



# 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](mailto:CODEASST@WAKEFIELDNH.COM)

*CODE ENFORCEMENT OFFICE*

## Town of Wakefield Shoreland Permit Application

Map \_\_\_\_\_ Lot \_\_\_\_\_ Date \_\_\_\_\_ NH DES Permit # \_\_\_\_\_

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

### Owner Information

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Contractor Information

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### 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

Shoreland Officer/ Code Enforcement 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 Permit 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 Permit 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 "Town Shoreland Permit."
4. The Town Shoreland Permit can be picked up or mailed to the applicant.
5. The Town Shoreland Permit 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 on the permit. Paper copies of the application package, Town Shoreland Permit, and NHDES Permit will be retained in the Building Department files.
6. Town permits expire the date that the State permit expires.
7. Failure to obtain a Town permit will result in an additional \$100 "After the Fact" fee added to the regular \$25 Town Application/Permit Fee.
8. Applicant shall notify the Town upon completion of project.