | Notes |
| Complete Application | | | |
| Signed Authorization Letter | | | |
| Fees paid in full | | | |
| Plot Plan of site (see example on page 6) | | | |
| Floor Plans – square footage of each floor is listed, total new square footage proposed listed | | | |
| PUC Energy Code # | | | |
| Estimated Cost of Work | | | |
| Height (maximum) of building | | | |
| Septic System Approval # | | | |
| Town Sewer Approval | | | |
| Driveway Town or State Approval | | | |
| Current Use sketch | | | |
| Erosion and Sedimentation Plan | | | |
| Floodplain Elevation Certificate | | | |
| ZBA Approval | | | |
| Planning Board Approval | | | |
| State of NH or Federal Permits | | | |
| Easement Documents | | | |
| Asbestos Notification or statement of no asbestos | | | |
| Other: | | | |

Applicant agrees that the proposed building project described above will conform to the Henniker Zoning Ordinance, as amended, and with all other requirements of law of the Town of Henniker and the State of New Hampshire. Further, the signer certifies that all information provided in support of this application is true and complete and authorizes inspection by town staff for purposes of this permit.

Signature of Property Owner(s): _____

Date: _____



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BP # _____ *
PID # _____ *
(to be assigned by staff)

TO BE COMPLETED BY STAFF

Physical Address: _____ Tax Map/Lot Number: _____

FOR OFFICE USE ONLY – Zoning Administrator Review

Zoning Districts/Overlay Districts

ZBA History/Approvals/Denials:

PB History /Approvals/Denials:

Required Setbacks: Front _____ Side (A) _____ Side (B) _____ Rear _____ Corner Lot _____

Setbacks as shown on plot plan:

Front _____ Side (A) _____ Side (B) _____ Rear _____ Corner Lot _____

Other General Comments:

Flood Elevation Certificate:

_____ On Town Sewer & expanding living space? Need evidence of sewer fees.

_____ Commercial/Multi-family? Email plan to Fire Dept.

_____ Demo? Email Archives & Health Officer. _____ On Town Water? Email Water Precinct.

Fee calculation amount:\$

Date received:

FOR OFFICE USE ONLY

Approved **Denied**

Comments/Conditions:

Signatures:

Zoning Administrator

Date

Town Administrator

Date



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BP # _____ *

*

*(to be assigned by staff)

Plot Plan Example

Please refer to the example below which will assist you in showing setbacks for your project to ensure any buildings are in compliance with the Henniker Zoning Ordinance. Please visit the Town's Online GIS database via the Henniker website to obtain a copy of your plot plan: www.henniker.org.

While preparing this information, please note the following:

- Setbacks must be measured from the extreme limits of the building. Setbacks for driveways must also be included.
- Show your property in relation to the road and other property lines.
- Indicate the height of any proposed structure.
- If you are submitting architectural plans or details showing interior changes on other pages included in your application materials, the dimensions provided on the **sketch below**, will be used to determine the setbacks of the project.

