



# TOWN OF NEW LONDON, NH

## Zoning Permit Instructions/Application for Commercial & Multi-family Residential

**Please review the frequently asked questions, before you submit your application. Frequently asked questions can be found on the Town's website, [www.nl-nh.com](http://www.nl-nh.com). Detach this page and only submit the remaining pages.**

**Applying for a Zoning or Demolition Permit:** A Zoning Permit is required before you begin any construction, alterations or repairs; however, there are instances when a building permit may not be required (**see Building Permit Frequently Asked Questions**).

**Completed Application:** In order to make the best use of your time and staff time, please complete the application and attach **all** required information (refer to checklist in this application). **The application cannot be sent for approval unless it is complete.**

**Application Review:** Staff will review the application for completeness and will make a recommendation to the Town Administrator. The Town Administrator will review the application and act to approve, approve with conditions, deny or request additional information, per RSA 676:13. Generally speaking, once a completed application is received, it can take anywhere from 15-30 days for a decision to be made.

**Signature Required:** The property owner is required to sign the building permit application. If the property owner would like a contractor or agent to represent him/her through the building permit process, the property owner must sign an authorization letter authorizing the contractor/agent. If the property was purchased in the last 30 days, a copy of the deed must be submitted with the application.

### **Application Filing Requirements:**

The Zoning Permit must be accompanied by:

1. A plot plan drawing of the site. You may use a copy of the tax map to prepare this drawing; however, the tax map is not a surveyed plan and should only be used as reference. Tax maps are available at the Town Offices or on the Town website.
  - ✓ On the plot plan drawing, include all property lines, setback distances, existing and proposed buildings, driveways and site features.
2. A complete set of building plans or floor plans showing all interior changes, dimensions and square footage of each floor.
3. Payment of all applicable fees, according to the current schedule of fees. Fee schedule can be found on the Town website, [www.nl-nh.com](http://www.nl-nh.com).
4. Copy of all other approvals, as required, and described within.

**Once you have completed your zoning permit application and are ready to submit,** please deliver to the Land Use & Assessing Coordinator, New London Town Offices, 375 Main Street, New London, NH 03257. The coordinator can be reached at 526-1243 or by email at [landuse@nl-nh.com](mailto:landuse@nl-nh.com). The Town understands that your project is important and wants to make the process as simple and easy as possible.

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**TOWN OF NEW LONDON, NH**  
**Zoning Permit Application for**  
**Commercial & Multi-family Residential**

ZP # \_\_\_\_\_ \*  
 PID # \_\_\_\_\_ \*  
 \*(to be assigned by staff)

**Contact Information**

Property Owner(s): \_\_\_\_\_

Physical (construction) Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tax Map/Lot: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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 \*\*Name of Designated Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*\*For contractor to act as agent, owner must sign authorization letter.**

**Please circle the appropriate response**

- |  |     |    |
|--|-----|----|
| 1. Are any changes proposed to the interior?   | YES | NO |
| 2. Is your property in the New London-Springfield Water Precinct?  | YES | NO |
| 3. Is your property on a septic system?  | YES | NO |
| 4. Is your property connected or to be connected to Town Sewer?  | YES | NO |
| 5. Does the project involve a multi-family (3 or more units), commercial or Industrial site, or change in use? | YES | NO |
| 6. Is the building footprint going to be changed?  | YES | NO |
| 7. Is the property classified as being under Current Use?  | YES | NO |
| 8. Is your property subject to a Conservation/Preservation Easement?   | YES | NO |
| 9. Do you have an approved Site Plan?  | YES | NO |

Date of Approval \_\_\_\_\_



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**Type of Improvement (check all that apply)**

<input type="checkbox"/> non-residential (commercial or industrial)	<input type="checkbox"/> new multi-family dwelling (3 or more units)	<input type="checkbox"/> exterior improvements with no change in building footprint (new roof, new siding, new windows, etc.)	<input type="checkbox"/> Interior improvement	<input type="checkbox"/> dock
<input type="checkbox"/> change of building footprint	<input type="checkbox"/> garage, barn or other improvement	<input type="checkbox"/> plumbing, electrical, mechanical, heating or cooling systems new or upgrades	<input type="checkbox"/> demolition	<input type="checkbox"/> other (please describe):
<input type="checkbox"/> ADA improvements	<input type="checkbox"/> shed	<input type="checkbox"/> living space over garage or other existing/detached building on the site	<input type="checkbox"/> relocation of Structures on the property	
<input type="checkbox"/> energy-related Improvement (solar, geothermal or new generator)	<input type="checkbox"/> temporary structure			

**Detailed description of the project, for example: “adding a two-story addition to an existing multi-family house, existing building footprint is 2,300 square feet and new addition will add another 1,200 square feet.” Be sure to include total new square footage added for each floor.**

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**\*\*\*NOTE: If solar array, please list size in terms of KW:**

**Total Estimated Cost of Construction (including groundwork): \$ \_\_\_\_\_**



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**Information/Documents Needed to Process Building Permit**

*Please Initial Off All Items Submitted as Part of this Application*

Document	Submitted by property owner	FOR OFFICE USE ONLY	
		Rec'd by staff	Notes
Complete Application			
Signed Authorization Letter			
Fees paid in full			
Plot Plan of site <b>(see example on page 6)</b>			
Floor Plans – square footage of each floor is listed, total new square footage proposed listed			
PUC Energy Code #			
Estimated Cost of Work			
Height (maximum) of building			
Septic System Approval #			
Town Sewer Approval			
Driveway Town or State Approval			
Current Use sketch			
Erosion and Sedimentation Plan			
Floodplain Elevation Certificate			
ZBA Approval			
Planning Board Approval			
State of NH or Federal Permits			
Easement Documents			
Asbestos Notification or statement of no asbestos			
Other:			

**Applicant agrees that the proposed building project described above will conform to the New London Zoning Ordinance, as amended, and with all other requirements of law of the Town of New London and the State of New Hampshire. Further, the signer certifies that all information provided in support of this application is true and complete and authorizes inspection by town staff for purposes of this permit.**

Signature of Property Owner(s): \_\_\_\_\_

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



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**TO BE COMPLETED BY STAFF**

Physical Address: \_\_\_\_\_ Tax Map/Lot Number: \_\_\_\_\_

**FOR OFFICE USE ONLY – Zoning Administrator Review**

**Zoning Districts/Overlay Districts**

ZBA History/Approvals/Denials:

PB History /Approvals/Denials:

Required Setbacks: Front \_\_\_\_\_ Side (A) \_\_\_\_\_ Side (B) \_\_\_\_\_ Rear \_\_\_\_\_ Corner Lot \_\_\_\_\_

Setbacks as shown on plot plan:

Front \_\_\_\_\_ Side (A) \_\_\_\_\_ Side (B) \_\_\_\_\_ Rear \_\_\_\_\_ Corner Lot \_\_\_\_\_

Other General Comments:

Flood Elevation Certificate:

\_\_\_\_\_ On Town Sewer & expanding living space? Need evidence of sewer fees paid from Highway.

\_\_\_\_\_ Commercial/Multi-family? Email plan to Fire Dept.

\_\_\_\_\_ Demo? Email Archives & Health Officer. \_\_\_\_\_ On Town Water? Email Water Precinct.

**Fee calculation amount:\$**

**Date received:**

**FOR OFFICE USE ONLY**

**Approved**  **Denied**

Comments/Conditions:

**Signatures:**

Zoning Administrator

Date

Town Administrator

Date



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ZP # \_\_\_\_\_ \*  
PID # \_\_\_\_\_ \*  
\*(to be assigned by staff)

**Plot Plan Example**

Please refer to the example below which will assist you in showing setbacks for your project to ensure any buildings are in compliance with the New London Zoning Ordinance. Please visit the Town's Online GIS database via the New London website to obtain a copy of your plot plan: [www.nl-nh.com](http://www.nl-nh.com).

While preparing this information, please note the following:

- Setbacks must be measured from the extreme limits of the building. Setbacks for driveways must also be included.
- Show your property in relation to the road and other property lines.
- Indicate the height of any proposed structure.
- If you are submitting architectural plans or details showing interior changes on other pages included in your application materials, the dimensions provided on the **sketch below**, will be used to determine the setbacks of the project.

