



TOWN OF WAKEFIELD, NEW HAMPSHIRE

2 HIGH STREET, SANBORNVILLE, NEW HAMPSHIRE 03872

TELEPHONE (603) 522-6205 X 308 FAX (603) 522-2295

CODEASST@WAKEFIELDNH.COM

CODE ENFORCEMENT OFFICE

Town of Wakefield Shoreland Permit Application

Map _____ Lot _____ Date _____ Permit # _____

Physical Address _____

Owner Information

Name _____

Address _____

Phone # _____

Email Address _____

Contractor Information

Name _____

Address _____

Phone # _____

Email Address _____

Description of Proposed Construction:

All permit applications will be reviewed and issued within 5 days of receipt of the state approval AND the final plan.

For Office Use Only

Please initial and date after review

Code Enforcement Officer

Date

Shoreland Compliance Officer

Date

TOWN OF WAKEFIELD SHORELAND APPROVAL PROCEDURE

Realizing the importance of water quality to Wakefield's tax base and quality of life, the Town of Wakefield is requiring a Town Shoreland Approval to ensure compliance with NHDES Shoreland Protection Rules outlined in RSA 483-B and Env-Wq 1400 as revised.

The Town of Wakefield's Shoreland approval procedure is:

1. The applicant, contractor, or homeowner submitting a shoreland application to NHDES will submit to the Town:
 - a. One full-size copy of the plan(s) and application package.
 - b. An application fee of \$25. (Checks should be made payable to the "Town of Wakefield").
2. The Town will verify tax map/lot number and property address accuracy as well as adherence to applicable setbacks.
3. If items checked in #2 are accurate, the Building Department will retain the copy of the application package (including plan) and deposit the payment. Once the State approves the application, the Town shall issue a signed "LOCAL APPROVAL FOR SHORELAND ALTERATION" letter.
4. The local approval letter will be delivered to the applicant by: hand, mail, or email (as directed by the applicant.)

(If no preference is specified, the Town will use the most convenient method to deliver the letter.)
5. The Town Approval Letter will outline required inspections. Inspections will generally include inspection of erosion control installation, and at the completion of the project to ensure proper stabilization. Note: More complicated projects may require additional inspections which will be noted in the letter of approval.
6. Paper copies of the application package, Local Approval Letter, and NHDES Permit will be retained in the Building Department files.
7. Town permits expire the date that the State permit expires.
8. Failure to obtain a Town permit will result in an additional \$100 "After the Fact" fee added to the regular Town Application Fee.
9. Applicant shall notify the Town upon completion of project.