

**TOWN OF NORTHFIELD  
APPLICATION FOR SPECIAL USE PERMIT  
WITHIN THE WETLANDS BUFFER ZONE**

Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Authorized Agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Name of Development: \_\_\_\_\_  
Location: \_\_\_\_\_  
Tax Map and Lot Number(s): \_\_\_\_\_  
Description of Development: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Current Zoning of Site: \_\_\_\_\_  
  
Site in Acres: \_\_\_\_\_ Site in Sq. Ft.: \_\_\_\_\_  
Total Developable Acres: \_\_\_\_\_  
Type Sewage Disposal: ☐ Municipal ☐ Private ☐ Other \_\_\_\_\_  
Type of Water Supply: ☐ Municipal ☐ Private ☐ Other \_\_\_\_\_

**ASIDE FROM THE ABOVE, THE FOLLOWING ARE REQUIRED:**

1. "Notice of Planning and Zoning Approvals Required" signed by the Northfield Building Inspector.
2. A review of the project by the Merrimack County Conservation District for its effect on the environment.
3. Review and comment from the Northfield Conservation Commission and/or Town Engineer (any expense incurred shall be paid by the applicant).
4. Complete plans as per the Special Use Permit application checklist.

**To the best of my knowledge, the information above and that accompanies this request is true and correct. I understand that any approval based on incorrect information and data may be reviewed and withdrawn.**

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**TOWN OF NORTHFIELD  
ABUTTER'S LIST FOR  
SPECIAL USE PERMIT APPLICATIONS**

It is required that all applications provide a list of all holders of conservation, preservation, or agricultural preservation restrictions as defined in RSA 477:45, the applicant, and all abutters as indicated in the Town of Northfield records **not more than 5 days before the day of filing**. It shall be the sole responsibility of the applicant to provide the Planning Board with a complete list of abutters including the owner/applicant, and delays as a result of incorrect information provided by the applicant shall not be the responsibility of the Town.

|     | NAME | ADDRESS | TAX MAP<br>AND LOT #(s): |
|-----|------|---------|--------------------------|
| 1.  |      |         |                          |
| 2.  |      |         |                          |
| 3.  |      |         |                          |
| 4.  |      |         |                          |
| 5.  |      |         |                          |
| 6.  |      |         |                          |
| 7.  |      |         |                          |
| 8.  |      |         |                          |
| 9.  |      |         |                          |
| 10. |      |         |                          |
| 11. |      |         |                          |
| 12. |      |         |                          |
| 13. |      |         |                          |
| 14. |      |         |                          |
| 15. |      |         |                          |

|                                   |         |
|-----------------------------------|---------|
| SPEC. USE PERMIT                  | \$50.00 |
| ABUTTER NOTIFI-<br>CATION/ABUTTER | \$10.00 |
| .                                 |         |

Total # of Abutters X \$10.00 \_\_\_\_\_

Application Fee \_\_\_\_\_

Total Due: \_\_\_\_\_

Date Received \_\_\_\_\_

**TOWN OF NORTHFIELD  
SPECIAL USE PERMIT CHECKLIST**

Applicant Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Submittal Requirements:** Please check N/A if an item is truly Not Applicable. Otherwise, a waiver request will be required, in writing, for any items not submitted as part of the application. The waiver request must be made at the time the application is made at the Town Offices. This checklist provides guidance regarding minimum requirements for a Special Use Permit. Other information and documentation may be required at the discretion of the Planning Board.

**General**

| YES                      | NO                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Special Use Permit Application form completed and endorsed by the property owner(s) and his/her agent.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Include an attached statement authorizing the agent, if any, to act on behalf of the property owner.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Include a fee in accordance with the fee schedule in Section 12 of the Regulations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Include a Wetlands delineation prepared by a NH Certified Wetlands Scientist.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Include ten (10) sets of reduced plans not larger than eleven by seventeen (11 x 17) inches if submitted plan is in larger format                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Include the names and addresses of all abutters.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Include all required State and Federal permits or evidence that the permit has been applied for.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Include a statement describing the development including the use or uses to be conducted on the lot, or change of an existing use, or augmentation of an existing use |

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Include an impact statement in narrative form addressing the proposed project's impact on the Wetlands Buffer Zone.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Include written notification of a building permit denial outlining the reasons for such a denial. This notification is available on a form completed by the Selectmen, or their Authorized Agent (Building Inspector). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Include a written request for required waivers.  |

### **Special Use Permit Requirements**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. A completed Plan drawn to scale, with a minimum size of 8 ½ x 11 inches, and a maximum size of 22 x 34 inches.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Include a Title Block which includes: <ul style="list-style-type: none"> <li>a) Title of plan;</li> <li>b) Owner's name and address, and that of any agent;</li> <li>c) Date the plan was prepared and dates of subsequent revisions;</li> <li>d) Scale of the plan;</li> <li>e) Name, address, and seal (if applicable) of the preparer of the plan.</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. A North Arrow.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. A Bar Scale.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. An approval block containing the statement "Approved by the Northfield Planning Board," and a line for the signature of the Planning Board Chairman.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Boundary lines of the entire parcel showing their distances.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Distances of all existing buildings and structures from wetland buffer boundary lines as well as proposed buildings or structures...   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Area of entire parcel in acres and square feet.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Deed reference and tax map number.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Type and location of solid waste disposal facilities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Location, width, description, and purpose of easements or rights-of-way.  |

**To the best of my knowledge, the information above and that accompanies this request is true and correct. I understand that any approval based on incorrect information and data may be reviewed and withdrawn.**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_