

Fee: \$150
 Abutter Notification: \$9 x _____
 TOTAL: _____
 Check# _____
 Cash Other _____



Date Received: _____
 By: _____ M/L: _____
 District: _____
 Case# _____
 Hearing Date: _____

SPECIAL USE PERMIT APPLICATION

NOTE: This application is not acceptable unless all required statements have been made. Additional information may be supplied on a separate sheet if the space provided is inadequate. The application shall be referred to the Conservation Commission and the Health Officer, for review and comment at least 30 days prior to the public hearing.

Applicant's Name: _____
Owner or Agent

Name of Property Owner, if different: _____

Owner's Address: _____

Owner's Phone #/Email: _____

Agent's Address: _____

Agent's Phone #/Email: _____
Written permission to represent owner must be submitted with application.

Property/Project Street Address: _____

Abutting Streets _____

Existing Lot Size: _____ Acres or Square Feet: _____

Location is in the following Overlay District(s)/Area(s):

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Shoreland Protection | <input type="checkbox"/> Historic District | <input type="checkbox"/> Pemigewasset |
| <input type="checkbox"/> Wetlands Conservation | <input type="checkbox"/> Floodplain | <input type="checkbox"/> N/A |

Is this project: Residential Non-Residential Multi-family (3 or more units) Mixed Use

Permission for Planning Board to access the site? YES NO

Permission for Conservation Commission to access the site? YES NO NA

Brief description of proposed plan and the proposed special use: _____

Please attach a detailed project narrative that describes the existing conditions of the property and the proposed improvements as they relate to the requested Special Use Permit.

Include with this narrative:

- a scale diagram showing the lot, building(s) in relation to the lot (include building size, distance of all setbacks)
- parking spaces in relation to the building (include sizes)
- any additional structures/tanks/ etc. in relation to the building (include sizes)

Photos of the existing structure and/or site from various vantage points are helpful, together with any other information that will help the Board understand the project.

The Applicant may be required to submit additional information if deemed necessary by the Planning Board in order to fully evaluate the application.

Please provide contact information for each professional involved in the preparation of this application, including the engineer, architect, surveyor, attorney, wetland scientist, landscape architect, etc. Use a separate sheet if needed.

Name: _____ Profession: _____

Address: _____

Phone: _____ Email: _____

Name: _____ Profession: _____

Address: _____

Phone: _____ Email: _____

Name: _____ Profession: _____

Address: _____

Phone: _____ Email: _____

The applicant and/or owner/agent, certifies that this application is true and complete and that any additional costs for engineering or professional services incurred by the Bristol Planning Board in the Special Use Permit review process of this property shall be borne solely by the applicant and/or owner.

Signature of Applicant/Agent: _____ Date: _____

Signature of Property Owner: _____ Date: _____



TOWN OF BRISTOL PLANNING BOARD SPECIAL USE PERMIT INSTRUCTIONS

A Special Use Permit may be granted by the Board, after public notice and public hearing, for undertaking specific uses in the Wetlands Conservation Overlay District.

The application must be reviewed by the Conservation Commission and the Health Officer, at least thirty (30) days prior to the Planning Board's public hearing, so please plan ahead as the process could take up to 60-days.

The Conservation Commission and/or Health Officer may have recommendations they will ask the Planning Board to consider when hearing the application.

You will need to know:

- Tax Map and lot number
- Zoning district the parcel is in
- Which Overlay District(s) the parcel is in: Shoreland Protection Area; Historic; Pemigewasset or Wetlands Conservation District

Applicant must provide a detailed project narrative that describes the existing conditions of the property and the proposed improvement as they relate to the requested Special Use Permit. To be included with the narrative:

- Scale diagram showing the lot, building(s) in relation to the lot (including building size, distance of all setbacks)
- Depiction of the construction activity on the parcel and distance(s) to wetlands
- Parking spaces in relation to the building (including size of spaces)
- Any additional structures/tanks, etc. in relation to the building (include sizes)
- Photos of the existing structure and/or site from various vantage points
- Other information that would be helpful to the Board in fully understanding the project.

The Planning Board can always require additional information if deemed necessary to fully evaluate the application.

This includes hiring a third-party expert(s), at the applicant's expense, should the Planning Board not have the expertise needed to fully evaluate the project.

A Special Use Permit may be granted by the Board, after public notice and public hearing, and taking into consideration any recommendations provided.

Conservation Commission - Special Use Permit Checklist

Check the appropriate boxes below. Supporting documentation must be submitted for each response. If a response is not applicable (N/A), then an explanation must be submitted on an attached narrative. For more information regarding the items listed below, please refer to the Zoning Ordinance Article listed.

Environmental Impact of Proposed Project– (Article 9.7B1)

Does the proposal affect the Wetland's capacity to...

- | | | |
|---|----------------------------|------------------------------|
| 1. support fish and wildlife? | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 2. prevent flooding? | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 3. supply and protect surface and ground water? | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 4. control sediment? | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 5. facilitate drainage? | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 6. control pollution? | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 7. support recreational activities? | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 8. promote public health and safety? | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |

Impact of Proposed Project on the Character, Injury or Reasonable Use of Property

- | | | |
|---|----------------------------|------------------------------|
| 9. Are there poor or very poorly drained soils? (Article 9.3) | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 10. Are there slope or other runoff and erosion issues? (Article 9.7B2) | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 11. Does the project involve removal or deposition of material? (Article 9.6B) | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 12. Is there visible water at or near ground surface level? (Article 9.3) | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 13. Are there plant species characteristic of one or more wetlands association? (Article 9.3) | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |

Special Provisions

- | | | | | | |
|---|----------------------------|------------------------------|--|----------------------------|------------------------------|
| 14. Is a septic system being constructed or enlarged within a wetland or closer than 125 feet to the boundary of the Wetlands Conservation Overlay District? (Article 9.8A) | <input type="checkbox"/> Y | <input type="checkbox"/> N/A | 16. Is there development activity involving the construction or demolition of structures, changes to the site, or any uses of the site (other than those listed under Article 9.5) within 50 feet of the Wetlands Conservation Overlay District? | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |
| 15. If yes, have appropriate measures been taken to address septic and development setback and buffer requirements? | <input type="checkbox"/> Y | <input type="checkbox"/> N/A | 17. Did you apply for and receive a State of New Hampshire Department of Environmental Services Wetlands Permit? (If so, please include a copy of your application and supporting documentation.) | <input type="checkbox"/> Y | <input type="checkbox"/> N/A |

Bristol Conservation Commission

SPECIAL USE PERMIT CHECKLIST CRITERIA FOR DECISION

To provide increased clarity for those seeking Special Use Permits, the Conservation Commission will utilize a "checklist" as part of its review process to ensure that the material and information required in Section 9.7 of the Town Zoning Ordinance is complete and true as provided.

- **Article IX** specifically defines wetlands in Sections 9.1 - 9.4 and sets out operations and uses permitted in wetlands in Section 9.5. The Ordinance was established to regulate the uses of lands subject to standing water, flooding, or high-water tables for extended periods of time.
- **Article 9.6** ("Special Use Permit") sets out procedures to be followed for any "undertaking of a use not otherwise permitted in the Wetlands Conservation Overlay District or adjacent buffer areas, if it can be shown that such proposed use is not in conflict with any and all of the purposes and intentions listed in Section 9.2 of the Ordinance". The application shall be referred to the Conservation Commission and the Health Officer, for review and comment at least 30 days prior to the public hearing.
- **Article 9.7** sets out standards to consider for decision. The Conservation Commission shall use the same standards and criteria as the Planning Board.

Definitions: *These definitions have been amended for the Conservation Commission. Please refer to the Bristol Zoning Ordinance for further definitions.*

BEST MANAGEMENT PRACTICES: Applying the appropriate techniques to minimize disturbance and impact to the wetland resulting from those activities which will alter the natural character of the wetland.

WETLANDS: Areas defined as, but not restricted to, lakes, ponds, rivers, streams, marshes, swamps, and bogs and such areas which are at least in part underlain by poorly drained and very poorly drained soils, as defined by the National Cooperative Soils Survey, for Grafton County, NH, of the Natural Resource Conservation Service of the U.S. Department of Agriculture (USDA), as it may be amended from time to time. Upon inspection during the growing season, wetlands have visible water at or near ground surface level, and wetlands have plant species characteristic of one (1) or more of the wetland association types. (See NH Wetlands Bureau Code of Administrative rules for further definitions of these wetland association types and their vegetative components).

WETLANDS CONSERVATION OVERLAY DISTRICT: The Wetlands Conservation Overlay District is comprised of those areas within the Town of Bristol that are defined in Section 9.3. WETLANDS as wetlands. A general map of these areas is available for inspection in the Land Use Department of the Town office building, or on the Town's website. While this map is adequate for community planning purposes, it cannot be considered final for purposes of engineering a particular site for development. In certain cases, the precise location of wetland areas shall be determined by the actual character of the land, and the distribution of wetland soil types. Such determinations shall be made by field inspection and testing conducted by a certified soil scientist and/or wetland biologist. Relation to Other Districts: Where the Wetlands Conservation Overlay District is superimposed over another Zoning District, the more restrictive regulations shall apply.

ADDITIONAL RESOURCES:

Please make sure that the proposed project requires no State of NH Department of Environmental Services (NHDES) permitting as the Conservation Commission will require this information in the review of the proposed project.

Please refer to the NHDES Avoidance and Minimization Checklist for more information.

<https://onlineforms.nh.gov/app/#/formversion/4ba10535-d147-4d48-b995-2fe9d74dbd98>

Or visit the NHDES website <https://www.des.nh.gov/water/wetlands>.

Town of Bristol Abutter Notification List

Name and address should be those of current owners as recorded in the Tax Records at the time of submission of your application. If more room is needed, copy this sheet and attach. Be sure to make note of how many abutter sheets you are submitting - _____ # of sheets. For the purposes of notification, the applicant (and owner if different) and any professionals who have provided their service are considered abutters.

1) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

2) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

3) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

4) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

5) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

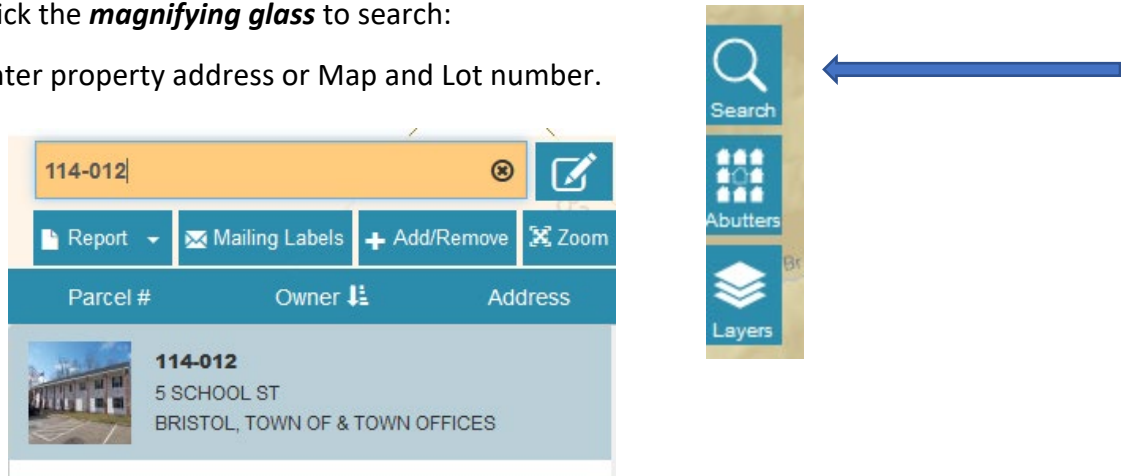
6) Owner's Name _____ Tax Map # _____
Mailing Address _____ Lot # _____
City _____ State _____ Zip Code _____

Addresses Verified – Date: _____

By Whom: _____ **Department** _____

How to obtain an Abutter's list using the Town website.

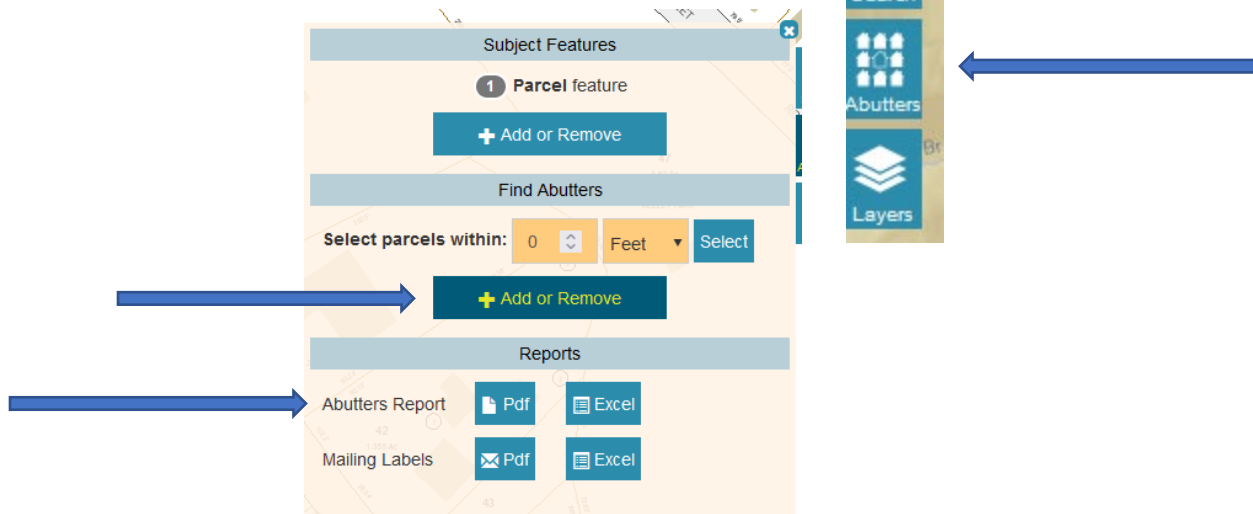
- Go to the Homepage at www.bristolnh.gov
- Click the **Maps** button in the left-hand column.
- This will take you to <https://www.axisgis.com/BristolNH/>
- Click the **magnifying glass** to search:
- Enter property address or Map and Lot number.



The property you chose will show in yellow.



- Click the **Abutters Icon**.
- Under Find Abutters, click **Add or Remove**.



- Click on the parcels surrounding your property.
(Abutters are those sharing a border and across any streets or rivers. If the property address is located in an association, the Land Use Office will assist you with identifying the appropriate abutters.)
- Abutting properties will appear in red.
- Under Reports, click **Abutter's Report PDF**
- Print and submit this report to the Land Use Office with your Application. (The Land Use Office will verify your abutter's list.)

