

Applicant: \_\_\_\_\_

<b>Application for:</b>	<i>(Choose one)</i>	<b>Type of Hearing:</b>	<i>(Choose one)</i>
Site Plan Review	_____	Preliminary Consultation	_____
Subdivision	_____	Design Review Public Hearing	_____
Minor Lot Line Adjustment	_____	Public Hearing	_____
Condominium Conversion	_____		

**Please submit Eight (8) copies of the application and plans along with a brief cover letter explaining the project. Please complete this form along with the accompanying Submittal Checklist. All applicable items must be submitted by the submission deadline for consideration.**

Name of Applicant: \_\_\_\_\_ (phone) \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Zip code \_\_\_\_\_

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

Owner of Record and address if different from applicant: \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Zip code \_\_\_\_\_

Complete address of Property for Application:

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Zip code \_\_\_\_\_

Leased Land: Is this property now or was this property ever leased land? \_\_\_ Yes \_\_\_ No (If yes, please attach a copy of the original Deed from the Town and schedule an appointment with the Town Planner).

Name of person/firm that designed the plan: \_\_\_\_\_ (phone) \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Zip code \_\_\_\_\_

Contact to receive ALL communications: \_\_\_\_\_ (phone) \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Zip code \_\_\_\_\_

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

List any variances granted by ZBA: \_\_\_\_\_

Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Aquifer Protection District: YES\* / NO (Refer to Section 2.5.4 of the Hampton Zoning Regulations)

\*If "YES" are you also applying for a Conditional Use Permit as required per Section 2.5.4.F? \_\_\_\_\_

**\*Please provide a written findings of fact for the requirements listed in Section 2.5.4.F on a separate page.**

List any waivers being requested AND include a separate written request OR list. N/A if not applicable: \_\_\_\_\_

Area (square feet) of entire lot(s): \_\_\_\_\_

Portion proposed for development: \_\_\_\_\_

**SITE PLAN REVIEW:**

Type of project proposed: \_\_\_\_\_

Description of proposal (please specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is public sewer service available? \_\_\_\_\_ Is public water service available? \_\_\_\_\_

For non-residential proposals list the square feet of the floor area: \_\_\_\_\_

For multi-family, how many units are proposed? \_\_\_\_\_ How many buildings? \_\_\_\_\_

**SUBDIVISION:**

TOTAL number of lots in proposed subdivision: \_\_\_\_\_

Is public sewer service available: Yes \_\_\_\_\_ No \_\_\_\_\_

Is public water service available: Yes \_\_\_\_\_ No \_\_\_\_\_

Is a new roadway proposed? Yes \_\_\_\_\_ No \_\_\_\_\_

*(If yes, submit Request for Naming of Street form to Board of Selectmen)*

NOTICE: I certify that this application and the accompanying plans and supporting information have been prepared in conformance with the Hampton Site Plan and Subdivision Regulations, Zoning Ordinance, and all other applicable regulations. Furthermore, in accordance with RSA 676:4, I agree to pay all costs associated with the review of this application.

\_\_\_\_\_  
Signature of applicant or agent (if agent, provide letter of authorization) Date

Complete the form by filling in the requested information and multiplying by the amount listed for each item. If an item does not pertain to your application, leave blank. Please refer to the current Fee Schedule (Appendix B of Site Plan and Subdivision Regulations) for complete fee information and applicability.  
 Call (929-5913) or visit the Planning Office if you need assistance.

SECTION 1 – NOTIFICATION FEES		
Legal Notice Fee	\$50.00	\$
# Abutters (If Aquifer--Aquarion noticed)	_____ x \$10.00 =	\$
# Owners & applicants	_____ x \$10.00 =	\$
# Professionals with stamp on plans or application	_____ x \$10.00 =	\$
<b>TOTAL SECTION 1 =</b>		\$

SECTION 2 – SITE PLAN FEES *		
Site Plan Application Base Fee	Enter \$200 =	\$
Additional Fee for Non-residential (Maximum \$5,000)	square feet of floor area _____/1000 s.f. x \$100 =	\$
Additional Fee for Multi-family (Maximum \$5,000)	# new units _____ x \$200 =	\$
Amended Site Plan (No additional dwelling units or square foot floor area)	Enter \$200 =	\$
Optional Preliminary Conceptual Consultation	No Charge	
Optional Design Review	No Charge	
Plan Review (PRC) Process Fee	Enter \$100	\$
<b>TOTAL SECTION 2 =</b>		\$

SECTION 3– SUBDIVISION FEES *		
Lot Line Adjustment	Enter \$200 =	\$
Condominium Conversion	\$100 Base Fee, plus # units x \$100 =	\$
Other Subdivisions	Base Fee of \$100 if no new road or \$300 if new road, plus \$100 per lot =	\$
Optional Preliminary Conceptual Consultation	No Charge	
Optional Design Review	No Charge	
Plan Review (PRC) Process Fee	Enter \$100	\$
<b>TOTAL SECTION 3 =</b>		\$

SECTION 4 – OTHER FEES		
Wetlands Permit *(\$100 additional Fee Charged for After-the-Fact Permit)	Enter \$100 =	\$
Conditional Use Permit for Accessory Dwelling Unit *(\$100 additional Fee Charged for After-The Fact Permit)	Enter \$100 =	\$

School Impact Fee Waiver Request *	Enter \$100 =	\$
Parking Lot Review	Enter \$50 =	\$
Use Change Application	Enter \$50 =	\$
Driveway Permit Appeal Abutter Fee \$10.00 per Abutter		
TOTAL SECTION 4 =		\$
ADD TOTALS FROM SECTIONS 1 – 4		\$
<b>*Note – Applications are subject to the Notification Fees in Section 1 above.</b>		

## TOWN OF HAMPTON – PLANNING BOARD

### Submittal Checklist

The following items are required for submittal of a Planning Board Application for Site Plan Review, Subdivision, Lot Line Adjustment, Condominium Conversion & Conditional Use Permit for ADU. If the items are not submitted, your application may not be scheduled for Public Hearing. NOTE: Completion of this list does not constitute a complete plan or acceptance by the Planning Board.

Eight (8) copies of the COMPLETED application form, using the most current form available. You must submit a separate form for each application.	<input type="checkbox"/>
Eight (8) copies of completed plans, stamped and signed, conforming to all applicable regulations.	<input type="checkbox"/>
Eight (8) copies of floor plans and architectural renderings.	<input type="checkbox"/>
Three (3) copies of a traffic study, if applicable.	<input type="checkbox"/>
Three (3) copies of a stormwater study, and plans.	<input type="checkbox"/>
Separate page of addresses for the following:	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Abutters (as defined in RSA 672:3); <b>(Labels in Triplicate per Regs) *</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Applicant(s); <b>(Labels in Triplicate per Regs)</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Owner(s); <b>(Labels in Triplicate per Regs) *</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Holders of conservation, preservation and/or agricultural preservation restrictions; <b>(Labels in Triplicate per Regs) *</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Every engineer, architect, land surveyor or soils scientist whose professional seal appears on the plan. <b>(Labels in Triplicate per Regs)</b></li> </ul>	<input type="checkbox"/>
Application and abutter fees (refer to fee schedule).	<input type="checkbox"/>
Letter of authorization if applicant is not owner or is represented by an agent.	<input type="checkbox"/>
Copies of ZBA decisions.	<input type="checkbox"/>
A copy of any other permits (applications) as they apply to the proposed project.	<input type="checkbox"/>
Waiver requests in writing.	<input type="checkbox"/>
OTHER:	

**\* NOTE:** It is the responsibility of the applicant to verify ownership, title, and deed references, independent of assessment records. Inaccurate or insufficient information may result in delays in the application review and decision process.

## Hampton Planning Board Subdivision Checklist

# Subdivision Regulations – Section V Submission Requirements

The following items **must** be submitted in order for the Board to consider it a complete application. An applicant must submit a written waiver request for any information not provided with the application.

- Eight (8) copies of the Application
- Notification List (Abutter(s) as defined in RSA 672:3, Applicant(s), Holders of conservation, preservation, and/or agricultural preservation restrictions, Every engineer, architect, land surveyor or soils scientist whose professional seal appears on the plan)~Labels in triplicate per Regulations.

Fees

Written waiver request(s)

### SUBDIVISION PLAN WITH THE FOLLOWING

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Eight (8) copies</li> <li><input type="checkbox"/> Sheet size in conformance with the requirements of the Registry of Deeds of Rockingham County</li> <li><input type="checkbox"/> Scale (1" = 100', 1" = 80', 1" = 60', 1" = 50', 1" = 40', 1" = 30', 1" = 20', or 1" = 10')</li> <li><input type="checkbox"/> Margin of at least ½" outside rules border lines on three sides and at least 2" along the left side for bindings</li> <li><input type="checkbox"/> Proposed sub layout and improvements including streets, pavement, buildings, and storm drainage facilities</li> <li><input type="checkbox"/> Proposed subdivision name, plan number, date of plan and any revision dates</li> <li><input type="checkbox"/> Current owner(s) of record (and applicant, if different)</li> <li><input type="checkbox"/> All abutters key to the plan</li> <li><input type="checkbox"/> All holders of conservation, preservation, or agricultural preservation restrictions keyed to plan</li> <li><input type="checkbox"/> Name, license number, seal and address of the NH registered Land Surveyor (</li> <li><input type="checkbox"/> Name, license number, seal and address of the NH registered professional engineer</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow</li> <li><input type="checkbox"/> Location (locus) map</li> <li><input type="checkbox"/> Tax map and parcel numbers for the existing and proposed lots, as determined by the Tax Assessor</li> <li><input type="checkbox"/> Zoning district(s) and lines</li> <li><input type="checkbox"/> Lot line and other setbacks as listed in current Zoning Ordinance</li> <li><input type="checkbox"/> Adequate space for the necessary endorsement by the proper authorities</li> <li><input type="checkbox"/> Property lines of the entire and divided lot, angles or bearings &amp; dimensions and the area of the entire lot and divided lots</li> <li><input type="checkbox"/> Metes and bounds</li> <li><input type="checkbox"/> Existing and proposed monuments</li> <li><input type="checkbox"/> Title and deed references</li> <li><input type="checkbox"/> Easements and other encumbrances</li> <li><input type="checkbox"/> List all variances and the dates granted by the Board of Adjustment for the parcel</li> <li><input type="checkbox"/> Name(s) of proposed streets within a project, as approved by the Board of Selectmen</li> </ul> |
|---|---|

DETAILED PLANS (can be separate or combined with Subdivision Plan)

Detail Plan Continued:

- Existing topographic contours at two-foot intervals
  - Proposed contours after grading
  - Benchmark and datum
  - Natural features such as water courses, ponds, rock ledges, tree lines and other essential features
  - Wetlands and appropriate setbacks
  - FEMA FIRM flood zone and 100-year flood elevation contour
  - Location and width of existing and proposed streets and roads, with grades, typical cross-sections, and road profiles for proposed streets
  - Typical pavement sections and details
  - Utilities on and adjacent to the tract including location, size and invert elevation of sanitary and stormwater sewers; location and size of water mains; location of gas mains, fire hydrants, electric and telephone poles and street lights
  - If water mains and sewer are not on or adjacent to the tract, indicate the direct and distance to, and the size of the nearest one
  - Stormwater drainage control plan, including location of catch basins, culverts and drains; method of storage and disposal; and three (3) copies of
- OTHER ITEMS REQUIRED AS APPLICABLE
- Location and results of test pits and location of primary and secondary leach bed sites as required by NH DES
  - High Intensity Soil Mapping
  - Wetland analysis/report, stamped by a NH licensed Soils or Wetland Scientist
  - calculations of volume and frequency of run-off
  - Location of existing and proposed fire hydrants
  - Location of existing and proposed fencing and street lights. Details of the streetlights, if other than those approved by the electric company, must be shown
  - A landscaping plan that includes the type, extent, and location of proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained
  - The location, size and design of any proposed signs
  - Where the layout submitted covers only a part of the subdivider's entire holding, provide a sketch of the prospective future street system of the unsubmitted part
  - The centerline of all streets shall be shown on the plan together with the centerline stationing
  - The provision for the extension of roads and utilities onto adjacent properties, if necessary
  - Soil erosion and sedimentation control plan
  - Any State or Federal permits required for the project
  - Written waiver request
  - Traffic Impact Analysis (if necessary)
  - Drainage Study and plans

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

This checklist is intended to be only a guide. Refer to Subdivision Regulations and Zoning Ordinance for complete requirements.

<b>2022 DEADLINE DATES FOR SUBMITTING APPLICATION</b>	
<b>DEADLINES</b>	<b>2022 MEETING DATES</b>
December 1, 2021	January 5, 2022
January 12, 2022	January 19, 2022
January 5, 2022	February 2, 2022
February 9, 2022	February 16, 2022
February 2, 2022	March 2, 2022
March 9, 2022	March 16, 2022
March 2, 2022	April 6, 2022
April 13, 2022	April 20, 2022
April 6, 2022	May 4, 2022
May 11, 2022	May 18, 2022
May 4, 2022	June 1, 2022
June 8, 2022	June 15, 2022
June 1, 2022	July 6, 2022
July 13, 2022	July 20, 2022
July 6, 2021	August 3, 2022
August 10, 2022	August 17, 2022
August 3, 2022	September 7, 2022
September 14, 2022	September 21, 2022
September 7, 2022	October 5, 2022
October 12, 2022	October 19, 2022
October 5, 2022	November 2, 2022
November 9, 2022	November 16, 2022
November 2, 2022	December 7, 2022
December 14, 2022	December 21, 2022
December 7, 2022	January 4, 2023

**APPLICATIONS REQUIRING PUBLIC NOTICE & PUBLIC HEARING:**

**(Deadline is 12:00 p.m. New public hearings are held on the first Wednesday of each month).**

- Wetlands Permits
  - Subdivision
- Lot Line Adjustment
- Condominium Conversions
  - Site Plan Review
  - Design Review
- Conditional Use Permit
- Conditional Use Permit for Accessory Dwelling Unit

**APPLICATIONS NOT REQUIRING PUBLIC NOTICE  
(Deadline is 12:00 p.m. seven ((7) days prior to the meeting date)**

- Change of Use
- Temporary Parking Lot
- Preliminary Consultation
- Any other Item of Business

\*See also the Schedule of Deadlines for Applications that require Plan Review by the Plan Review Committee (PRC).

Application Forms are available on line at [hamptonnh.gov](http://hamptonnh.gov) under "Planning", Forms, or call the Planning Office at (603) 929-5913 for assistance.



**TOWN OF HAMPTON PLANNING BOARD**  
**SCHEDULE OF DEADLINES FOR APPLICATIONS THAT REQUIRE PLAN REVIEW**  
**2022**

<b>SUBMISSION DATE (Wednesdays)</b> <i>(Note: All submissions must be made no later than the 12:00 p.m. deadline)</i>	<b>PLAN REVIEW MEETING (Wednesdays)</b> <i>(Note: PRC Escrow Due on or before Mtg Date)</i>	<b>RE-SUBMITTAL DATE (Wednesdays)</b>	<b>PLANNING BOARD PUBLIC HEARING (Wednesdays)</b>
January 5	January 26	February 9	March 2
February 2	February 23	March 9	April 6
March 2	March 23	April 6	May 4
April 6	April 27	May 11	June 1
May 4	May 25	June 8	July 6
June 1	June 22	July 6	August 3
July 6	July 27	August 10	September 7
August 3	August 24	September 7	October 5
September 7	September 28	October 12	November 2
October 5	October 26	November 9	December 7
November 2	November 23	December 7	January 4, 2023
December 7	December 28	January 11, 2023	February 1, 2023

- A completed application, including checklist, plans (hard copy & pdf), and fees must be submitted by the "Re-Submittal Date" to be scheduled for review. If submittal is deemed incomplete, the Applicant will be contacted and required to re-submit.
- All changes required by the Plan Review Committee (PRC) must be submitted by the "Re-submittal Date". If an additional PRC meeting is required by the Committee, those changes must also be submitted by the "Re-submittal Date". Revised plans shall be provided in hard copy and PDF format.

**NOTES:**

All site plans and/or subdivision applications must first go through the Plan Review process. Minor subdivisions (2 lots or less) may be exempted if the Town Planner determines the Plan Review process is not necessary given the scope of the application. An Applicant will NOT be scheduled for a public hearing before the Planning Board until the Plan Review process has been completed. If a Plan Review is not required, an Applicant will only have to adhere to the "Re-Submittal Date" column for initial submission of such an application.

Plan Review Committee (PRC) meetings begin at 2:00 p.m. in the Selectmen's Meeting Room.

Any questions? The Planning Office can be reached at (603) 929-5913 from 8:00 a.m. – 5:00 p.m. (Mon-Fri). Our Fax # is (603) 929-2941. Our email address is [jbachand@hamptonnh.gov](mailto:jbachand@hamptonnh.gov)

# Town of Hampton



Date: August 31, 2022

To: All Persons Considering Land Development in the Town of Hampton

From: Hampton Department of Public Works

**RE: NPDES Construction General Permit Changes**  
New Hampshire Small MS4 General Permit  
Stormwater Outreach - Construction Activities

As a potential applicant, or a firm representing an applicant, the Town of Hampton wishes to make you aware that recent regulatory changes may affect your project. The Environmental Protection Agency (EPA) has released a new version of the National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) which became effective on February 17, 2022. Your project may be subject to these permit changes. To learn more about the other the changes to the CGP, please see EPA's CGP webpage which is located at <https://www.epa.gov/npdes/2022-construction-general-permit-cgp>.

Construction projects that require coverage under the CGP are projects or activities that disturb one, or more, acres of land. This also includes construction activities that are part of a larger common plan that would cumulatively disturb one, or more, acres of land. The purpose of the CGP is to reduce the amount of materials, such as sediment, that are picked up by stormwater and deposited into oceans, lakes, rivers, streams, wetlands and natural resources. If construction sites are not properly prepared or maintained, the deposited materials can cause negative effects to the water quality of these waterbodies.

The new version of the Construction General Permit has many changes from the previous version that may affect how your project moves forward. One of the major changes to the new CGP is that all **stormwater inspections** conducted for any projects that receive coverage on or after February 17, 2023, **must be conducted by a qualified inspector**. For an inspector to become qualified, they must complete the EPA construction inspection course developed for this permit and pass the exam OR hold a current valid certification or license from a non-EPA training program that covers the same principles. For more information about becoming a qualified inspector, visit this link <https://www.epa.gov/npdes/construction-general-permit-inspector-training>.

The Town of Hampton hopes that by sharing these resources as well as the attached fact sheet, we are able to collectively reduce stormwater pollution and improve water quality as a whole within our community, and throughout New Hampshire. If you have any further questions, or would like more information about Hampton's efforts, please reach out to Hampton's Department of Public Works at 603-926-3202 or visit our Drainage, Stormwater and Our Natural Resources Webpage at <https://www.hamptonnh.gov/645/Drainage-Stormwater-Our-Natural-Resource> . Together we can have a large impact to help improve water quality in New Hampshire.

# New 2022 Construction General Permit

## Fact Sheet

### New Version of the Construction General Permit

The Environmental Protection Agency (EPA) released a new version of the National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) which became effective on February 17, 2022. The new version of the CGP is known as the 2022 CGP. The purpose of the 2022 CGP is to reduce the amount of sediment that is washed off construction sites by stormwater. Sediment has the potential to

contain pollutants such as nutrients or oils and greases. Stormwater runoff from rain or snowmelt picks up this sediment, and the pollutants it contains, and transports them directly in a waterbody or through Hampton's storm drains which flow untreated into nearby waterbodies and degrade water quality. These pollutants harm fish and wildlife, make our water

unsafe to drink, and can impact recreational use of waters.

The new 2022 CGP contains several important changes that operators of construction sites should know. An online version of the 2022 CGP and FAQs can be found on EPA's website at

<https://www.epa.gov/npdes/2022-construction-general-permit-cgp>

### New and Updated Changes to the 2022 Construction General Permit

#### New and Updated Changes:

- Perimeter control installation and maintenance
- Pollution prevention for chemical containers
- Construction dewatering requirements
- Site stabilization photos
- Turbidity benchmark monitoring for sensitive waters
- Certified inspectors
- A recording of a webinar presented by EPA on February 24, 2022 explaining the changes to the 2022 CGP can be found at <https://www.youtube.com/watch?v=9-FfqalYICl>

#### Certified Inspector Training:

- Inspections conducted for all projects that require coverage on, or after, February 17, 2023, must be conducted by a qualified inspector who is trained in accordance with Part 6.3.b of the 2022 CGP.
- A qualified inspector must complete the EPA construction inspection training course developed for this permit and pass the exam, *or*, hold a current valid certification or license from a non-EPA training program that covers the minimum topics listed in Part 6.3.b of the 2022 CGP.

- EPA has free virtual training and exam for all inspectors looking to become certified. For more information about becoming a qualified inspector visit this link <https://www.epa.gov/npdes/construction-general-permit-inspector-training>.
- There are a variety of non-EPA inspector trainings and certification programs offered by states and third party entities.

### Obtaining Coverage Under the 2022 CGP and Permit Requirements

#### Projects that Require Coverage:

- Construction projects that require coverage under the 2022 CGP are any projects or activities that disturb one, or more, acres of land. This also includes construction activities that are part of a larger common plan that would cumulatively disturb one, or more, acres of land as well.



#### Stormwater Pollution

#### Prevention Plan (SWPPP):

- A Stormwater Pollution Prevention Plan (SWPPP) must be submitted for each construction project or activity by the project operator. A SWPPP contains all of the Best Management Practices (BMPs) and plans you will have in place during construction to minimize the amount of sediment and other pollutants that could be discharged in stormwater. A SWPPP template can be found at <https://www.epa.gov/system/files/documents/2022-01/swppp-template.docx>

#### Notice of Intent (NOI):

- All operators associated with the construction site must submit a Notice of Intent (NOI) to EPA before construction can begin on a project. You must use EPA's NPDES eReporting Tool (NET) to electronically prepare and submit your NOI. To access NET, go to <https://cdx.epa.gov/cdx>. More information on the NOI and process can be found at <https://www.epa.gov/npdes/submitting-notice-intent-noi-notice-termination-not-or-low-erosivity-waiver-low-under#submit>



As part of the USEPA's 2017 National Pollutant Discharge Elimination Systems (NPDES) general Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in New Hampshire, the Town of Hampton is required to educate construction operators on pollution prevention. This fact sheet is intended to fulfill permit requirements.