

SPECIFICATIONS OF BUILDING MATERIAL FOR PERMIT

FOOTINGS:

	Concrete	Other	Size Width	Size Depth	Reinforcin Size Rod	Reinforcin Size Wire
Foundation						
Knee Wall						
Frost Wall						
Lally Columns						
Chimney 1						
Chimney 2						
Firep lace 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:

FRAMING MATERIAL:

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

COVERING MATERIAL:

(Sheathing)	Kind	Grade	Thickness
1st Floor			
2nd 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



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.

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 on 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. Fee 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 amounts 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.

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 home. 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 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 Multi-Family (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 multi-family structures of three or more units (typical for apartment developments) and are therefore broken out separately. Duplexes are 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 multi-family 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 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 lost or residential structure, the standard impact fee 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 creating of one new duplex unit. The fee would be assessed on 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:

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

- 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 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.

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.

Type of Structure *	# of Units	Fee per Unit	Total
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

- | | |
|---|--|
| <input type="checkbox"/> Completed & Signed Waiver Request Form | <input type="checkbox"/> Application Fee - \$100.00 & • \$50 Legal Notice Fee |
| <input type="checkbox"/> List of Abutters, Owners, Applicants, Easement Holders | <input type="checkbox"/> Notification Fee - \$10.00 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

Planning Board Chairman

Date