

Selectmen's Office
1598 Dover Road
Epsom, NH 03234-0010
(603) 736-9002



This Box will be completed by Town

Date Received: _____

Fee Paid: _____

Approved: _____

Denied: _____

☐ Mail

☐ Pick - Up

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 Property Owner

Phone#

2. Property address

Map

Lot

Sub

Acres

Map Lot Sub Acres - Map

Mailing address if different

Building Type

3. Type of building to be erected, modified or converted:

Description or Other:

4. Intended Use:

5. [NHDES Subsurface Systems Bureau](#) & [NH Public Utilities Commission](#)

Approval Number if applicable:

(Applications on line)

6. Planning Board and/or Zoning Board of Adjustment approval date, if applicable:

Planning Board Date:

Zoning Board of Adjustment Date:

7. Provide sketch of new construction on building lot showing location of existing structures, proposed changes, and/or additions.

Show structure dimensions and setback measurements from property lines. Provide larger scale sketch if necessary:

Article III.G.1.c "Every new building or structure shall be set back from the frontage property line not less than fifty (50) feet or such distance as shall conform to the line of existing buildings on adjacent property. All new buildings or structures shall be set back no less than fifteen (15) feet from the side and not less than twenty (20) feet from the rear property line."

SKETCH

**Use Adobe Reader DC comment function for shapes to draw structures*

Rear Property Line (20 ft. minimum)

Left Side Property Line (15 ft. minimum)

Right Side Property Line (15 ft. minimum)

20 Feet

15 Feet

15 Feet

Feet from Frontage Property Line:	
Feet from Left Side Property Line:	
Feet from Right Side Property Line:	
Feet from Rear Property Line:	
Feet from Wet Lands:	
Dimensions of Structure(L x W):	

50 Feet

Frontage Property Line (50 ft. minimum)

***Note: Please stake out proposed construction prior to zoning inspection.**

**Use Adobe Reader DC comment function for shapes to draw structures*

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:

Phone #:

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.

All permit fees must be paid prior to approval of this application. Permits requiring additional time may be subject to additional fees.
(Zoning Compliance [Application Fees](#))

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, fees apply.

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 the Epsom Fire Department non-emergency number at 603-736-9291.

Signature of Applicant

Date Submitted

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.

Required Applicant check list:

<u>Provided</u>	<u>Not Applicable</u>	
<input type="checkbox"/>	<input type="checkbox"/>	NHDES Subsurface Systems Bureau Approval
<input type="checkbox"/>	<input type="checkbox"/>	NH Public Utilities Commission Approval
<input type="checkbox"/>	<input type="checkbox"/>	Driveway permit
<input type="checkbox"/>	<input type="checkbox"/>	Sketch of lot & setbacks
<input type="checkbox"/>	<input type="checkbox"/>	Flood Zone / Wetlands
<input type="checkbox"/>	<input type="checkbox"/>	Planning Board and/or Zoning Board of Adjustments Approval
<input type="checkbox"/>	<input type="checkbox"/>	Asbestos and lead paint analysis (for demolition)
<input type="checkbox"/>	<input type="checkbox"/>	All fees paid

If your property is posted as “No Trespassing” and you would like to grant permission to the Town Assessor to visit your property, sign here: _____.

If you choose to not grant permission via this form, you may be contacted by the Town Office to schedule an appointment.

Other Relevant Information:

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For assistance contact:

Justin Guth
Zoning Compliance Office: 736-9002 Ext 105
Cell: 608-7101

Email zco@epsomnh.org

Resources:

[Epsom Tax Maps](#)
[Department of Environmental Services](#)
[New Hampshire Utilities Commission](#)
[Flood Zone Mapping](#)
[Drive Way Permits](#)
[Application Fees](#)

Copy – Owner
Copy – Property File