



**TOWN OF LINCOLN, NH**  
Planning & Zoning Department  
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Dear Homeowners and Contractors,

Attached is an application for a Land Use Permit for the Town of Lincoln. According to the Town of Lincoln Land Use Plan Ordinance:

**ARTICLE VII, ADMINISTRATION, Section B. LAND USE AUTHORIZATION PERMIT.**

*[also known as a "Land Use Permit"]*

"It shall be unlawful to construct a new building or make exterior dimensional additions to a building without first obtaining a permit from the Board of Selectmen or their designee. Permits must be posted on the site and be easily visible. Land Use Permits are also required before any site work is started on any proposed or approved site plan or subdivision."

Additionally, major internal renovations that may incur water or sewer tap fees or bedroom impact fees also require a Land Use Permit. If you are unsure as to whether you need to obtain a Land Use Permit prior to construction, please contact the Planning Department.

All buildings and structures (including retaining walls greater than four feet (4') in height) must be in compliance with the NH State Building Code and the Fire Code.

All construction of heated space is required to conform to The Code for Energy Conservation in New Building Construction ("Energy Code") (effective since 1979). The Town cannot issue a Land Use Permit until the Town receives from the applicant a signed **Residential Energy Code Certification**. If an architect designs your home the fact that the design is in compliance with the Energy Code compliance should be noted on the plans.

For a single family residence or an addition to a single family residence, you or your contractor or building professional can go on line and fill out the NH Residential Energy Code Application (EC-1 Form).

The State of New Hampshire Public Utilities Commission (PUC) website is:

<http://www.puc.nh.gov/EnergyCodes/energypg.htm>

If you are accessing this form on line, you may click on this link to access the [Residential Energy Code Application \(EC-1 Form\)](#). Otherwise, type in the following link to access the form:

<http://puc.nh.gov/EnergyCodes/NH%20Code%20Certification%20IECC%202009%20Form%20EC-1%2010-13.pdf>

The EC-1 form has 6 pages but the applicant only needs to fill out page 1 and 2 and send them to the address on the bottom of page 2 of the EC-1 Form. If you need assistance please contact:

Jonathan S. Osgood, Energy Conservation Coordinator  
NH Public Utilities Commission  
21 South Fruit Street  
Concord NH 03301-2429  
Phone: 603.271.6306

E-mail: [Jon.Osgood@puc.nh.gov](mailto:Jon.Osgood@puc.nh.gov)

**The other pages** of the EC-1 form **describe other aspects of the code and are for your use. These applications are usually processed within a day or so and do not cost the applicant any money.** Once you receive the Residential Energy Code Certification you may submit it with your Land Use Permit Application.

If you are constructing commercial space, please contact the NH PUC.

After you have completed your building, you will need a Land Use Compliance Certificate (aka Certificate of Land Use Compliance). Properties may not be occupied without a Land Use Compliance Certificate issued from the Town of Lincoln. Please review the following list of items that must be complete prior to scheduling an inspection for your property:

- 1) All structures must be 100% complete with no additional work needed to be done.
- 2) Please make a request for a Land Use Compliance inspection with sufficient lead time to meet any respective deadlines.
- 3) All water meters, touch pads, and radio read boxes must be installed and in good working order prior to the inspection. All smoke detectors must be in good working order as well as emergency faceplates on and near the furnace system. Appliances and plumbing fixtures must be installed and completed prior to inspection.
- 4) It is highly recommended that all buildings are equipped with a combination carbon monoxide and smoke unit with a battery backup.
- 5) Water meters must be located two (2) feet from where it enters the building.
- 6) Minor clean-up is certainly understandable. However, debris that obstructs the inspection and/or presents a safety risk to occupants is unacceptable.

Failure for buildings to meet occupancy requirements could result in a fifty dollar (\$50) administrative fee for each inspection that does not result in an occupancy inspection. Please feel free to contact the Planning Department with any questions. See the contact information below.

Carole Bont  
Planning and Zoning Administrator  
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[planning@lincolnnh.org](mailto:planning@lincolnnh.org)

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Town Manager/Town Planner  
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Ron Beard  
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[fire@lincolnnh.org](mailto:fire@lincolnnh.org)

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Public Works Director  
(603) 348-7890  
[publicworks@lincolnnh.org](mailto:publicworks@lincolnnh.org)

Theodore "Ted" Smith  
Police Chief  
(603) 745-2238  
[policechief@lincolnnh.org](mailto:policechief@lincolnnh.org)

**~LAND USE PERMIT FEE OF \$50.00 DUE AT TIME OF SUBMITAL~**

**AN ACCURATE SITE PLAN PREPARED BY A SURVEYOR MUST ACCOMPANY ALL APPLICATIONS.**

**PROPERTY INFORMATION:**

**Physical E-9-1-1 Address Of Property:** \_\_\_\_\_

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Owner's** Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-mail, if any: \_\_\_\_\_

**Applicant's** Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-mail, if any: \_\_\_\_\_

If the applicant is different than owner or lessee, provide authorization for applicant to act on behalf of owner or lessee. The approved permit will be mailed to OWNER unless otherwise requested.

Land Use Permit fees are necessary for ALL new construction (residential and commercial), any change of use or expansion of use, demolition, and for any renovation that will incur water or sewer tap fees and/or bedroom impact fees.

I am adding/renovating residential heated space and have included a copy of the **Residential Energy Code Certification.** Yes  No

**Type of Improvement:**

- New Construction  Addition to Existing
- Alteration to Existing  Retaining Wall greater than four feet (4') in height
- Moving (relocation)  Demolition (Requires EPA Notification)
- Other \_\_\_\_\_

**Residential Uses:**

- One Family  Two Family  Manufactured Home
- Garage  Carport  Other \_\_\_\_\_
- Deck/Porch  Fence

**Commercial Uses:**

- Multi-family (number of units \_\_\_\_\_)
- Non-residential  Fence  Other \_\_\_\_\_

**Change of Use/Expansion of Use:**  YES  NO

Date approval granted by Planning Board: \_\_\_\_\_

Current Existing Use: \_\_\_\_\_

Proposed New Use: \_\_\_\_\_

**Briefly describe the project or work to be performed:**

\_\_\_\_\_  
\_\_\_\_\_

Proposed Use of the property: \_\_\_\_\_

Describe how the use of the property will be changed or affected by the proposed construction:  
\_\_\_\_\_

**Ownership:**

Public (includes Non-Profit)  Private

**Estimated Cost of improvement:**

\$ \_\_\_\_\_

**Special Flood Hazard Area (aka 100-Year Flood Plain):**

- Is any of the property located in the Special Flood Hazard Area?  YES  NO
- Are any existing structures on site located within the 100 Year Flood Plain?  YES  NO
- Will any of the new construction be located within the 100 Year Flood Plain?  YES  NO

**Shoreland Protection Areas:**

- Does this property have or abut a stream, pond or other wetland?  YES  NO
- Does this property fall within 150' of a protected Shoreland Area?  YES  NO
- Does this property fall within the exempted area of the Shoreland Area?  YES  NO

**Fire Department Review:**

- Does this project involve a fire suppression system?  YES  NO
- Does this project involve a fire alarm system?  YES  NO

**Plans:**

All applications for new buildings, additions, sheds and porches, etc., shall be accompanied by a copy of plans, a site plan, and building specifications. Building plans and specifications and site plans shall be in sufficient detail to determine compliance with the Town of Lincoln's Land Use Plan Ordinance. Any changes to the footprint of a building or structure shall require a site plan with measurements **prepared by a licensed surveyor** showing the proposed change in relation to the property boundary line as well as the required setbacks. Any new structure, outbuildings or changes in the footprint of any structure shall require a site plan prepared by a licensed surveyor. A Site Plan shall include the following:

- a. Dimensions of the lot, including road frontage
- b. Location of proposed NEW construction
- c. Location of existing building(s) and structure(s) with proposed addition(s)
- d. Location of proposed and/or existing driveway and parking area(s)
- e. Clearly designate front, side and rear setbacks, including distance from existing structures to property boundaries

An accurate legible Site Plan shall be drawn to a scale (min. 1"=20'), showing:

All of the following must be marked as "Provided" or "N/A"

Provided    N/A

- Lot dimensions & setback areas
- Location of wetland, waterbody, and floodplain
- Location, footprint, and height of all existing structures
- Location, footprint, and height of all proposed new structures or additions
- Location and width of driveway, and town access street
- Location and height of fences, retaining walls, and other similar features
- Location of swimming pools, tennis courts, terraces, hot tubs, spas, etc.
- Location of new driveway or change in curb cut (If PROVIDED, must also provide approved Driveway Permit from Town of Lincoln DPW, and if state road Permit from NH DOT)
- Copies of all Planning Board approvals, Zoning Board of Adjustment approvals and State Approvals granted for this project.

**Land Use Compliance Certificate:**

Occupancy of a Building/Structure authorized by Land Use Permit is prohibited until the Town issues a Certificate of Land Use Compliance subsequent to an inspection by the Compliance Officer, the Fire Chief and the Public Works Director.

**A. Principal Type of Frame:**

- Masonry (wall bearing)
- Wood frame
- Structural steel
- Reinforced concrete
- Other (specify) \_\_\_\_\_

**B. Type of Sewage Disposal:**

- Municipal
- Private (septic tank, etc.)
- Hauling by private company

**C. Type of Water Supply:**

- Municipal
- Private well
- Private delivery

**Before a Land Use Permit will be issued, Water & Sewer Tap Fees must be paid and connection approvals must be issued by the Town.**

**D. For Public Water/Sewer:**

**Approved**

**Paid**

**Amount**

Water connection	_____	_____	_____
Sewer connection	_____	_____	_____

You may fill out the Water & Sewer Tap Fee Sheet available on the town website: [www.lincolnnh.org](http://www.lincolnnh.org). If you have the program Excel on your computer, the form available on the Town website will calculate your points for you; use the link "New Water and Sewer Tap Fee Form" (for Excel users). If you do not have Excel you can download the form from the link "2016 Water/Sewer & Bedroom Fee Schedule (non-Excel users)" and calculate your fees manually.

**E. Dimensions:**

- Number of stories \_\_\_\_\_
- Length \_\_\_\_\_ Width \_\_\_\_\_
- Height to primary eaves \_\_\_\_\_

**F. Residential buildings only:**

- Number of bedrooms \_\_\_\_\_
- Number of baths: Full \_\_\_\_\_
- Partial \_\_\_\_\_

**G. Driveway/Parking:**

- Will a new curb cut or driveway permit be needed?  YES  NO
- Permit from State of NH DOT \_\_\_\_\_ # of Off-Street Parking spaces required: \_\_\_\_\_
- Permit from Town of Lincoln \_\_\_\_\_ # of Off-Street Parking spaces provided: \_\_\_\_\_

**H. Sprinkler system provided:**

- YES  NO

Is this part of a phased project?  YES  NO  
Which Development and Phase? \_\_\_\_\_

**IDENTIFICATION:**

**\*\*LICENSE NUMBERS MUST BE FURNISHED FOR RESIDENTIAL, COMMERCIAL AND PUBLIC USES\*\***

	Name & License #	Mailing Address	Telephone Number
Surveyor			
Architect/Engineer			
Electrician	#		
Plumber	#		
Contractor	No License Required		
	#		
Structural Engineer for Retaining Walls			
Other			

After the project is complete, the contractor(s) and all licensed professionals shall be required to sign a Construction Control Affidavit that their work was performed in accordance with the NH State Building Code and Fire Code.

