



Town of Richmond

105 Old Homestead Highway Richmond, NH 03470

(603) 239-4232

www.richmond.nh.gov

ZONING COMPLIANCE CERTIFICATE APPLICATION PACKET

- NO WORK SHALL BEGIN UNTIL A CERTIFICATE HAS BEEN ISSUED AND POSTED.
- Certificates shall be posted and protected in a visible location on premises upon being issued.
- The applicant is legally responsible to ensure that all information in the application is correct and accurately represents the proposed project.

PLEASE READ THE INSTRUCTIONS BEFORE FILLING OUT THE APPLICATION FORM. CALL THE SELECTMEN'S OFFICE AT 603-239-4232 IF YOU HAVE ANY QUESTIONS. MISSING ITEMS WILL DELAY YOUR CERTIFICATE!

The Selectmen's Office shall issue all Certificate of Zoning Ordinance Compliance:

- a) Constructing or installing a new structure, including modular and mobile homes, sheds (over 100 square feet), barns, garages, car ports, docks, in-ground swimming pools, wells, septic systems, new driveways
- b) Changing any area in an existing structure into living space or non-living space (major structural modifications)
- c) Installing patios that are slab, wood, or raised, and any type of deck.
- d) Adding dwelling units to an existing structure (ADU).
- e) Adding or removing bedrooms, bathrooms, or kitchens to an existing structure (major structural modifications)
- f) Demolishing or relocating a structure
- g) Installing or removing ground mounted solar panels

An approval for a second Accessory Dwelling Unit from the Zoning Board is required in addition to a ZCCA for proposed construction/alterations that include a second accessory dwelling or apartment either attached or detached.

NH Energy Code Certification is required from the N.H. Department of Energy:

- For all new homes using electric or fossil fuel for heat
- For additions with more than 150 square feet of floor space
- When spending more than 50% of the current value of the structure for alterations
- When winterizing a seasonal home or part of an existing structure, such as finishing a room over a garage



Town of Richmond

105 Old Homestead Highway Richmond, NH 03470

(603) 239-4232

www.richmond.nh.gov

ZONING COMPLIANCE CERTIFICATE APPLICATION **RULES AND REGULATIONS**

The Town of Richmond requires a Zoning Compliance Certificate Application (ZCCA) form and approved certificate for assessing purposes and does not require Town building inspections or issue occupancy certificates. The Town does not issue any certificates for heating, mechanical, electrical, or plumbing. The purpose of the zoning compliance certificate is to help ensure zoning compliance as directed in the Zoning Ordinance, ensure construction complies with applicable local, state and federal laws and codes, helps protect property values town-wide and ensures that assessments represent equitable taxation.

A zoning compliance certificate is required for any construction demolition, or relocations of structures and shall be reviewed and approved by the Richmond Board of Selectmen. Fees for applications are based on the Current Fee Schedule(below).

New Construction/Home \$200.00

Addition 101 sq. Ft-200 sq. Ft. \$50.00

Addition 201 Sq. Ft. and up \$100.00

Residential Accessory Buildings-Sheds >/= 100 Sq. Ft. \$0.00 includes Garages, Outbuildings, Decks, Etc.

Residential Accessory Buildings-Sheds 101 Sq. Ft. to 200 Sq. Ft. \$50.00 includes Garages, Outbuildings, Decks, Etc.

Residential Accessory Buildings-Sheds 201 Sq. Ft. and up \$100.00 includes Garages, Outbuildings, Decks, Etc.

Swimming pools, demolition, renovation, Driveway \$50.00 in-ground structures, solar arrays/panels, and any other structures not mentioned above.



Town of Richmond

105 Old Homestead Highway Richmond, NH 03470

(603) 239-4232

www.richmond.nh.gov

Upon submission of a completed application, the construction site must be staked out where the proposed structure(s) will be located and the nearest boundary lines to the proposed structure(s) must be clearly marked and identifiable. No constructions shall start prior to approval or posting of the certificate. The property and construction process are subject to review by a Compliance Officer and/or Zoning Enforcement Official as well as the Town Assessing Officials.

All equipment, building materials, or vehicles used for the certificated construction shall be solely contained on the property of the recipient of the zoning compliance certificate. Any equipment, building materials, or vehicle(s) left on any Town road will be subject to fines and penalties.

A Driveway Certificate must be issued by the Town of Richmond Road Agent prior to driveway construction for any property located on a Town road. To obtain a Driveway Certificate Application, please contact the Selectmen's Office at 603-239-4232 or you can find one at www.richmond.nh.gov under Frequently Asked Questions. Any driveway on a State road or highway must have a certificate from the State of N.H. prior to driveway construction. Other work adjacent to the road shall not interfere with or alter the course of roadway drainage and shall not cause runoff to be diverted onto a traveled way.

Applications or approvals such as a variance, special exception, or site plan review approved by the Richmond Planning or Zoning Board prior to an application for construction being submitted to the Board of Selectmen, as required by Regulations and the Zoning Ordinance, shall be submitted with this application.

An Application for Floodplain Development Certificate is required in addition to a ZCCA form for all development located in a flood zone pursuant to FEMA regulations.

For additional information you may go to the Town of Richmond website under the Zoning Compliance Application page at www.richmond.nh.gov under Board of Selectmen, Documents and Forms or contact the Selectmen's Office at 603-239-4232.



Town of Richmond

105 Old Homestead Highway Richmond, NH 03470

(603) 239-4232

www.richmond.nh.gov

INSTRUCTIONS

Complete owner(s) name, address, and telephone number, (including out of town address and phone number(s) if applicable) and email address. If an agent of the owner (contractor, builder, etc.) submits the application, their name, address, telephone number and email address must be provided. Application must be filled out in its entirety including tax map number, location and proper zone.

All owners shall sign the application in all areas required.

All required Federal, State and Town approvals must be presented with the application before application will be considered to be put forward for approval by the Board of Selectmen. The following items are required to be included with this application when applicable.

___ Septic plans and construction certificate copy from the N.H. Department of Environmental Services, Subsurface Systems Bureau.

___ Driveway Certificate from Town Road Agent or State of N.H.D.O.T.

___ State Energy Code Regulations Compliance Certificate for dwellings

___ A set of building plans or sketch that show overall dimensions, elevations, number of stories, square footage and floor plans.

___ Home Occupation, Multi-family dwelling, Variance, Special Exception approval, Commercial Development approval or other Planning Board approval/certificate

___ Floodplain Development Certificate Application for all construction within FEMA Floodplain.

___ Plot plan or sketch shall be neatly drawn and include the following information:

- Boundaries of lot with dimensions in feet and lot area in acres
- Current Tax map location
- Names and locations of roads adjacent to lot
- Setback distances from all structures, proposed & existing, to all property lines and streets
- Existing structures on lot: include well/water source, septic system/leach field, drainage/culverts/ditches, parking facilities, structures, and utilities.
- Any additional information that will adequately describe the proposed work.



Town of Richmond

105 Old Homestead Highway Richmond, NH 03470

(603) 239-4232

www.richmond.nh.gov

ZONING COMPLIANCE CERTIFICATE APPLICATION

Date received: _____ Date issued: _____ Certificate No. _____

TO BE COMPLETED BY APPLICANT

(If owner and applicant are different, consent of owner must be attached)

Name of Applicant _____

Address of Applicant _____

Phone Number _____ Email Address _____

Name of Property Owner _____

Address of Property Owner _____

Phone Number _____ Email Address _____

Map _____ Lot _____ Location _____

*Type of Building Improvement (circle one): New Addition Renovation Replacement or Demolition (must comply with DES regulations)

*Type of Structure (circle one): Residential or Seasonal
(circle one): Single Family Outbuilding Renovation Deck/Porch

Other: _____

Description of work to be performed _____

Estimated Start Date _____ Cost of Construction _____

The Zoning Compliance Officer MUST be notified PRIOR to pouring concrete foundations for location verification. To contact the Zoning Compliance Officer, please call 603-239-4232.

ALL CERTIFICATES REQUIRE A PLOT PLAN AND FLOOR PLAN

Contractor Name & Address _____

Contractor Phone Number _____

Owner Consent Attached _____ Building/Floor Plan Attached _____ Plot Plan Submitted _____

Construction Plan Submitted _____ Septic Plan Attached _____ Driveway Certificate Attached _____

Energy Audit Attached _____ Wetland Plans Attached _____ Property Card Attached _____

TO BE COMPLETED BY THE ZONING COMPLIANCE OFFICER

ZCO initials _____ Comments _____

TO BE COMPLETED BY THE SELECTMEN Granted _____ Denied _____ Fee \$ _____

Reason for denial _____



Town of Richmond

105 Old Homestead Highway Richmond, NH 03470

(603) 239-4232

www.richmond.nh.gov

**Once certificate is approved by the Board of Selectmen fees are non-refundable.
Certificate expires 1 year from date of issuance.**

UPON SUBMISSION OF THIS APPLICATION THE FOLLOWING ITEMS MUST BE IMMEDIATELY COMPLETED BY THE OWNER FOR PRE-CONSTRUCTION REVIEW:

The construction site corners must be staked out where the proposed structure(s) will be located. The nearest boundary lines to the proposed structures(s) must be clearly marked & identifiable. I have read, understand, and will comply with the above stated Rules and Regulations.

I certify that the information given is true and correct to the best of my knowledge. I understand that the certificate will be issued subject to the regulations of the Town of Richmond and the State of N.H. and that all construction will be done in such a manner as to comply with all applicable local, state and federal laws and codes. Any violation may result in an enforcement action by the Town of Richmond, seeking compliance and/or civil penalties.

** All owners shall sign **

Signature of Owners: _____

Date: _____

DISCLAIMER

Approval of a ZCCA from the Town of Richmond neither guarantees nor represents that the information contained on this form is accurate, reliable, or complete, or that the construction certificated will be or has been completed in a proper, workmanlike manner or in compliance with any applicable local or state code or regulations. No person or entity shall have the right to rely on the approval of this form as a basis to assert any claims against the Town, its officials, employees, or agents for personal injury, bodily injury, or property damage including without limitation any claim for economic or other consequential loss.