

NOTICE OF INTENT TO CONSTRUCT

Owner(s) _____ Telephone # _____

Applicant(s) _____ Telephone # _____

Location of Lot: _____ Map/Lot # ____/____

Address of Applicant(s) _____

Name of Contractor (if any) _____

Contractor's Address _____ Telephone # _____

Residential and Outbuilding Permit Requirements:

1. The construction of a new residence, the relocation of any residential dwelling or commercial structure, repair or remodeling if additional space is created, or major renovation of existing dwelling ("Major" is defined as estimated cost of renovation exceeding five-% {five percent} of assessed value of dwelling), requires an Application for Building Permit.
2. The renovation or enlargement of an existing residence to provide for an Accessory Dwelling Unit (ADU) requires the Application for an Accessory Dwelling Unit. (see page 3 for requirements)
3. In order to verify set-backs from roadway, abutters, wetlands and the possible impact on health codes, the town needs to be informed prior to the construction or enlargement of any accessory structure, which can be effected by the filing of a Notice to Construct.
4. For curb-cuts (driveway on roads maintained by the State, permission must be granted by the New Hampshire Department of Transportation. For curb-cuts on roads maintained by the Town, you must submit an Application for a Driveway Permit administered by the Select Board in accordance with the Driveway Regulations.

Proposed Project

- New Residence:** Procedure outlined on page 2.
- Renovate/Enlarge Residence:** Procedure outlined on Page 2.
- Construct/Expand Accessory Building:** Procedure outlined on Page 3.
- Other Structural Project:** Procedure outlined on Page 3.
- Create/Renovate Accessory Dwelling Unit:** Procedure outlined on Page 4.

The forested and rural appearance of the Town of Sharon is one of its many charms. To preserve that appearance, builders are requested to give serious consideration to reducing their visibility from the roads by increasing setbacks beyond those specified in the Zoning Ordinance and preserving trees, stone walls and vegetated areas between structure and roadway

Applicant Signature: _____ Date: _____

Town Administrator Receipt: _____ Date: _____

TOWN OF SHARON, NEW HAMPSHIRE

SEPTIC SYSTEM REQUIREMENTS

1. The development of a plan for the installation or upgrade of any septic system must be generated by a Soil Scientist licensed by the State of New Hampshire and approved by the New Hampshire Department of Environmental Services. The Soil Scientist will generate a plot plan and/or scaled sketch which will show the location of the septic system components and their relation to all setbacks required by the state plus the town mandated setbacks of one hundred (100) feet from any wetland and seventy-five (75) feet from a well, from adjoining property or from a dwelling other than that to which would be appurtenant, except for reduction of setback requirements to twenty-five (25) feet from a road. (see Zoning and Building Ordinance, Article IV: B)
2. If the USDA Soil Conservation Service soil contour maps or other information indicate the presence of wetland in the vicinity of the septic system, the plot plan must show the boundaries of any or all of the three characteristics of wetlands, namely Hydrology, Hydric soils or Hydrophytic Plants and defined in Army Corps of engineer Wetlands Delineation Manual, Technical Report Y-87-1, 1987 and all revisions thereof. These boundaries shall be determined from onsite investigation by a certified soil scientist, certified wetland scientist or certified septic system designer. (see Zoning and Building Ordinance, Article V). Have the Soil Scientist include on the plot plan a signature and date block for the Sharon Building Site Inspector who must certify they conform to the Sharon setback requirements.
3. A copy, with all required signatures, and a copy of the State approval, must be provided to the Town Administrator prior to breaking ground.

Construct/Expand Accessory Building

1. Prepare a plot plan or scaled drawing to locate the proposed New or Enlarged Accessory structure, indicating its proposed dimensions, the location of all other buildings or structures and the required setbacks of one hundred (100) feet from the street, seventy-five (75) feet from any wetland, and fifty (50) feet from all other property boundaries. Provide a signature block on the plot plan for the signatures and date of the Select Board approval.
2. Complete the **Notice of Intent to Construct** and submit it to the Town Administrator together with a minimum of two copies of the plot Plan.
3. Depending upon the size, location and proximity of the of the proposed construction, the Select Board may required a site visit or further confirmation of the project before approving the Application.

Other Structural Project

1. Provide a description of the proposed structural project with sufficient detail to provide the Select Board with a general understanding of the project
2. Prepare a plot plan or scaled drawing locating all other buildings or structures and the required setbacks of one hundred (100) feet from the street, seventy-five (75) feet from any wetland, and fifty (50) feet from all other property boundaries. Provide a signature block on the plot plan for the signatures and date of the Select Board approval.
3. Complete the **Notice of Intent to Construct** and submit it to the Town Administrator together with a minimum of two copies of the plot Plan.
3. Depending upon the size, location and proximity of the of the proposed construction, the Select Board may required a site visit or further confirmation of the project before approving the Application.

Accessory Dwelling Unit (ADU)

It is strongly recommended that, prior to submitting a formal application, the applicant meet informally with the Planning Board and discuss their proposed project. This preliminary consultation and review shall not bind the applicant or the Board.

Process

1. The application for an ADU requires the application and approval of a septic system supporting the requirements of the proposed project, as detailed the Septic System Requirements on the preceding page. (Note that if licensed septic system designer can certify that the existing system is a state-approved system and meets the current NHDES requirements, is sized to accommodate the proposed use, does not need to be modified and also meets the minimum standards of the Town of Sharon, not application is required).
2. An application for the proposed ADU also requires that a measured drawing of architectural details be submitted, which should provide sufficient detail regarding the modifications proposed for the existing structure and the location of any expansion of the resident foot-print, including indications of the building setbacks prior and after proposed project. Such drawings must include details of the current and proposed heating (air conditioning, if used or planned) and plumbing facilities. If the plan requires expansion of the residence, the Building Site Inspector must certify that all setbacks
3. Detailed descriptions of any modification of the exterior of the existing structure, and proof that the intended project will maintain the architecture integrity of the residence.
4. The measured drawing (4 copies) should include signature/date blocks for the Building Site Inspector (1 signature, Planning Board (two signatures and Select Board (three signatures).
5. Upon receipt of the documents detailed above, together with appropriate fees for the Planning Board and for any and all abutters (see page 2), the Planning Board will designate a date for Public Hearing.
6. Prior to the Public Hearing, the Planning Board will advertise the date of the hearing, with a notice in the local newspaper and the town email group, and forward a notice of the hearing to all abutters via certified letter.
7. At the Public Hearing, the Planning Board will review the proposal, question the applicant where necessary and permit any abutter and other citizens to ask questions relating to the project.
8. If the Planning Board does not approve of the project as planned, the Applicant will receive a certified letter outlining the reason(s) for disapproval. Upon approval of the Planning Board, the applicant shall provide the Selectboard with an approved measured drawing and appropriate fee.
9. The Select Board may immediately approval the issuance of a Building Permit, or request the applicant to meet with them when appropriate for further discussion.

Notes
