

HAMPTON PLANNING BOARD APPLICATION  
WETLANDS PERMIT – WETLANDS CONSERVATION DISTRICT

**SUBMITTAL REQUIREMENTS:**

Please submit nine (9) copies of the following:

- Wetlands Permit Application
- Photographs documenting the current conditions of the project area.
- Plans or Drawings. Please consult the attached guidelines for project specific requirements in addition to the following items:
  - All property lines, buildings, roads, and watercourses within one hundred (100) feet of any proposed construction or disturbance.
  - Wetland Edge (including poorly and very poorly drained soils). Include the certified wetland or soil scientist's stamp, signature, and wetland delineation date.
    - Please note that on all new applications, the wetland delineation must be performed within three (3) years of the Wetlands Application submission.
  - Fifty (50) foot wetland buffer line and 12-foot primary structure setback from the wetland buffer.
  - Dimensions of existing and proposed structures, driveway and/or parking areas, septic system, well, retaining wall, seawall; and the distance between wetlands, buffer, and buildings.
  - Percentage of existing and proposed impervious surface/coverage on the lot.
  - Identify existing easements and rights-of-way, (if applicable) and abutters.
  - Location of equipment and material storage and construction access routes.
  - Engineered plans shall include the Engineer's stamp, signature, and date.

Please submit one (1) copy of the following documentation:

- A letter of authorization, if the applicant and/or agent are not the property owner(s).
- Copy of the most recent deed(s)
- Copy of the Wetland Delineation Report (see Guideline for Wetland Delineations)
- A Town of Hampton Assessors list of names and mailing addresses of all abutters
- If possible, please include or email an electronic version of the application and plans.

**Application Process:** The Town Wetlands Permit application is a two-step process. 1) If the application is complete, the Conservation Commission reviews the application at its public meetings held on the fourth Tuesday of every month. 2) The Planning Board reviews the application (the first Wednesday of every month), the Conservation Commission's recommendation, and then votes to approve, deny, or continue the application to the first scheduled meeting of the following month. See the Town Wetlands Permit deadlines and meeting schedules attached.

**Application Deadline:** The Planning Office must receive the completed application, plans and fees **NO LATER THAN 12:00 PM** according to the attached schedule.

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<b>2017 TOWN WETLANDS PERMIT DEADLINE AND MEETING SCHEDULE</b>			
<p>Notes: 1) Schedule is subject to change. Please check with the Conservation Commission at 603-929-5808 or with the Planning office at 603-929-5913 to confirm meeting date.</p> <p>2) The Conservation Commission and Planning Board meetings are held in the Selectmen’s Meeting Room located in the basement of the Hampton Town Hall (100 Winnacunnet Rd)</p>			
<b>APPLICATION DEADLINE <i>Due by 12pm</i></b>	<b>SITE WALK <i>9-11 am</i></b>	<b>CONSERVATION COMMISSION MEETING <i>Meeting @ 7 pm</i></b>	<b>PLANNING BOARD MEETING <i>Meeting @ 7 pm</i></b>
January 4	January 21	January 24	February 1
February 1	February 25	February 28	March 1
March 1	March 25	March 28	April 5
April 5	April 22	April 25	May 3
May 3	May 20	May 23	June 7
June 7	June 24	June 27	July 5
July 5	July 22	July 25	August 2
August 2	August 19	August 22	September 6
September 6	September 23	September 26	October 4
October 4	October 21	October 24	November 1
November 1	November 25	November 28	December 6
December 6	December 23	December 26	January 3

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<b>APPLICANT</b>	Name:
	Address:
	Email Address
	Phone:
<b>LOCATION OF PROPOSED WORK</b>	Address:
	Tax Map # _____ Lot # _____ Zoning District: _____
	Owner of Record:
	Aquifer Protection District? Yes _____ No _____
	Flood Zone? – VE AO AE Base Flood Elevation _____ Ft. or Depth _____ Ft.
	Visit: <a href="http://fema.maps.arcgis.com/home/webmap/viewer.html">http://fema.maps.arcgis.com/home/webmap/viewer.html</a>
<b>Leased Land:</b>	<p>Is this property now or was this property ever leased land?          Yes _____ No _____</p> <p>(If yes, please attach a copy of the original Deed from the Town and schedule an appointment with the Town Planner).</p>
<b>Person/Business performing work outlined in proposal.</b>	Name:
	Address:
	Phone:
<b>Professional that delineated wetlands.</b>	Name:
	Address:
	Phone:
<b>Who should receive all communications:</b>	Name:
	Address:
	Phone
	Email Address:

<b>Detailed description of proposal: (if needed, please use additional sheet of paper to detail the proposal)</b>

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Wetlands Conservation District Impact: Please provide the square footage of the areas within either the wetland or the wetland buffer.			
	Existing Impact (Sq. ft.)	Temporary Impact (Sq. ft.)	Permanent Impact (Sq. ft.)
Wetland			
Buffer			

Existing Impact - square footage of existing impervious surface.

Temporary Impact - impacts by the equipment or activities needed to complete the project (i.e. access routes, materials storage, equipment storage, etc).

Permanent Impact - all existing impervious surfaces plus any additional impervious surface that occur as a result of this project.

Impervious Surface - An impervious surface (otherwise referred to as “sealed surface” or “lot coverage”) is any modified surface that cannot effectively absorb or infiltrate water. Examples of impervious surfaces include, but are not limited to roofs and, unless designed to effectively absorb or infiltrate water, decks, patios, and paved, gravel, or crushed stone driveways, parking area, and walkways.

List any variances/special exceptions granted by Zoning Board of Adjustment:

Describe how this proposal is consistent with the purposes set forth in Section 2.3.1 of the Town of Hampton Zoning Ordinance:

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

## FEE CALCULATION WORKSHEET

**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.**

*Call (929-5913) or visit the Planning Office if you need assistance.*

SECTION 1 – NOTIFICATION FEES		
Legal Notice Fee	\$50.00	\$ 50.00
# Abutters & easement holders	_____ x \$10.00 =	\$
# Owners & applicants	_____ x \$10.00 =	\$
# Professionals with stamp on plans or application	_____ x \$10.00 =	\$
<i>TOTAL SECTION 1 =</i>		\$

SECTION 2 – APPLICATION FEES		
Wetlands Permit	Enter \$100	\$
<i>After-the-Fact</i> Wetlands Permit*	Enter \$200	\$
Amended Wetlands Permit	Enter \$50	\$
<i>TOTAL SECTION 2 =</i>		\$

<b>ADD TOTALS FROM SECTIONS 1 – 2</b>	\$
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\* An After-the-Fact application is for any project where the work was initiated or completed prior to obtaining an approved Wetlands permit.



**Impervious Coverage Form**  
**Town of Hampton**

Address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

Select one of the following zones that apply to the above referenced property:

\_\_\_\_\_ Zones RAA, RA, RB, RCS, G and I - **Maximum Impervious Coverage = 60%**

\_\_\_\_\_ Zone B, BS and BS1 - **Maximum Impervious Coverage = 75%**

\_\_\_\_\_ Aquifer Protection Zone - Residential - **Maximum Impervious Coverage = 25%**

\_\_\_\_\_ Aquifer Protection Zone – Non-Residential - **Maximum Impervious Coverage = 60%**

**Building/Structure Coverage**

Total Lot Area\* (1acre = 43560 sq. ft.) (A) \_\_\_\_\_

\*Land determined to be wetlands, areas of poorly or very poorly drained soils shall not be included in the Lot Area square footage.

The following are structures within property lines (write NA if not applicable):

Square footage of existing House/Main Structure (including porches, steps and attached garage) \_\_\_\_\_

Square footage of detached garage \_\_\_\_\_

Square footage of driveway & walkways (asphalt, gravel, or concrete) \_\_\_\_\_

Square footage of deck \_\_\_\_\_

Square footage of shed \_\_\_\_\_

Square footage of air conditioning unit(s) \_\_\_\_\_

Square footage of generator \_\_\_\_\_

Square footage of patio \_\_\_\_\_

Square footage of pool, measured from exterior of pool wall \_\_\_\_\_

Total square footage of all impervious surfaces (B) \_\_\_\_\_

Square Footage of new proposed impervious surface(s) (C) \_\_\_\_\_

**EXISTING IMPERVIOUS COVERAGE (B÷A x 100):** \_\_\_\_\_ %

**PROPOSED IMPERVIOUS COVERAGE ((B+C)÷A x 100):** \_\_\_\_\_ %

**The undersigned states that he/she completed the above Impervious coverage calculations and represents that the figures are accurate.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date





## **Hampton Conservation Commission Wetland Application Guidelines**

### **Guidelines for Fences within the Wetlands Conservation District (Adopted 12/22/2015)**

The detailed plan and application shall address the following items:

1. Provide a statement on the type of materials to be used to construct the fence.
2. Identify the location and height of the proposed fence.
3. No fence post shall be placed in a wetland or surface water body.
4. The fence must be at least 6 inches off the ground to allow natural drainage flow, prevent the blocking or damming of surface water and to allow the passage of small animals.
5. Fence construction shall be done using hand held tools without the operation of heavy equipment (i.e. excavators, bobcats, backhoe, etc.).
6. Fence construction shall not result in any vegetation clearing, grading, filling or other construction or development activities.
7. Care shall be taken to stabilize disturbed areas promptly after construction.
8. All necessary precautions shall be taken to prevent contamination in the Wetland Conservation District by silt, sediment, fuels, solvents, lubricants, or any other pollutant or toxic substance.

### **Guidelines for Decks within the Wetlands Conservation District (Adopted 12/22/2015)**

The detailed plan and application shall address the following items:

1. Provide a statement on the type of materials used to construct the deck and the spacing between deck boards.
2. Identify the location and height of the proposed deck.
3. Identify the location of stairs or other access points.
4. Deck construction shall be done using hand held tools without the operation of heavy equipment (i.e. excavators, bobcats, backhoe, etc.).
5. Deck construction shall not result in any vegetation clearing, grading, filling or other construction or development activities.
6. All necessary precautions shall be taken to prevent contamination in the Wetland Conservation District by silt, sediment, fuels, solvents, lubricants, or any other pollutant or toxic substance.

### **Guidelines for Subdivisions, Site Plans, or Tear Down/Rebuilds (Adopted 12/22/2015)**

The detailed Site Plan or Subdivision Plan and application shall address the following:

1. An up-to-date survey of the entire property which shows the existing improvements and the location of all wetlands and poorly and very poorly drained soils (including wetland

## **Hampton Conservation Commission Wetland Application Guidelines**

flag numbers), wetland buffer, and 12' primary structure setback from the buffer edge. The survey should be prepared by a licensed surveyor. For properties where the wetland delineation is older than 3 years, the professional who did the original delineation should reconfirm the accuracy of the boundaries in writing as part of the application. The Conservation Commission reserves the right to request documentation/notes for any wetlands delineation.

2. Clear identification of the location of construction and areas proposed to be disturbed and their relation to property lines, buildings, roads, and waterbodies within one hundred (100) feet.
3. New improvements should be distinguished from existing improvements by hatching, cross hatching, shading, or other clear designation.
4. Distance of the nearest point of the improvements to the buffer edge and to the 12-ft. primary structure setback.
5. Clear identification of the square footages of the improvements and the square footage increase in disturbance.
6. The percentage of existing and proposed impervious cover on the parcel.
7. The limits of disturbance (building envelope) and construction ingress/egress should be identified with care given to restrict disturbance, to the fullest extent practicable, to areas outside of the Wetland Conservation District.
8. Identify whether any proposed structure will have a foundation.
9. Identify the means for carrying out the construction and the equipment to be used, especially machinery.
10. Estimated quantities of material of excavation or fill and whether there will be any stockpiling of excavated soils for the project.
11. Whether any ledge or bedrock is expected to be encountered in excavating any portion of the site (e.g. for a foundation).
12. Identify how any roof run-off will be handled and whether there will be gutters and downspouts. If stormwater drywells are being considered, identify the location of the lines running from the structure to the drywells
13. Location of any well and depth thereof, and any sewage or wastewater disposal system within one hundred (100) feet of the disturbed area.
14. Existing and adjusted contours at two-foot intervals in the proposed disturbed area and to a distance of one hundred (100) feet beyond.
15. Description of any proposed grading.
16. Details on any drainage system proposed, both for the conduct of the work and after completion thereof, and measures proposed to control erosion and siltation both during and after the work.

## **Hampton Conservation Commission Wetland Application Guidelines**

17. Details of any proposed erosion control plans and identification of the location of silt fences and other erosion control measures.

### **Guidelines for Swimming Pools (Adopted 12/22/2015)**

Important Note: If the pool is down-slope of the WCD (wetlands and buffer area) then these guidelines may not apply.

The detailed plan and application shall address the following:

1. Identify the limits of disturbance.
2. Identify the ingress/egress for the pool area, which to the greatest degree possible should avoid encroaching into the Wetland Conservation District, so as to minimize disturbance.
3. A drywell should be considered for draining the pool (even if only partial drainage is required). Explain how this will be constructed to minimize disturbance. The drywell should be sized in proportion to the size of the pool. We would suggest consulting with the Conservation Coordinator.
4. Identify the type of fuel proposed to heat the pool and its location, as well as the location and dimensions of the filtering system.
5. Identify any fuel, electric or other utility lines and conduits passing through the Wetland Conservation District to the pool area.
6. Add the following legends on the plan:
  - a. "Discharge of pool water into the Wetland Conservation District is prohibited"
  - b. "A self-contained filtration system for the pool shall be utilized, thus requiring no backwash whatsoever."
  - c. "There shall be no storage of pool chemicals or toxic substances in the Wetland Conservation District"

### **Guidelines for Wetland Delineations and Reports (Adopted 12/22/2015)**

These are general guidelines to assist applicants and their consultants. They are not intended to be all-inclusive or exhaustive.

A wetland report is not required for every application. Applicants have the option of including a wetlands report with their Wetlands Permit application. However, the Commission reserves the right to request a wetland report for any application

1. Winter wetland delineations are discouraged and will be subject to verification during the growing season.
2. A wetland and wetland buffer delineation report shall address/include the following:
  - a) A general description, identification and location of the soil types;
  - b) Determination of the presence of very poorly and poorly drained soils, through the performance of soil borings and other commonly accepted tests;

## **Hampton Conservation Commission Wetland Application Guidelines**

- c) A detailed description of the wetland, including hydrophytic vegetation and hydric soils;
  - d) Identification and location of plant types and whether they are typical wetland species;
  - e) The source of the wetland(s) and whether it is part of a larger wetland system both on and/or off-site.
  - f) The drainage endpoint of the wetland(s) (e.g.) river, salt marsh or other water body);
3. Wetlands and their buffers must be delineated and survey-located based upon flagging set by a certified wetland and/or soil consultant. These are subject to verification by the Commission.
  4. Once the wetland and its buffer have been flagged on the subject property, the survey-located and certified plan is to be submitted to the Commission for review and approval.
  5. Any wetland delineation must have been
    - a) Prepared not more than three (3) years prior to the submission of the application.
    - b) If it was prepared more than three (3) years prior to the submission of an application, the certified wetland or soils scientist who performed the delineation must review and update the delineation.

Applicants and their consultants should exercise discretion in following these guidelines, recognizing that the Commission reserves the right to request further information and investigation.