# Town of Whitefield Development Application Fees

**Effective December 16, 2019**

## Residential (Single Family or Duplex)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
<td>$100.00 to $250.00</td>
</tr>
<tr>
<td>Accessory Structure</td>
<td>$25.00 to $50.00</td>
</tr>
<tr>
<td>(detached garage, porch, deck, shed, patio, in-ground pool)</td>
<td></td>
</tr>
<tr>
<td>Remodel/Alteration</td>
<td>$25.00 to $50.00</td>
</tr>
<tr>
<td>Renewal</td>
<td>$25.00 (30 days from expiration date) to $50.00</td>
</tr>
</tbody>
</table>

## Commercial, Residential over 2 Units, Speculative Homes

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
<td>$150.00 to $300.00</td>
</tr>
<tr>
<td>Misc. (Electric, Plumbing, Mechanical)</td>
<td>$100.00 (only if applied for as a separate project)</td>
</tr>
<tr>
<td>Remodel/Alteration</td>
<td>$50.00 to $200.00</td>
</tr>
<tr>
<td>Renewal</td>
<td>$75.00 (30 days from expiration date) to $150.00</td>
</tr>
</tbody>
</table>

## Other Permit Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreational Vehicle</td>
<td>$30.00</td>
</tr>
<tr>
<td>Private Road Agreement</td>
<td>$12.00 first page $4.00 each additional page plus $50.00</td>
</tr>
<tr>
<td>Septic Permit (Initial Application)</td>
<td>$50.00 to $100.00</td>
</tr>
<tr>
<td>Demolition Permit</td>
<td>$25.00 to $30.00</td>
</tr>
<tr>
<td>Driveway Permit</td>
<td>$25.00 to $50.00</td>
</tr>
<tr>
<td>Lot Line Adjustment</td>
<td>$100.00 plus applicable fees</td>
</tr>
<tr>
<td>Subdivision</td>
<td>$150.00 per lot, plus applicable fees to $200.00</td>
</tr>
<tr>
<td>Change of Use</td>
<td>$50.00 plus applicable fees to $100.00</td>
</tr>
<tr>
<td>Voluntary Merger</td>
<td>$100.00 plus applicable fees</td>
</tr>
</tbody>
</table>

**ZBA – Variance, Special Exception or Administrative Decision**

$40.00 plus applicable fees to $50.00

## After-the-Fact Permit Penalty

$150.00 to $500.00 (permits requested after construction has started). Pursuant to Article XI – Enforcement Authority in the Whitefield Development Code it shall be the duty of the Board of Selectmen to enforce and administer the provisions of this Development Code. If any violation of this Code occurs, the Selectmen may institute any appropriate action, including but not limited to fines and penalties as authorized by RSA 676:17.

All Development Permits are effective for three years from the date of issuance. Renewals will be for one year.
Development Permit Required:

A Development Permit is required for the following:

1.1 Required: Any owner or authorized agent who intends to construct, enlarge, alter, move, demolish or change the occupancy of a building or structure, or to cause any such work to be done, shall first make application to the Planning Board or Code Administrator to obtain the required permit.

1.2 Work Exempt from Permit: Permits shall not be required for the following: Exemption for permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Building:
 a. Fences not over 6 feet high.
 b. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
 c. Private walkways.
 d. Painting, papering, tiling, carpeting, cabinets, counter tops, windows and similar finish work not to exceed more than $5,000.00 per project.
 e. Emergency Repairs
 f. Repair/Replace-In Kind: To fix, mend, or replace a thing suffering from damage or deterioration with like material.
 g. Temporary swimming pools.
 h. Swings and other playground equipment.
 i. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
IMPORTANT PERMIT
PHONE NUMBERS

1. DEVELOPMENT PERMIT –
   A. CONTACT PLANNING BOARD/TOWN OFFICE – (837-9871)
   B. REVIEW TOWN REQUIREMENTS – WHITEFIELD DEVELOPMENT CODE
   C. 25’ SETBACKS ALL SIDES
   D. 911 ADDRESS

2. DRIVEWAY PERMIT –
   A. TOWN ROAD - CONTACT ROAD AGENT (837-2202)
   B. STATE ROAD – CONTACT NHDOT REGION 1 (788-4641)

3. SEWER PERMIT –
   A. TOWN SEWER – CONTACT SEWER DEPT (837-9571) HOOK-UP FEE
   B. STATE PERMIT – SEPTIC SYSTEM DESIGN – NHDES (271-3503)

4. WATER PERMIT –
   A. TOWN WATER – CONTACT WATER DEPT (837-9237) HOOK-UP FEE

5. ***ANY DIGGING NEEDS A PERMIT THRU DIG SAFE***
   A. DIG SAFE – (1-888-344-7233)
   B. STATE ROW - (788-4641)

6. TRANSFER STATION –  837-9171
   A. TOWN – DECAL NEEDED (837-9871)

7. WETLANDS PERMIT –
   A. WHITEFIELD CONSERVATION COMMISSION
   B. NHDES WETLANDS – (271-2147)

8. MANUFACTURED HOMES – NEW OR USED
   A. STATE CERTIFICATE OF COMPLIANCE/WARRANTY SEAL (271-2219) OR (629-9369)

9. ASBESTOS/LEAD PAINT – (271-1370)

   ALL PERMIT FORMS CAN BE OBTAINED THRU THE TOWN OFFICE

OTHER PHONE NUMBERS:

POLICE
   EMERGENCY: 911
   NON-EMERGENCY: 837-9086

FIRE/RESCUE
   EMERGENCY: 911
   NON-EMERGENCY: 837-2655

SELECTMEN'S OFFICE  837-2551
**DEVELOPMENT PERMIT APPLICATION**

Whitefield, New Hampshire (603) 837-9671, 837-3148 Fax

<table>
<thead>
<tr>
<th>Owner</th>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (911)</td>
<td>Tax map</td>
</tr>
<tr>
<td>Housing development / Mall name</td>
<td>Parcel #</td>
</tr>
<tr>
<td>House model / Store name</td>
<td>Lot acreage</td>
</tr>
<tr>
<td></td>
<td>Subdivision plan</td>
</tr>
<tr>
<td>Mailing address</td>
<td>Notice of Intent #</td>
</tr>
<tr>
<td>Email</td>
<td>Planning Board #</td>
</tr>
<tr>
<td>Daytime telephone</td>
<td></td>
</tr>
</tbody>
</table>

**Residential**

- Single family detached
- Townhouse
- Two Family
- 3+ family dwelling (# of units _______)
- Other
- New dwelling
- Addition
- Alteration
- Repair/replacement
- Renovation (no structural changes)
- Conversion of +/- dwelling units (# of units _______)
- Foundation
- ADU
- Condominium
- Modular home
- Manufactured home
- Agricultural
- Deck
- Shed
- Swim pool
- Garage
- Carport
- Commercial/Industrial
- Office/bank/professional
- Hospital/medical
- Industrial/warehouse
- Restaurant
- Hotel/Motel
- New building
- Addition
- Alteration
- Repair/replacement
- Renovation (no structural changes)
- Conversion from residential to commercial space
- Demolition
- Subdivision
- Other
- Agricultural
- Garage
- School
- Store
- Utility
- Other
- Deck
- Shed
- Swim pool
- Interior demo

**General Description of Work and/or Use**

Include dimensions of building, room, shed, pool, etc. List number of bedrooms and bathrooms if new home or added. If use of existing building is being changed, enter proposed use.

25' Setbacks all sides

Left Right

Front Back
A PLOT PLAN and/or FLOOR PLAN DRAWN TO A SCALE NOT LESS THAN 1 INCH = 20 FEET IS REQUIRED FOR ALL APPLICATIONS EXCEPT INTERIOR RENOVATIONS (attach separate sheet)

The plot plan shall denote property boundaries, location of existing and planned buildings and structures, driveway location, septic system or sewer line location, water well or water line location, distances of all setbacks from streets and lot lines, locations of all buildings less than 100 feet from the project on adjacent properties, paved areas, wetlands.

The floor plan shall show exit doors, means of escape from bedrooms, location of any Liquid Propane (LP) cylinders, location of furnace, oil tank, chimney, wood stoves.

<table>
<thead>
<tr>
<th>Permit or Approval Department Reviews</th>
<th>Check all that apply</th>
<th>Date Obtained</th>
<th>By (Name) Provide copies of permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Intent (required for all)</td>
<td></td>
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<tr>
<td>Planning / Subdivision</td>
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<tr>
<td>Sewer (if town sewer)</td>
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<tr>
<td>Septic (NH Construction Approval)</td>
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<tr>
<td>Water (If Town Water)</td>
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<tr>
<td>Driveway Permit:</td>
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<tr>
<td>A. NH DOT - State/Federal Highway</td>
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<td>B. Town Highway Super - Town Rd.</td>
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<tr>
<td>NH Energy Code Certification of Compliance</td>
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<tr>
<td>Groundwater Discharge Permit</td>
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COMMERCIAL/INDUSTRIAL:

Use group

Construction type

Live loading

Occupancy load
THIS DEVELOPMENT PERMIT IS:

☐ ISSUED subject to the following condition(s):  ☐ DENIED for the following reason(s):


Planning Board Chairperson/Code Administrator Date

I hereby certify the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent OR I am the owner of record and I certify the proposed work. I agree to conform to the terms of the permit and to all applicable laws of Whitefield and/or the State of N.H. I certify that the information given is true and correct to the best of my knowledge.

No change from the above information will be made without approval of the Planning Board.

Construction activities shall not commence until the Development Permit is issued. The purposed development must commence within one year from the date of approval of the Development Permit and must be completed within 3 years. An extension may be granted by the Planning Board.

This permit is non-transferrable.

Signature of Applicant: __________________________ Date ____________________

TOWN USE ONLY:

WATER DEPARTMENT:

PUBLIC WORKS:

FIRE/RESCUE:

SEWER DEPARTMENT: