



RELIEF FROM OUTER 50' OF THE 100' WETLAND SURFACE WATER CONSERVATION DISTRICT TOWN OF GOFFSTOWN

APPLICATION FORM

date of last form revision: 05-23-2024

DO NOT WRITE IN THIS AREA-OFFICE USE ONLY

Submittal Date: _____ **Conservation Commission Review Date:** _____
PB Meeting for Application Review Date: _____

Proposed Project: _____

Project Address: _____
 _____ City _____ State _____ Zip _____
 Goffstown Tax Map#: _____ Lot#: _____

The property owner may designate an agent as the coordinator for the project. This person (the applicant) or their representative, shall attend Town meetings, will receive the agenda, comments, recommendations, staff reports, and will communicate all case information to other parties as required.

The Property Owner may act as the Applicant. If so, List under Applicant's Name: "Owner."

All contact for this project will be made through the applicant listed below.

Applicant's Name: _____
 Company: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Owner's Name: _____
 Company: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Applicant Signature _____ **Date** _____ **Owner Signature** _____ **Date** _____

Proposed Project Details:

Single-Family Residential Multi-Family Residential Commercial Industrial Other: _____

Current Zoning: _____ Parcel Size (acres): _____

Existing Land Use: _____

Brief Description of Request: _____

Depth of Proposed Encroachment into the Outer 50' of the WSWC District (in feet) _____

Total building (or disturbed) area within the outer 50' of the WSWC District (in square feet) _____

Date of lot creation for the lot on which the WSWC encroachment is proposed (most recent legal and conforming change in configuration by parcel area reduction, consolidation, land division, or other official action) _____

Planning and Zoning Department
16 Main St. Goffstown, NH 03045
Phone 603.497.8990 ext. 117 | Fax 603.497.8993

APPLICATION PROCEDURES FOR RELIEF FROM THE OUTER 50' OF THE 100' WSWC DISTRICT

Important Information:

- An application will not be accepted by the Planning Department if it is not accompanied by a report from a certified wetland scientist regarding the project's impact to the functions, values, and condition of the wetland resource.
- All applications will be required to be reviewed first by the Conservation Commission. The Conservation Commission shall have a minimum of 45 days to review and make comment to the Planning Board.
- Conservation Commission meetings are generally held on the 4th Wednesday of each month at Town Hall – 16 Main Street, Goffstown, NH 03045 (Room 106) at 7 pm.
- Planning Board meetings are generally held on the second (2nd) and fourth (4th) Thursday of each month, excluding holidays, at Town Hall – 16 Main Street, Goffstown, NH 03045 (Room 106) at 7 pm.
- Review of each application will be scheduled with the Planning Board within the first 30 days after submittal to the Planning and Zoning Department for acceptance of the application and possible action. If by the date of the Planning Board Hearing, comment has not been received from the Conservation Commission, then the Planning Board will likely vote to accept and continue the hearing to a date specific and wait to hear from the Conservation Commission before voting on the application.

The following information is provided to assist in the preparation and submittal of an application requesting a Relief of the Outer 50' of the 100' Wetland Surface Water Conservation District by the Planning Board for property within the Town of Goffstown's jurisdiction.

1. ***Application Submittal*** – For an application to be accepted by staff, the applicant must provide all of the required information described on the submittal checklist at the time of submittal. All submittals must be received no later than 4:00 p.m. on the Friday that falls 20 days prior to the next regularly scheduled Planning Board Meeting. Complete applications submitted after the above-referenced deadline will be placed on the next available Planning Board agenda. Incomplete applications will NOT be taken.
2. ***Review Comments*** – Review comments from Fire, Police, DPW, and the Planning & Zoning departments and as mentioned above, from the Conservation Commission, will be requested and (if any are received) they will be collected and compiled by the Town Planning and Zoning Administrator and given to the Board (and the applicant) at the Planning Board meeting as part of the report to the Board.
3. ***Presentation to Conservation Commission*** – The Applicant will need to either present their application themselves, or send a representative to do the presentation. The applicant will likely receive comments from the Conservation Commission from their review of the application and a recommendation to the Planning Board.
4. ***Public Hearing with the Planning Board*** – The Applicant will appear at the scheduled Planning Board public hearing and present their project to the Board. There will be a public hearing regarding the application and the Board will make a determination based upon the information provided and the recommendations from the Conservation Commission and staff.

OUTER 50' OF WSWC DISTRICT APPLICATION REVIEW PROCESS



APPLICATION SUBMITTAL CHECKLIST (complete and submit with application)

*See next page for description of submittal content requirements

REQUIRED MATERIALS

	Applicant Checklist	Staff Verification
Application with Project Narrative – 10 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Fees – (\$100 per project + \$12 /abutter notification).....	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Plot Plan, Subdivision, or Site Plan – 10 reduced 11” x 17” size copies and 8 full 22”x32” size copies if submitting full sizes along with the required reduced size copies.	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
Certified Wetland Scientist’s Report – 10 copies.....	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION SUBMITTAL CONTENT REQUIREMENTS

1. Application

Complete and sign the attached application form containing all applicable project information. If the applicant is not the property owner, the applicant shall obtain property owner signature(s) or provide a letter of authorization from the property owner that the application is being filed with their permission.

2. Fees

The **application fee** for relief from the outer 50' of the 100' Wetland Surface Water Conservation District is **\$50**. **Abutter notification fees are \$8/Abutter (or other entity) to be notified. Cash or Check is acceptable. Make Checks payable to: Town of Goffstown.**

3. Project Narrative

The narrative is a descriptive explanation of the project. The narrative should include the following information:

1. Description of current site conditions, including (but not limited to):

- Map/Lot #
- owner/applicant contact information
- existing uses,
- existing structures,
- infrastructure on (or adjacent to) the property,
- the zoning of the property,
- the zoning of abutting properties,
- circulation/access to the site,
- topography of the site,

2. Description of the requested project:

- Proposed use of the property
- Square footage of proposed buildings
- Distance of proposed buildings that encroach to the edge of the wetland or surface water.
- Water and Sewer/Septic Info and proposed Drainage (if applicable)

4. Detailed Plot Plan, Subdivision Plan or Site Plan

- Plans should include at a minimum: Property boundaries, existing buildings/driveways, features on the site, topography, wetlands, wetland surface water conservation district boundaries, vernal pools, etc. north arrow, and dimensions from buildings to property boundaries and to edge of wetland/surface water. If part of a subdivision or site plan, the plan shall be stamped by a surveyor.

5. Certified Wetland Scientist's Report – This report shall be an evaluation of the wetland functions and values for Conservation Commission review and comment to the Planning Board. The cost of this report shall be borne by the applicant. The report shall include the identification and delineation of all wetlands and an assessment of the functions, values, and condition of all existing wetland resources, including the identification of wetlands that function as vernal pools. In order to grant an exception, the Planning Board must find that the functions, values, and condition of the wetland resources will not be compromised as a result of the proposed project.