

THE FOLLOWING INFORMATION AND DOCUMENTATION MUST BE PROVIDED WITH APPLICATION.

	√	N/A
1. Permit Application must be filled out in entirety.	<input type="checkbox"/>	<input type="checkbox"/>
2. Complete structural detailed plans with elevations and floor plans. Any TGIs/LVLs/trusses etc. require spec sheets to be attached.	<input type="checkbox"/>	<input type="checkbox"/>
3. Minimum 8 ½ x 11 plot plan showing existing and proposed structures and setbacks from all property lines, as well as any and all wetlands and wetland buffer delineations.	<input type="checkbox"/>	<input type="checkbox"/>
4. State of New Hampshire <i>stamped and approved</i> Energy Certificate.	<input type="checkbox"/>	<input type="checkbox"/>
5. Driveway Permit issued by Department of Public Works.	<input type="checkbox"/>	<input type="checkbox"/>
6. Sewer Permit issued by DPW or approved septic design by State of New Hampshire.	<input type="checkbox"/>	<input type="checkbox"/>
7. Fire Department approval and permits (is sprinkler system required)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Existing lot of record (copy of Deed with recording date).	<input type="checkbox"/>	<input type="checkbox"/>
9. If property is now, or was ever, leased land, attach a copy of the original Deed from the Town.	<input type="checkbox"/>	<input type="checkbox"/>
10. Planning Board or Zoning Board of Adjustment approvals and conditions attached.	<input type="checkbox"/>	<input type="checkbox"/>
11. State or Local Wetland and Special Permits required with approvals and conditions attached.	<input type="checkbox"/>	<input type="checkbox"/>
12. Pre-Flood Elevation Certificate attached, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
13. Elevation showing proposed structure complying with the maximum height requirements allowed in the applicable zone from finished grade.	<input type="checkbox"/>	<input type="checkbox"/>
14. Impact Fee	<input type="checkbox"/>	<input type="checkbox"/>

NEW HOME: PROCESSING FEE \$75.00 PLUS \$5 PER THOUSAND, OR ANY PORTION THEREOF, OF VALUE OF CONSTRUCTION TO BE SUBMITTED WITH APPLICATION.

NEW COMMERCIAL: PROCESSING FEE \$100.00 PLUS \$5 PER THOUSAND, OR ANY PORTION THEREOF, OF VALUE OF CONSTRUCTION TO BE SUBMITTED WITH APPLICATION.

PERMITS EXPIRE ONE YEAR FROM ISSUE DATE. PERMIT SHALL BECOME INVALID IF WORK HAS NOT COMMENCED WITHIN SIX MONTHS AFTER ISSUANCE OF PERMIT (IBC 105.5) AND NO REFUNDS WILL BE GIVEN. IF WORK IS NOT COMPLETED WITHIN ONE YEAR FROM ISSUE DATE, THIS PERMIT MUST BE RENEWED.

TOWN OF HAMPTON

New Home & New Commercial Building Permit Instructions

ATTACH ALL SPECIFICATIONS AND DATA LISTED ON COVER SHEET

BUILDING ADDRESS _____ Map/Lot Number _____ - _____ - _____ Zone _____

BUILDING OWNER _____ **Phone** _____

Street _____ City _____ State _____ Zip _____

CONTRACTOR _____ Phone _____

Street _____ City _____ State _____ Zip _____

DESCRIPTION AND TYPE OF CONSTRUCTION:

- New Home (Single-family dwelling) Duplex (Two dwelling units in one building)
- Multi-family (Three or more dwelling units in one or more buildings)
- Raze and Replace (Demolition of an existing structure necessary as part of the proposed construction.)
- Commercial

LEASED LAND: Is this property now or was this property ever leased land? Yes No If yes, attach a copy of the original Deed from the Town.

WETLANDS: Does the proposed project fall within the Town's 50-foot wetland buffer or the 100-foot State wetland buffer? Yes No

FLOOD ZONE? Yes No If yes, indicate what zone _____

DESCRIPTION OF PROPOSED PROJECT:

WHERE SHOULD THE PERMIT BE MAILED? _____ Owner _____ Contractor

I agree to comply with the Town of Hampton's Building and Zoning Ordinance and all work will be constructed in accordance with the New Hampshire State Building Code, and related Codes as adopted, and in accordance with the plans submitted.

I, the Applicant, do also hereby certify that the above project shall not in any way violate any deed restrictions, rights of way, or easements applicable to the property and that I, the Applicant, for myself and my heirs, successors and assigns, do hereby agree to indemnify and hold the Town of Hampton harmless in the event any such restrictions, rights of way, or easements are violated by this project.

I hereby certify, under penalty of perjury, that all statements given hereon are truthful and accurate, and that the cost of construction, alteration or remodeling (**including labor and materials**) is: \$ _____

SIGNATURE OF APPLICANT _____ DATE ____/____/____

FOR DEPARTMENTAL USE ONLY			
FEE \$ _____	<input type="checkbox"/> Cash _____	<input type="checkbox"/> Check # _____	
Zoning Board Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/> _____
Planning Board Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/> _____
Fire Department Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/> _____
Conservation Board Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/> _____
Deed Restrictions:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/> _____
APPLICATION APPROVED (Building Official) _____			DATE ____/____/____

ITEMS REQUIRED FOR SUBMISSION WITH APPLICATION FOR NEW HOME PERMIT

1. All required information as listed on the Cover Sheet must be provided in order to process this Application.
2. Permit Application must be filled out in entirety.
3. Drawing of proposed construction (must be to scale) and include:
 - a. Foundation plan
 - b. First and second floor plan with window locations and size
 - c. Four elevations (north, south, east, west)
 - d. Structural drawings

REQUIRED INSPECTIONS

TO BE SCHEDULED A MINIMUM OF 24 HOURS PRIOR TO REQUESTED DATE AND TIME.

1. **SOILS/ FOOTINGS** – After excavation but before any foundation wall forms are placed.
 2. **FOUNDATION and COATING** before backfill.
 3. **FIREPLACE** – when fire box and smoke chamber is completed and after first flue is placed.
 4. **LEACH FIELD** stripped, including extensions, before fill is placed.
 5. **FRAME** – all structural components and partitions are in place.
**Structure should be swept clean.*
 6. **ELECTRICAL** – when all electric wiring is roughed in.
 7. **PLUMBING** – when all of the plumbing is roughed in and in test mode.
**Either pneumatic or hydraulic.*
 8. **GAS PIPING** – when complete and pressurized.
- NOTE: FRAME, ELECTRICAL, PLUMBING AND GAS INSPECTIONS MAY BE DONE TOGETHER. IF INDIVIDUAL INSPECTIONS ARE PERFORMED, FRAMING SHALL BE THE LAST OF THESE FOUR.*
9. **FIRESAFE** – all plate penetrations from electric, plumbing, gas, etc. filled or sealed with a fire rated material.
 10. **INSULATION** - Structure to comply with all State of New Hampshire Energy Code Regulations.
NOTE: FIRESAFE AND INSULATION INSPECTIONS SHOULD BE DONE TOGETHER.
 11. **FINAL – BEFORE OCCUPANCY** – All interior finish complete. All appliances and fixtures in place. All hand rails and guard rails permanently in place. All other trades, i.e. plumbing, electrical, etc. complete and signed off.

NOTE: A \$30 RE-INSPECTION FEE WILL BE REQUIRED AFTER TWO FAILURES ON ANY REQUIRED INSPECTIONS.

The Building Inspectors' office hours are 8:00am to 12 and 1:00pm to 5:00pm Monday through Friday.

Phone 603-929-5826 for appointments.

TOWN OF HAMPTON

**New Home & New Commercial
Building Permit Instructions**

APPLICANT _____
ADDRESS _____ **TEL.** _____

PROPERTY LOCATION _____

CONTRACTOR: BY OWNER _____ **BY GENERAL CONTRACTOR** _____

GENERAL ONTRACTOR: _____

ADDRESS: _____ **TEL** _____

SUBCONTRACTORS:

FOUNDATION: _____

ADDRESS: _____

TEL _____

WELL DRILLER (if required) :

_____ **LICENSE** _____

ADDRESS: _____ **TEL** _____

FRAMING: _____

ADDRESS: _____ **TEL** _____

ELECTRIC: _____ **LICENSE** _____

ADDRESS: _____ **TEL** _____

PLUMBING: _____ **LICENSE** _____

ADDRESS: _____ **TEL** _____

MASONRY: _____

ADDRESS: _____ **TEL** _____

INSULATION: _____

ADDRESS: _____ **TEL** _____

LEACH FIELD: _____ **LICENSE** _____

ADDRESS: _____ **TEL** _____

TOWN OF HAMPTON

**New Home & New Commercial
Building Permit Instructions**

SPECIFICATIONS OF BUILDING MATERIAL FOR PERMIT

FOOTINGS:

	Concrete	Other	Size Width	Size Depth	Reinforcing Size Rod	Reinforcing Size Wire
Foundation						
Knee Wall						
Frost Wall						
Lally Columns						
Chimney 1						
Chimney 2						
Fireplace 1						
Fireplace 2						

FOUNDATION WALLS:

	Concrete	Other	Thickness	Height	Size Rod	Size Wire
Foundation						
Knee Wall						
Frost Wall						
Garage Wall						
Other						

FLOORS:

	Concrete	Other	Thickness	Height	Size Rod	Size Wire
Cellar						
Garage						
Porch						
Other						

CHIMNEYS:

	Brick	Cement Block	Name of Factory Built	Flue Size
Chimney 1				
Chimney 2				
Fireplace 1				
Fireplace 2				

FIREPLACES:

	Brick	Cement Block	Name of Factory Built	Flue Size
Fireplace 1				
Fireplace 2				

WALL TIES:

	Number	Size	Distance Apart
Anchor Bolts			
Cellar Windows			
Crawl Area Vents			
Lally Columns			

REMARKS:

TOWN OF HAMPTON

New Home & New Commercial Building Permit Instructions

FRAMING MATERIAL:

	Kind	Grade	Size	On Center	Supplier/Manufacturer
Main Girder					
1 st Floor Joist					
2 nd Floor Joist					
Overlays					
Exterior Studs					
Interior Studs					
Rafters					
Trussed Rafters					

COVERING MATERIAL:

(Sheathing)	Kind	Grade	Thickness
1 st Floor			
2 nd Floor			
Exterior Walls			
Roof			

FINISHING MATERIAL:

	Kind
Exterior Walls	
Interior Walls	
Interior Floors	
Bathroom Floors	
Kitchen Floors	
Roof	

VENTILATION:

	Size
Louvers	
Soffit	
Ridge	

INSULATION:

	Kind	Thickness
Exterior Walls		
Interior Walls		
Ceiling		
Cellar Ceiling		

REMARKS:

Town of Hampton Impact Fee Calculation Form

to be filed with application for new home building permit application

Section 1: Applicant Information

Property Owner Name

Contractor Name

Owner Mailing Address

Contractor Mailing Address

Address of Property

Tax Map and Lot Number

The impact fees calculated herein have been determined in accordance with the Impact Fee Ordinance of the Town of Hampton, adopted March 12, 2002, and amended March 11, 2003, and the *Methodology for the Assessment of Public School Impact Fees* by Bruce Mayberry, prepared May 2003, updated March 2004, and adopted by the Town of Hampton Planning Board on April 28, 2004. This form is only for the building project expressly identified above. Changes or modifications to the building project or amendments to the Impact Fee Ordinance and/or Methodology may render this calculation null and void. **Any claim for credit or waiver must be made to the Hampton Planning Board concurrently with this Calculation Form. Any claim not so made shall be deemed waived.**

Signature of Owner:

Date:

Section 2: Fee Calculation

Check the type of structure(s) that applies to this project. This form may be used for multiple structures contained on one lot, but may not be used for more than one lot. If there are one or more existing units on site, you may be eligible for a credit. Please see the Town Planner for assistance and/or questions on calculating your fee.

<u>Type of Structure *</u>	<u># of Units</u>	<u>Fee per Unit</u>	<u>Total</u>
_____ Single Family Detached	_____	\$3,641	_____
_____ Townhouse (Attached)	_____	\$2,223	_____
_____ Two-Unit Structure	_____	\$2,485	_____
_____ Multifamily Structure (3 or more units)	_____	\$1,898	_____
_____ Manufactured Housing	_____	\$2,615	_____
		TOTAL FEE:	_____

*Refer to Structural Classifications for Impact Fee Assessment, *Methodology for the Assessment of Public School Impact Fees* by Bruce Mayberry, prepared May 2003, updated March 2004. Structure types may not correspond to land use types as defined in the Hampton Zoning Ordinance.

Section 3: Request of Credit and/or Waiver

The Hampton Planning Board may grant partial (credit) or full waivers of impact fees where the Board finds that specific criteria are met (Section 5.5 of the Impact Fee Ordinance). If you feel your project is eligible for a waiver, please complete the Waiver Request Form concurrently with this worksheet. **You must submit the Impact Fee Calculation Form and/or an approved waiver (from the Planning Board) with your building permit application. Any claim for credit or waiver must be made to the Hampton Planning Board concurrently with this Calculation Form. Any claim not so made shall be deemed waived.** Please check one of the following:

- I am not requesting a Credit and/or Waiver from the impact fee assessment.
- I am applying for a Credit and/or Waiver from the Hampton Planning Board. The completed Impact Fee Waiver Request Form and application fees are attached.

Town of Hampton, New Hampshire School Impact Fee Waiver Request Form

The Planning Board may grant full or partial waivers of impact fees where the Board finds that one or more of the criteria listed below are met with respect to the particular capital facilities for which impact fees are normally assessed. For detailed information, refer to Town of Hampton Impact Fee Ordinance.

Waiver Requests are subject to Public Hearing by the Hampton Planning Board; therefore, the requests are bound by the hearing process outlined in the Hampton Site Plan and Subdivision Regulations. The following items must accompany each request. The Planning Board will hold new public hearings once a month; deadline information may be obtained at the Planning Office.

Section 1: Application Checklist

- Completed & Signed Waiver Request Form
- List of Abutters, Owners, Applicants, Easement Holders

- Application Fee - \$50.00
- Notification Fee - \$5.00 per abutter, owner, applicant, easement holder

Section 2: Applicant Information

Property Owner Name	Contractor Name
Owner Mailing Address	Contractor Mailing Address
Owner Telephone Number	Address of Property
Date of Project Approval by Planning Board (if applicable)	Tax Map and Lot Number

Section 3: Waiver Request

Check any of the following criteria for waiver that you believe apply to your request. Please attach any supporting documentation. The criteria must correspond to Section 5.5 of the Impact Fee Ordinance. For more information, refer to Section 5.5 of the Impact Fee Ordinance.

- 5.5 a. Residential units are maintained in compliance with the provisions of RSA 354-A:15, Housing For Older Persons. The property will be bound by lawful deeded restrictions on occupancy for a period of at least 20 years.
- 5.5 b. Contribution of real property or public school improvements of equivalent value and utility to the public and/or cash contribution made/proposed. This waiver request must be forwarded to the Board of Selectmen for its review and consent prior to its acceptance of the proposed contribution.
- 5.5 c. The subject property has previously been assessed for its proportionate share of public school impacts, or has contributed or constructed public school capacity improvements equivalent in value to the dollar amount.
- 5.5 d. There are conditions specific to a development agreement and/or lawful restrictions on the property that will prevent the development from having an increase on the demand on the public schools or system.
- 5.5 e. Results of an independent study of the demand on public school capacity and related costs attributable to this project support a waiver. (Study attached)
- 5.5 f. Construction within a plat or site plan approved by the Planning Board prior to the effective date of the ordinance. Request must be consistent with RSA 674:39.

- Request for Full Waiver in the amount of \$ _____
- Request for Partial Waiver (or Credit) in the amount of \$ _____

Additional Comments: _____

Signature: _____

Date: _____

This section for Planning Board Use Only

Section 4: Planning Board Decision

- Grant - Amount \$ _____ OR Deny

**PUBLIC SCHOOL IMPACT FEES
EXECUTIVE SUMMARY AND
FREQUENTLY ASKED QUESTIONS**

In March 2002, the Town of Hampton adopted an Impact Fee Ordinance, which was subsequently amended in March 2003. This ordinance authorizes the Town to collect Impact Fees after adoption of a fee assessment schedule by the Hampton Planning Board. "Impact Fees" is a term used to describe a fee that is assessed and collected for the purpose of offsetting the impacts of **new development** on public capital improvements. Impact Fees may be used for schools, libraries, public safety, roadways and intersections, etc. Fees may not be used to purchase land or to upgrade facilities to meet the demands of the existing population. The purpose is to have **new development** pay its fair share of improvements necessitated by the new development.

The report: METHODOLOGY FOR THE ASSESSMENT OF PUBLIC SCHOOL IMPACT FEES, TOWN OF HAMPTON, NEW HAMPSHIRE, prepared May 2003 and updated March 2004 by Bruce C. Mayberry of Yarmouth, Maine, provides a detailed methodology for the calculation of proportionate impact fees to offset the school capital cost impacts of new residential development in Hampton. These impact fees may be assessed to new residential development as building permits are issued, subject to the terms of the ordinance and applicable case law. The resulting revenues and interest on impact fee accounts may be used to construct school facility capacity in the future, or to recoup capital expenditures made in the past to create sufficient capacity to accommodate the demands of new development. Components of the school impact fee include the cost of K-8 school facilities provided by the Hampton School District, and the cost of grade 9-12 facilities provided by the Winnacunnet Cooperative School District. The impact fee schedule is outlined in Table 1.

Table 1: Impact Fee Schedule for School Capital Facilities-By Type of Structure

Type of Structure	Total School Impact Fee Per Dwelling Unit	Hampton School District Portion	Winnacunnet Cooperative District Portion
Single Family Detached	\$ 3,641	\$ 2,432	\$ 1,209
Townhouse (Attached)	\$ 2,223	\$ 1,041	\$ 1,182
Two-Unit Structure	\$ 2,485	\$ 1,491	\$ 994
Multifamily (3 or More Unit Structure)	\$ 1,898	\$ 1,317	\$ 581
Manufactured Housing	\$ 2,615	\$ 1,999	\$ 616

The impact fee schedule assigns impact fees per dwelling unit based on structural classifications that are consistent with categories used by the United States Bureau of the Census. These structural groupings may differ from the definitions that are contained within the Hampton Zoning and Planning Regulations.

TOWN OF HAMPTON



CERTIFICATE OF OCCUPANCY COMPLIANCE SIGNATURE FORM

Property address: _____

Building/Unit #: _____

Use Group:

Residential – One and Two Family

Residential – Multi Family

Professional / Office

Business / Retail

Restaurant

Mixed Use – Residential / Business

_____/_____/_____
Building Department Date

_____/_____/_____
Health Officer Date

_____/_____/_____
Town Planner Date

_____/_____/_____
Fire Prevention Date

_____/_____/_____
Dept. Public Works Date

_____/_____/_____
Sewer Dept. Date

_____/_____/_____
Conservation Commission Date

Any and All Orders of Condition, Approvals, Conditional Approvals, Special Permits, and other related Requirements have been Met and Approved to the Satisfaction of the above Department where applicable.

FREQUENTLY ASKED QUESTIONS

Why are the fees collected used for improvements to the schools?

Although Impact Fees may be used for many different types of capital improvements, the fees may only be assessed after adoption of a specific methodology. The Town must adopt a separate methodology and fee schedule for each type of fee it wishes to collect. At this time, the Town has only adopted a School Impact Fee. In the future, the Town may elect to adopt additional fees.

Why do I need to pay a fee if I've owned property for several years?

In the case of School Impact Fees, a new dwelling unit triggers the possibility of an increased demand on the school system; an empty lot does not have this impact. The potential for new students is not there until a dwelling unit is constructed. With that said, the methodology does include a "built-in credit" for the historical tax payments. The fact that you have paid property tax on the property was considered when developing the fee.

Did the Town adopt this fee because of the Winnacunnet addition?

Yes and No. The Town started this process prior to the passage of the Winnacunnet School addition. The Hampton Schools (K-8) were improved and upgraded for future growth, and this was enough to start the process. In addition, the Town did anticipate the Winnacunnet addition. It is important to note that the portion of impact fees collected for Winnacunnet school facilities will be applied solely to the facility capital costs that are assessed to the town of Hampton.

What if I don't have any children?

You may not have any children that attend the schools; however, after you leave, a family that does have children may occupy your house. The Town has to look at the impacts based on the structure type and not the individual building it. However, if the structure is lawfully maintained in compliance with the provisions of RSA 354-A:15, Housing For Older Persons, and the property will be bound by lawful deeded restrictions on occupancy for a period of at least 20 years, you may qualify for a waiver from the Hampton Planning Board.

What is the waiver process?

The Impact Fee Ordinance provides for a waiver process for partial or full waiver of an Impact Fee. A person wishing to apply for a waiver must complete the School Impact Fee Waiver Request Form and submit it concurrently with the Impact Fee Calculation Form and Building Permit Application.

The Town Planner will review your request and place it on the Planning Board agenda. Once reviewed by the Planning Board at a public hearing, the Board will make a decision and forward it to the Building Department. For a complete list of the waiver criteria, please review the Hampton Impact Fee Ordinance. For additional information regarding the Planning Board process, please contact the Town Planner.

How do I determine what type of structure I have?

The impact fee assessment schedule is based on a per unit basis by type of structure for new construction or conversion activity that would result in a net increase in the number of dwelling units. The six standard construction types for which impact fees have been calculated are based on U. S. Census classifications of housing units. The definitions of housing units by structure type are interpreted below for each category, based in part on the U. S. Census, "Definitions of Subject Characteristics". **These structural groupings may differ from the definitions that are contained within the Hampton Zoning and Planning Regulations.** The following definitions will apply in all cases for determining Impact Fees. If you require assistance in determining which type applies to your project, please see the Building Inspector or Town Planner.

Single Family Detached (1-Unit, Detached). This is a 1-unit structure detached from any other structure; that is, with open space on all four sides. Such structures are considered detached even if they have an adjoining shed or garage. A one-family house that contains a business within the house is considered detached as long as the building has open space on all four sides. Mobile homes or trailers to which one or more permanent rooms have been added or built are also included.

Townhouse (1-Unit, Attached). This is a one-unit structure that has one or more walls extending from ground to roof separating it from adjoining structures. In townhouses (sometimes called row houses), double houses, or houses attached to non-residential structures, each house is a separate, attached structure if the dividing or common wall goes from ground to roof. In cases of double houses or 2-unit construction, utilization of the duplex structural type rather than the townhouse category shall be used for impact fee assessment.

Duplex/ 2-Unit, and Multifamily (3+ unit) Structures. These are units in structures containing two housing units, other than those meeting the townhouse or 1-unit attached definition. For the purpose of impact fee assessment, structures with 2 units tend to have higher enrollment multipliers than multifamily structures of three or more units (typical for apartment developments) and are therefore broken out separately. Duplexes and garden apartments (flats), where a floor separates the units, or which are separated by a wall but share a basement, fit the duplex or 3+ unit multifamily definition. The 3+ unit category will generally be used for garden-style apartments.

Manufactured Housing (Mobile Home or Trailer). Mobile homes (manufactured housing) to which no permanent rooms have been added are included in this category. In general, manufactured housing as defined by NH statutes would be subject to this structural category. Generally, manufactured housing is transported on a chassis and is designed to comprise a living unit once connected to utilities. Modular homes involving on-site assembly of pre-built components to construct a unit do not fit within this structural category.

What if I have an existing unit on site?

The impact fee schedule can be used to calculate fees for housing development that involves changes to an existing residential use that results in the addition of housing units, or changes in the number or type of units within an existing building. Using the structure types listed above, first determine what type of structure and the number of units are currently located on site. Next determine the same information for the proposed site. Be sure to include any units that will remain.

a. New Unit Added to Lot or to Existing Structure

In the case of a dwelling unit that is added to an existing lot or residential structure, the standard impact fee schedule per unit will be applied as the basis for the impact fee assessment. The unit represents a newly constructed unit added to the housing stock.

Example: The property already contains an existing single family home at the time of assessment. The owner constructs an addition creating a second dwelling unit. The single family home becomes a duplex structure type, and the construction results in the creation of one new duplex unit. The fee would be assessed as 1 duplex unit @ \$2,485/unit = \$2,485 school impact fee.

b. Conversion or Change in Units within an Existing Residential Structure

When one or more housing units are created *entirely within* (excluding minor modifications) an existing residential structure as the result of internal renovations to the building, the impact fee will be based on the net impact resulting from the change. In such cases, a proportionate assessment can be computed by: (1) determining the fee for the number and type of units that will be in place after the conversion or modification, and (2) subtracting from that amount the fee that would have pertained to the prior use and number of units. The net positive difference is the applicable impact fee for the change. If the result is zero or less, no fee should be assessed. In the case of a conversion of existing residential floor area to create a different number of residential units within the same space, the fee reflects only the net change in impact resulting from the internal modification of the existing structure.

Example: The property contains an existing single family home at the time of assessment. Entirely within the existing floor area of the existing building, renovations result in the conversion of a single family home into two dwelling units. In this case, the fee for conversion of existing space from one to two units would be calculated as follows:

<i>New use of space (duplex):</i>	<i>2 units @ \$2,485/unit = \$ 4,970</i>	<i>LESS</i>
<i>Prior use of space (single family)</i>	<i>1 unit @ \$3,641/unit = (\$ 3,641)</i>	
<i>Equals fee for conversion</i>		<i>\$ 1,329</i>

c. Demolition of Existing Units and Construction of New Units

When completely demolishing one or more existing units, one would use the methodology described in section (b), above.

For more information regarding Impact Fees, please review the Impact Fee Ordinance (located in the 2003 Hampton Zoning Ordinance and Building Code book) or Mr. Mayberry's report. Both can be found at the Town Planner's office. You may also call the Town Planner or Building Department at 926-6766.