

**Land Use Permit Application**

- ☐ **You MUST obtain a Land Use Permit Application for any new construction or renovation work valued at \$40,000.00 or more. This includes both residential and commercial properties.**
  - ☐ Are all NH Licensed Building Tradespeople listed with contact information and license numbers?
  - ☐ Does the application include the estimated cost of construction?
  - ☐ Is the application signed by both the Property Owner and the Applicant?
  - ☐ Water and Sewer Tap Fee Sheet and Payment
  - ☐ Fees and Costs Sheet and Payment
  - ☐ Large Site Plan and set of Building Plans
  - ☐ Does the total square footage of construction and/or renovation appear on the building plans? (Needed for the Fees and Costs Sheet.) *Square Footage is measured using exterior building dimensions to include all floors devoted to the use, or accessory use to that use.*
  - ☐ Digital Plans – both Site Plan and Building Plans (send to [tolassist@lincolnnh.gov](mailto:tolassist@lincolnnh.gov))
  - ☐ For Single Family Homes or Duplexes, New Hampshire Residential Energy Code Application with APPROVAL NUMBER
  - ☐ For Commercial Buildings, do the architectural plans state that the plans comply with the New Hampshire Commercial Building Energy Code (i.e., 2018 International Energy Conservation Code (IECC) and ASHRAE 90.1-2016 (effective January 1, 2023))
  - ☐ Driveway Permit Application
  - ☐ Home Owners Association (HOA) or Condominium Association Approval Letter
1. You may use a **SHORT FORM** if:
    - a. Your lot is **not** within the Flood Hazard Area or 100 Year Flood Plain; and
    - b. You will **not** be constructing or reconstructing any retaining walls.
  2. You must use a **LONG FORM** if:
    - a. Your lot is within the Flood Hazard Area or 100 Year Flood Plain; or
    - b. You will be constructing or reconstructing any retaining walls.
  3. All boxes must be checked before submitting the Land Use Permit Application.
  4. If something does not apply to your project, then place an “N/A” next to that item.
  5. Incomplete packages will be returned and will slow down the permitting process.
  6. Escrow may be required on certain projects.



**TOWN OF LINCOLN, NH**  
Planning & Zoning Department  
PO Box 25  
Lincoln, NH 03251-0025

Phone: 603-745-2757  
Fax: 603-745-6743  
Email:  
[planning@lincolnnh.gov](mailto:planning@lincolnnh.gov)  
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Dear Homeowners and Contractors:

There are three (3) steps to the Construction Process in the Town of Lincoln, unless you are also building a retaining wall greater than four feet (4') in height, in which case there are two (2) additional steps. The three (3) steps are:

1. Filling out an **Application for Land Use Permit**.
2. Once the Application for Land Use Permit is deemed complete, the Town issues a **Land Use Authorization Permit**.
3. Following the completion of the construction project and a satisfactory inspection by the Town, a **Certificate of Land Use Compliance** is issued by the Town.

If a retaining wall greater than four feet (4') in height is being constructed, then you also must submit:

1. A **Pre-Construction Retaining Wall Construction Control Document** prior to breaking ground on the retaining wall (with a \$1,500 inspection retainer), and
2. A **Post-Construction Retaining Wall Construction Control Document** following completion of the retaining wall.

The **Stormwater Management Ordinance** may apply. The Stormwater Management Ordinance applies to:

1. All developments (as defined in Article IV.A of the Town's Site Plan Review Regulations and also in Article IV of the Town's Land Use Plan Ordinance) and residential lots which **disturb** either: [Stormwater Ordinance](#)
  - a. Seventeen thousand (17,000) square feet or more, or
  - b. Fifty percent (55%) or more of the square footage of the lot (even if less than 17,000 total square feet).
  - c. [Floodplain Development Permit Application and Checklist](#)

## **I. THE APPLICATION FOR LAND USE PERMIT.**

**A. ARTICLE VII, ADMINISTRATION, Section B, LAND USE AUTHORIZATION PERMIT**, from the Town's Land Use Plan Ordinance (LUPO), states:

"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."

**B.** Any internal renovations that add fixtures that use water or sewer services (e.g., bathtub, shower, sink, toilet, washer, etc.) shall incur water or sewer tap fees and requires a Land Use Authorization Permit.

- C. Any internal renovations that add a bedroom shall incur bedroom impact fees and requires a Land Use Authorization Permit.
- D. A Land Use Authorization Permit is required to add any “structure” as defined by the LUPO, including but not limited to retaining walls greater than four feet (4’) in height, or solar panels of any size and configuration. If you are unsure as to whether or not you need to obtain a Land Use Authorization Permit prior to construction, please contact the Planning Department.
- E. Adding any heated space requires a Land Use Authorization Permit. For example, putting on another story to a building or adding a dormer or enclosing a porch to turn into heated space requires a Land Use Authorization Permit.
- F. Once a Land Use Permit (LUP) is issued, the laminated copy provided by the Town of Lincoln must be displayed in a prominent and visible location for the entire duration of the construction. This ensures that the permit is clearly identifiable and confirms that the applicant has been properly authorized.
- G. “Owner” means the deeded owner of record at the time of submission of application. For example, if the property is in an LLC, the owner must be listed as the LLC, with the proper individual responsible for the LLC signing as the Owner.

## II. NEW HAMPSHIRE STATE BUILDING CODE AND FIRE CODE

All buildings and structures (including retaining walls greater than 4 feet in height), must be in compliance with the State of New Hampshire Building Code and Fire Code. All those with a license issued by the State of New Hampshire shall file a Construction Control Affidavit certifying that all work performed is in compliance with those codes. The Contractor shall also file a Construction Control Affidavit certifying that all work performed is in compliance with those codes. The Construction Control Affidavits shall be notarized and signed under penalties of perjury. The Town will not schedule or perform an inspection, or issue a Land Use Compliance Certificate until all of those Construction Control Affidavits have been received.

**Building or expanding commercial space, including dwellings of three (3) units or greater will require a building permit from the New Hampshire State Fire Marshal’s Office.**

## III. ENERGY CONSERVATION CODE

All construction of heated space requires a Land Use Authorization Permit and is required to conform to the 2018 IECC Code for Energy Conservation in New Building Construction (the “Energy Code”). The 2018 IECC is part of the New Hampshire State Building Code adopted by the NH Legislature on July 1, 2022. The Town cannot issue a Land Use Authorization Permit until the Town receives Residential Energy Code Certification. If an architect designs your home, the fact that the design is in compliance with the Energy Code should be noted on the plans as well. For a single-family residence or an addition to a single-family residence, the NH Residential Energy Code Application Form (EC-1 Form), can be found at the State of New Hampshire Public Utilities Commission website:

<https://www.nh.gov/safety/boardsandcommissions/bldgcode/documents/ec-1-form-iecc-2018.pdf>

If you are constructing commercial space, you should contact the New Hampshire Department of Energy.

## IV. CERTIFICATE OF LAND USE COMPLIANCE

Buildings and structures may not be occupied without a Land Use Compliance Certificate which the Town will only issue after inspecting your property. Please review the following list of items that must be complete prior to scheduling an inspection for your property:

- A. All structures must be 100% complete with no additional work needed to be done.
- B. 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.

- C. It is highly recommended that all buildings are equipped with a combination carbon monoxide and smoke unit with a battery backup.
- D. Water meters must be located two (2) feet from where the waterline enters the building.
- E. Minor clean-up is certainly understandable. However, debris that obstructs the inspection and/or presents a safety risk to occupants could pose an impediment to approval.
- F. Please make a request for a final inspection with sufficient lead time to meet any applicable deadlines.

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

Carole Bont  
Town Planner  
(603) 745-8527  
[planning@lincolnnh.gov](mailto:planning@lincolnnh.gov)

Carina Park  
Town Manager  
(603) 745-2757  
[townmanager@lincolnnh.gov](mailto:townmanager@lincolnnh.gov)

Shawn Magoon  
Code Enforcement Officer  
(603) 348-4809  
[cco@lincolnnh.gov](mailto:cco@lincolnnh.gov)

Michael Weden  
Fire Chief  
(603) 575-1088  
[mweden@lincolnnh.gov](mailto:mweden@lincolnnh.gov)

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

Jade Hartsgrove  
Land Use Coordinator  
(603) 745-8527  
[tolassist@lincolnnh.gov](mailto:tolassist@lincolnnh.gov)

**~LAND USE AUTHORIZATION PERMIT FEES DUE AT TIME OF SUBMITTAL~**

**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 Authorization Permit fees are necessary for ALL new construction (residential and commercial), any change of use or expansion of use, demolition, for any addition of heated space or conversion of unheated space to heated space, an addition of any "structures", including but not limited to solar panels of any size or configuration, any retaining walls greater than four feet (4') in height 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

☐ Alteration to Existing

☐ Moving (relocation)

☐ Solar Panel Array

☐ Addition to Existing

☐ Retaining Wall greater than four feet (4') in height

☐ 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

Is Your Property Part of a Homeowners Association or a Condominium Association? ☐ YES ☐ NO

If yes, you will ask for written authorization of the Homeowners Association or the Condominium Association with your Application. ***Is written authorization attached?*** ☐ YES ☐ NO

The name of the association is: \_\_\_\_\_

**Estimated Cost of improvement:** \$ \_\_\_\_\_

**A. Principal Type of Frame:**

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

**B. Type of Sewage Disposal:**

- ☐ Municipal Sewer
- ☐ Private (septic tank, etc.)
- ☐ Hauling by private company
- ☐ Private Pump to Municipal System

**C. Type of Water Supply:**

- ☐ Municipal Water
- ☐ Private well
- ☐ Privately Owned Delivery
- ☐ Redistribution System (PORS)

***Before a Land Use Permit will be issued, Water & Sewer Tap Fees and Bedroom Impact Fees must be paid and connection approvals must be issued by the Town Director of Public Works (DPW).***

1. You shall fill out the Water & Sewer Tap Fee Sheet available on the town website: [www.lincolnnh.gov](http://www.lincolnnh.gov). 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 for "[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. Fill out the Tap Fee form and attach it to this application.
2. IN ADDITION, you shall pay water and sewer connection fees in accordance with the Water Supply System Connection Fee Ordinance and the Sewer Use Ordinance and obtain Connection Approval by the Director of Public Works.

| <b>D. For Public Water/Sewer:</b>                                                           | <b>Connection Approved by DPW</b> | <b>Date Fees Paid</b> | <b>Amount</b>                                            |
|---------------------------------------------------------------------------------------------|-----------------------------------|-----------------------|----------------------------------------------------------|
| Water Connection Fees                                                                       | _____                             | _____                 | _____                                                    |
| Sewer Connection Fees                                                                       | _____                             | _____                 | _____                                                    |
| Does your Building or Facility require a trap or interceptor for Fats, Oil, Grease or Sand? |                                   |                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |

**E. Dimensions:**

Number of stories \_\_\_\_\_

Length \_\_\_\_\_ Width \_\_\_\_\_

Height to primary eave on uphill side of the structure \_\_\_\_\_

**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: \_\_\_\_\_

**H. Sprinkler system provided:** ☐ YES ☐ NO

Here is the information about how much fire flow and flow duration will be needed for your building. The Fire Flow and Flow Duration depends on how large your building is. Speak to the Fire Chief about whether your building has adequate fire flow and flow duration.

**U.S. Fire Administration**  
**Water Supply Systems and Evaluation Methods**  
Volume I: Water Supply System Concepts  
**October 2008**

ICBO: The Uniform Fire Code defines “**fire flow**” as the flow rate of a water supply, measured at twenty pounds per square inch (20 psi) residual pressure, that is available for firefighting (ICBO, 1997). For one-family and two-family dwellings, a fire area that does not exceed three thousand six hundred square feet (3,600 sf), the minimum fire flow requirements are one thousand gallons per minute (1,000 gpm). For other types of construction, the minimum required fire flow and flow duration for buildings are indicated in **Table 7-1**.

**Table 7-1: Minimum Required Fire Flows and Flow Duration**

| Fire Area in Square Feet (sf)* | Fire Flow in gallons per minute(gpm) | Duration in Hours |
|--------------------------------|--------------------------------------|-------------------|
| 3,600 —70,900                  | 1,500—2,750                          | 2                 |
| 13,400 —128,700                | 3,000—3,750                          | 3                 |
| 23,300 —295,900 and greater    | 4,000—8,000                          | 4                 |

**I. Is this lot or unit part of a phased project?** ☐ YES ☐ NO

If yes, which Development and Phase? \_\_\_\_\_

**Stormwater Management and Erosion Control Plan**

Will you be disturbing seventeen thousand (17,000) square feet or more for this project? ☐ YES ☐ NO

Will you be disturbing fifty-five percent (55%) or more of the square footage of the lot (even if the lot is less than fifteen thousand [15,000] square feet)? ☐ YES ☐ NO

If yes to either question, you will need to submit a Stormwater Management & Erosion Control Plan. See attached Stormwater Management Ordinance.

**Special Flood Hazard Area (a/k/a 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

If the answer to any of these questions is “yes” please complete the “[Floodplain Development Permit](#)”

Is your completed Floodplain Permit Application attached? ☐ 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 Urban Exempted Area of the Shoreland? ☐ YES ☐ NO

**Fire Department/Police Department Review:**

Does this project involve a fire suppression system? ☐ YES ☐ NO

Does this project involve a fire/burglar alarm system? ☐ YES ☐ NO

### Plans:

All applications for new buildings, additions, outbuildings, garages, sheds, porches and structures of any kind, including but not limited to retaining walls and solar panel arrays, etc., shall be accompanied by a copy of:

1. Plans;
2. Site plan; and
3. 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 but may not be limited to 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
- f. Topographic information including existing and proposed contours at two-foot (2') intervals.

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"*

**DIGITAL COPIES OF THE PLANS SHALL ALSO BE PROVIDED.**

Provided    N/A

- |                          |                          |                                                                                                  |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Lot dimensions & setback areas                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of wetland, waterbody, and floodplain                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, footprint, and height of all existing buildings or structures                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, footprint, and height of all proposed new buildings, structures, or additions          |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and width of driveway, and town access street                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and height of fences, retaining walls, and other similar features                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Location of any and all easements on the property</u></b>                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of swimming pools, tennis courts, terraces, hot tubs, spas, etc.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of new driveway or change in curb cut (If PROVIDED, must also provide approved Driveway |

|                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Driveway Permit from the Town of Lincoln Public Works Director is required; or if access is from a state road (i.e., NH Route 112 a/k/a Main Street and Kancamagus Highway, US Route 3 a/k/a Daniel Webster Highway & US Route 3A a/k/a Connector Road) a Permit from NH Department of Transportation (NH DOT) is required. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- |                          |                          |                                                                                                                             |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Topographic information including existing and proposed contours at two-foot (2') contour intervals.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 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.*

Permit from Town of Lincoln \_\_\_\_\_ # of Off-Street Parking spaces provided: \_\_\_\_\_

**IDENTIFICATION:**

**Architects, Engineers, Electricians, Plumbers, Asbestos Inspectors, Lead Paint Inspectors and others not listed here MUST be licensed in the State of NH**

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

|                                            | Name & NH License # | Mailing Address | Telephone Number/Email |
|--------------------------------------------|---------------------|-----------------|------------------------|
| Surveyor                                   |                     |                 |                        |
|                                            | NH Lic. #           |                 |                        |
| Architect/Engineer                         |                     |                 |                        |
|                                            | NH Lic. #           |                 |                        |
| Structural Engineer<br>for Retaining Walls |                     |                 |                        |
|                                            | NH Lic. #           |                 |                        |
| Electrician                                |                     |                 |                        |
|                                            | NH Lic. #           |                 |                        |
| Fire Alarm Installer                       |                     |                 |                        |
|                                            | NH Lic. #           |                 |                        |
| Fire Suppression<br>Installer              |                     |                 |                        |
|                                            | NH Lic. #           |                 |                        |
| Plumber                                    |                     |                 |                        |
|                                            | NH Lic. #           |                 |                        |
| Gas Fitter                                 |                     |                 |                        |
|                                            | NH Lic. #           |                 |                        |
| HVAC Installer                             |                     |                 |                        |
|                                            | NH Lic. #           |                 |                        |
| Solar Array Installer                      |                     |                 |                        |
|                                            | NH Lic. #           |                 |                        |
| Other                                      |                     |                 |                        |
|                                            | NH Lic. #           |                 |                        |
| General<br>Contractor/Owner                |                     |                 |                        |
|                                            | No Lic. # Required  |                 |                        |

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

**CERTIFICATION: (Property Owner shall initial all that apply or if all apply then just sign and date)**

I/We hereby certify that the information contained in this *Land Use Authorization Permit Application* is accurate and complete to the best of my knowledge. I/We understand that any *Permit* issued based on inaccurate information is subject to immediate withdrawal. \_\_\_\_\_/\_\_\_\_\_

I/We understand that the decision to issue this *Permit* is subject to appeal to the Zoning Board of Adjustment. Such appeal must be taken within thirty (30) days of the issuance of the *Permit* and implementation of this proposal during that time period is at the Owner's risk. \_\_\_\_\_/\_\_\_\_\_

I/We understand that the approved *Permit* must be prominently displayed within seventy-two (72) hours of issuance of the *Permit* and for the duration of construction. Failure to display the *Permit* during this time period is sufficient grounds for withdrawal of the *Permit*. \_\_\_\_\_/\_\_\_\_\_

I/We hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction. \_\_\_\_\_/\_\_\_\_\_

I/We have attached written authorization from the Owner or Lessee to this Application if the Owner or Lessee are not the applicant. \_\_\_\_\_/\_\_\_\_\_

I/We understand that the laminated copy of the Land Use Permit (LUP) is posted on the site in a conspicuous location. \_\_\_\_\_/\_\_\_\_\_

I/We understand that the *Land Use Permit* will become null and void if construction work does not substantially begin within two (2) years from the date of issuance. The applicant hereby grants permission for the designated representative to inspect the premises prior to, during, and after construction for which this application is being made. \_\_\_\_\_/\_\_\_\_\_

\*I/We understand that a *Certificate of Land Use Compliance* must be obtained before the use or physical occupancy of any property or building. \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant** **Date**

\_\_\_\_\_  
**Print Applicant's Name**

\_\_\_\_\_  
**Signature of Owner** **Date**

\_\_\_\_\_  
**Print Owner's Name**

\_\_\_\_\_  
**Signature of Owner** **Date**

\_\_\_\_\_  
**Print Owner's Name**

**\* ARTICLE VII**

**ADMINISTRATION**

**Section A. ENFORCEMENT.** It shall be the duty of the Board of Selectmen or their designees to administer this Ordinance.

**Section B. LAND USE AUTHORIZATION PERMIT.** The permitting process is established to ensure harmonious growth and development within the community.

1. Land Use Authorization Permits. 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.
2. Every applicant for a permit or approval under this Ordinance is deemed to have consented to such inspection of the relevant property or properties as is directly related to that application and is reasonably necessary for the Town's officials, board members, employees, or other agents to acquire information appropriate to make an informed decision relative to the application and to the determination of compliance with the permit and its terms of issuance, approved plans, conditions of approval, and requirements of this Ordinance. An applicant's refusal to consent to such inspection constitutes grounds for disapproval of the application or for refusal by the Town to issue any Land Use Authorization Permit and Land Use Compliance Certificate relative to the permit or application.

**Section C. CERTIFICATE OF LAND USE COMPLIANCE.** A Certificate of Land Use Compliance must be obtained before the use or physical occupancy of any property or building under but not limited to the following circumstances: all newly constructed buildings or additions thereto, additions to existing structures, significant change of use of facilities, and before any vacant land can be occupied.

1. Standards to be met before Certificate of Land Use Compliance is granted:
  - a. All uses shall conform to the current Land Use Plan Ordinance and any other applicable ordinances, including, but not limited to, Subdivision and Site Plan Review Regulations.
  - b. All land use authorization permits, restrictions and requirements therein, and any other applicable Town regulations and ordinances must have been met.
2. Administration of Certificate of Land Use Compliance:
  - a. The Application for a Certificate of Land Use Compliance shall, when possible, be integrated with the Land Use Authorization Permit.
  - b. **The property owner shall inform the Enforcement Officer or the Town Planning Office as to when construction is complete and the Certificate is requested.**

TOWN OF LINCOLN  
PRE-CONSTRUCTION

CODE COMPLIANCE CERTIFICATION



**\*\*ONLY IF YOU ARE BUILDING YOUR OWN PRIMARY RESIDENCE\*\***

I, the undersigned, am acting as the general contractor for my building project on my primary residence. The project has been permitted as LUP: \_\_\_\_\_

Property's E911 Address is: \_\_\_\_\_ (Map/Lot \_\_\_\_\_)

I hereby certify that all construction, including electrical, mechanical, plumbing, and carpentry shall be carried out, installed, and constructed in accordance with all Federal, State, and Local codes, including, but not limited to the New Hampshire State Building Code, Life Safety Code, Fire Safety Code, State Plumbing Code and State Energy Efficiency Code.

I further certify that the following are the tradesmen who shall perform the work and each of those tradesmen, by signing below hereby certifies that all work performed by him/she/them will be in accordance and compliance with all Federal, State, and Local Codes applicable to their work and their trade. Those tradesmen shall also submit their own Construction Control Affidavit to the Town when the job is complete. I will also submit a Construction Control Affidavit to the Town as the General Contractor.

Date: \_\_\_\_\_ Property Owner: \_\_\_\_\_

\*\*\*\*\*

GENERAL CONTRACTOR

Name/Business: \_\_\_\_\_

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

ELECTRICIAN

Name/Business: \_\_\_\_\_

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

PLUMBER

Name/Business: \_\_\_\_\_

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

OTHER

Name/Business: \_\_\_\_\_

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



## TOWN OF LINCOLN

Selectmen's Office  
148 Main Street - P.O. Box 25  
Lincoln, New Hampshire 03251-0025

O.J. Robinson   Tamra Ham   Jack Daly

Phone: (603)745-2757 - Fax: (603)745-6743 - Email: [TownHall@LincolnNH.gov](mailto:TownHall@LincolnNH.gov)

May 24, 2021

### Water Meter Parts:

As of April 12, 2006, all new construction requires water meters, and all new homes will be required to have the following parts of the water meter.

|                |                                                  |   |
|----------------|--------------------------------------------------|---|
| Part#S0048     | 5/8 x % SR ECR METER 10G w/pad                   | 1 |
| Part#S2570     | 5/8 x % #2 Korner Horn                           | 1 |
| Part#S2070     | % CP Setter Pack Joint (other sizes available)   | 2 |
| Part #52035    | % #7 Dual Check Backflow Preventer 1-3k          | 1 |
| Part#S2033     | % Korner Horn Ball Valve                         | 1 |
| Part #50323-01 | MXU 510R Non-Pit Single Port- Wired installation | 1 |

If two (2) or more meters are being installed in the same building, they can share a dual port MXU, which will reduce the install cost per meter.

Part #50323-11'                      MXU 501R Non-Pit Dual Port-wired installation

These items can be purchased by calling MBS, a division of EJ Prescott at (603) 224-8425.

### **\*\*METER INSTALLATION RULES/REQUIREMENTS\*\***

1. Meter shall be installed within three feet (3') from point of entry of building, foundation, wall or floor.
2. The meter shall be placed in a clean, dry, and warm place always free from debris, which may be safely and easily accessed by a person for the purpose of reading, maintaining, or changing of the meter.
3. Inspection of the meter will ONLY be done for a *Land Use Compliance Certificate* upon completion of all work, **including** installation of touch pads and/or touch coupler.

If you have any questions, please call Public Works Director, Nate Hadaway at (603) 745-6250.

MAP: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

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

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

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

Inspected by: \_\_\_\_\_

LOT:

|                                           |      |           |
|-------------------------------------------|------|-----------|
| Make check out for this amount: <b>\$</b> |      |           |
|                                           |      |           |
| Total <b>Water Tap</b> Points             | 0.00 | X \$120 = |
| Total <b>Sewer Tap</b> Points             | 0.00 | X \$150 = |
| Total <b>Bedroom</b> Points               | 0.00 | X \$100 = |

|                                                                                                                                                                                                                | Number of<br>Items | Water<br>Points | Sewer<br>Points |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|-----------------|
| <b>RESTAURANTS</b><br>(Total seating capacity x 1 point)                                                                                                                                                       |                    |                 |                 |
| <b>TAKE-OUT TYPE RESTAURANTS</b><br>(15 points)                                                                                                                                                                |                    |                 |                 |
| <b>BARS</b><br>(Total seating capacity x 0.5 points)                                                                                                                                                           |                    |                 |                 |
| <b>MOTELS, INNS, LODGES, SKI CLUBS</b><br>(3 points x rooms)                                                                                                                                                   |                    |                 |                 |
| <b>MOTELS, INNS, LODGES, SKI CLUBS</b><br>(3 points x baths)                                                                                                                                                   |                    |                 |                 |
| <b>CAMPSITES</b> (For recreation vehicle, travel trailers 2 points x each hookup)                                                                                                                              |                    |                 |                 |
| <b>CAMPGROUNDS</b><br>(30 points)                                                                                                                                                                              |                    |                 |                 |
| <b>COMMERCIAL ICE MAKERS</b><br>(2 points)                                                                                                                                                                     |                    |                 |                 |
| <b>WATER FOUNTAINS, WATER COOLERS/BUBBLERS</b> (0.5 points)                                                                                                                                                    |                    |                 |                 |
| <b>ADDITIONAL SINK OR DISHWASHER</b><br>(1 point each)                                                                                                                                                         |                    |                 |                 |
| <b>HALF BATHS</b><br>(1 washbasin & 1 toilet x 3 points)                                                                                                                                                       |                    |                 |                 |
| <b>EXTRA TOILETS OR URINALS</b><br>(2 points)                                                                                                                                                                  |                    |                 |                 |
| <b>SINGLE SHOWER OR SINGLE TUB</b><br>(3 points each)                                                                                                                                                          |                    |                 |                 |
| <b>FULL BATH</b> (shower or tub, washbasin & toilet) x 6.0 (If a wash basin is located in a room directly adjacent to a shower, a tub or a toilet, they shall be considered a full bath & assessed 6.0 points) |                    |                 |                 |

|                                                                                                                                                                         | Number of<br>Items | Points |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------|--|
| <b>BEDROOMS</b> - (5 points per bedroom - new construction only)                                                                                                        |                    |        |  |
|                                                                                                                                                                         |                    |        |  |
|                                                                                                                                                                         |                    |        |  |
| <b>KITCHENS</b><br>(5 points)                                                                                                                                           |                    |        |  |
| <b>COMMERCIAL LAUNDRIES</b><br>(4 point x washers)                                                                                                                      |                    |        |  |
| <b>RESIDENTIAL LAUNDRIES (and ROUGH-INS)</b><br>(1 point each washer)                                                                                                   |                    |        |  |
| <b>OUTSIDE WATER TAPS/SPIGOTS</b><br>(2 points each) (all residents or commercial establishments shall be assessed for at least one outside water spigot or water tap.) |                    |        |  |
| <b>INDOOR SWIMMING POOLS</b><br>(10 points sewer, 20 points water per pool)                                                                                             |                    |        |  |
| <b>OUTSIDE SWIMMING POOLS</b><br>(4 points sewer, 8 points water per pool)                                                                                              |                    |        |  |
| <b>OUTSIDE IRRIGATION - FIRST SPRINKLER HEAD</b><br>(10 points)                                                                                                         |                    |        |  |
| <b>OUTSIDE IRRIGATION - ADDITIONAL SPRINKLER HEAD(s)</b><br>(5 points each)                                                                                             |                    |        |  |
| <b>COMMERCIAL CAR WASH</b><br>(40 points)                                                                                                                               |                    |        |  |
| <b>LARGE JACUZZI / HOT TUB</b><br>(12 points each) (500+ gallons)                                                                                                       |                    |        |  |
| <b>SMALL JACUZZI / HOT TUB</b><br>(4 points each)                                                                                                                       |                    |        |  |
| <b>Total Bedroom Points:</b>                                                                                                                                            |                    |        |  |
| <b>Total Water Points:</b>                                                                                                                                              |                    |        |  |
| <b>Total Sewer Points:</b>                                                                                                                                              |                    |        |  |

## FEES AND COSTS SHEET (Effective Date 8/14/25)

Property Owner Name: \_\_\_\_\_ Owner's Mailing Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Owner's Email Address: \_\_\_\_\_

Property Addresses: \_\_\_\_\_

Map/Lot: \_\_\_\_\_

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

**FEES:** \_\_\_\_\_ **AMOUNT** \_\_\_\_\_

### PLANNING BOARD (PB) AND ZONING BOARD OF ADJUSTMENT (ZBA):

Most matters that appear before the PB or ZBA require Abutter Notices sent by certified mail, return receipt requested and publication in a local newspaper and on the Town's website as well as posting in two public places in Town.

### NOTICE FEES:

**\$150** (approx.) Legal Notice fee (Newspaper publication) – at cost\* \$ \_\_\_\_\_

\*Publication of Legal Notices is currently estimated to be \$150.

The cost of Publication in the Newspaper will be passed onto Applicant as costs vary depending on size of ad and which newspaper is used.

**\$5+** Abutter Notice fee per Abutter \$ \_\_\_\_\_

1. \$5.00 per Notice for cost to prepare and mail abutter notices for each abutter

#### PLUS:

2. \$0.73† Cost of Postage for up to 1 ounce in 2025\*\*

\*\*Postal fees are subject to change according to rate increases by USPS.

The Town of Lincoln reserves the right to increase postal rates accordingly.

†Current Postal Fees - *This rate is subject to change depending on the weight of the mailing.*

*Difference in cost to be paid by Applicant.*

3. \$4.85 for USPS Certified Mail\*\*
4. \$4.10 for USPS Return Receipt Requested (Green Paper Copy)\*\*
5. \$0.75 for three labels (\$.025/each label).
6. Total Cost Per Abutter: =>**\$15.43**.†\*\*

### RECORDING FEES\*:

**\$12** Voluntary Lot Merger Form to record in Registry of Deeds – no LCHIP fee required \$ \_\_\_\_\_

**\$25** LCHIP fee for each plan being recorded in the Registry of Deeds (Mandated by State of NH) \$ \_\_\_\_\_

[LCHIP stands for NH Land and Community Heritage Investment Program]

\*\*\*Separate certified check or money order payable to:

“Grafton County Registry of Deeds”

**\$25+** Registry fee – Processing fee PLUS Recording Fee from Grafton County Registry of Deeds \$ \_\_\_\_\_

#### **Current Cost to record PLANS:**

|    |            |        |
|----|------------|--------|
| A. | 8 ½" X 11" | = \$11 |
| B. | 11" X 17"  | = \$11 |
| C. | 17" X 22"  | = \$16 |
| D. | 22" X 34"  | = \$26 |

*\*For fees and costs to record other types of documents in the Registry of Deeds, check Registry of Deeds website.*

## **SITE PLAN REVIEW**

- **Minor Projects:**

**\$50+** Fee for Site Plan Review for **minor projects\*\*\*\*** \$ \_\_\_\_\_  
\*\*\*\***PLUS** Legal Notice, Abutter Notices and Registry Fees+\$5 per \$10,000  
Estimated Cost of Construction (ECC) \$ \_\_\_\_\_

- **Major Projects:**

**\$500+** Fee for Site Plan Review for **major projects\*** \$ \_\_\_\_\_  
\***PLUS** Legal Notice, Abutter Notices and Registry Fees \$ \_\_\_\_\_  
**PLUS** \$5 per \$10,000 Estimated Cost of Construction (ECC) \$ \_\_\_\_\_  
**PLUS**  
\$0 to \$2,500,000 ECC \$2.50 per \$10,000 of ECC \$ \_\_\_\_\_  
\$2,500,001 ECC to \$10,000,000 ECC \$2.00 per \$10,000 of ECC \$ \_\_\_\_\_  
\$10,000,001 ECC to \$15,000,000 ECC \$1.50 per \$10,000 of ECC \$ \_\_\_\_\_  
Over \$15,000,001 ECC \$1.00 per \$10,000 of ECC \$ \_\_\_\_\_

- **Modification of Prior Approvals:**

**\$500** Site Plan Review – Modification of Approval if Abutter Notices are Required\*\* \$ \_\_\_\_\_  
\*\***PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ \_\_\_\_\_  
**\$500** Site Plan Review – *de minimis* Modification of Approval if **NO** Abutter Notices are Required \$ \_\_\_\_\_

## **SUBDIVISION - (Payable at Time of Design Review Application Submission)**

- **Minor Projects:**

**\$300+** **Minor Subdivision\*\*\*** \$ \_\_\_\_\_  
\*\*\***PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ \_\_\_\_\_  
**\$200** **Minor Subdivision** – Modification of Approval \$ \_\_\_\_\_

- **Major Projects:**

**\$600+** **Major Subdivision** – Base fee **PLUS** \$75/ lot, plat, site, or other division of land including Units per RSA 672:14\*\*\*\* \$ \_\_\_\_\_  
\*\*\*\***PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ \_\_\_\_\_  
**\$500** **Major Subdivision** – Modification of Approval \$ \_\_\_\_\_

- **Condominium Project that also require Site Plan Review Approval:**

**No additional fees for Subdivision. See Site Plan Review fees.** \$ \_\_\_\_\_

- **Lot Line Adjustments & Boundary Agreements & Lot Mergers:**

**\$150+** **Minor Lot Line Adjustment and Boundary Agreements\*\*\*\*\*** \$ \_\_\_\_\_  
\*\*\*\*\***PLUS** LCHIP, Legal Notice, Abutter Notices and Registry Fees \$ \_\_\_\_\_  
**\$50+** **Lot Merger PLUS** Registry Fees \$ \_\_\_\_\_

**PERMIT FEES:** If work requiring a Land Use Permit (LUP) is started or completed before the permit is issued, the applicable fee will increase by 25% for the first occurrence, 50% for the second occurrence, and 100% for any subsequent occurrences, including irrigation systems. \*\*\*\*Square Footage is measured using exterior building dimensions to include all floors devoted to the use, or accessory use to that use.

**Commercial, Institutional, Multi-Family, And Other Non-One-And Two-Family Residential Construction (ALL CONSTRUCTION) Land Use Authorization Permit:**

**\$100+ PLUS +\$1.00 per SQFT of construction\*, \$15,000 max.** \*Total Square Footage: \_\_\_\_\_ \$ \_\_\_\_\_

**One- And Two-Family Residential Land Use Authorization Permit:**

**\$350+ PLUS +\$1.00 per SQFT of construction\*** \*Total Square Footage: \_\_\_\_\_ \$ \_\_\_\_\_

**Renovations, additions, alterations, etc. +\$1.00 per SQFT of NEW construction** \*Total Square Footage: \_\_\_\_\_

**\$250** With new water/ sewer fixtures, new bedrooms, and /or new heated spaces renovations, additions, alterations, etc. \$ \_\_\_\_\_

**\$40** Other Renovations with no New water/sewer fixtures, no new bedrooms, and/ or no new heated spaces and **\$40,000 or more in construction cost** \$ \_\_\_\_\_

**\$50 Non- Habitable structures** (porches, garages, shed, fence, pool, temporary Trailer, retaining walls, etc.) \$ \_\_\_\_\_

**\$50 Land Use Compliance Certificate** – per requested official inspection \$ \_\_\_\_\_

**Irrigation Systems:**

**\$1200+** - Base fee is \$1200 (includes the FIRST sprinkler head) PLUS \$600.00 PER sprinkler head. SEE Water and Sewer Tap Assessment Form. \$ \_\_\_\_\_

**RETAINING WALLS GREATER THAN FOUR FEET IN HEIGHT:**

**\$2,000** Retaining Wall Greater Than Four Feet (4') in Height *Escrow Account* for 3<sup>rd</sup> party reviewer With Signed Escrow Agreement with the Town. (escrow account for 3rd party reviewer. With Signed Escrow Agreement with the Town) \$ \_\_\_\_\_

**STORMWATER MANAGEMENT PLAN AND/OR EROSION CONTROL PLAN:**

**\$1200** Stormwater Management Plan Escrow account for 3rd party reviewer w/ signed escrow agreement \$ \_\_\_\_\_

**\$300** Waiver of Stormwater Management Ordinance Requirements – Planning Board Hearing \$ \_\_\_\_\_

**\$25** Recording Fee for Stormwater Management Operation & Maintenance (O&M) Plan **PLUS**♦ \$ \_\_\_\_\_

**\$12** Per Page♦ (for each extra page Stormwater O&M Plan) \$ \_\_\_\_\_

**RESUBMITTALS, EXTENSIONS, AND INSPECTIONS:**

**\$100** **Application resubmittal** (if filed 6 months or more after the date of rejection, must file new application for new permit). \$ \_\_\_\_\_

**\$100** **Application resubmittal** –The application fee shall accompany the initial application. The Applicant has one month to supply any items needed for the application to be considered “complete”. After 1 month there is a \$100 fee to re-submit the application. \$ \_\_\_\_\_

**\$50** **Permit Extension** \$ \_\_\_\_\_

**\$75** **Re-Inspection\*** \$ \_\_\_\_\_

**\$75** **Additional Inspection\***  
\*Re-Inspection Fees and Additional Inspection Fees to be paid prior to scheduling the Final Land Use Compliance Certificate Inspection. \$ \_\_\_\_\_

**\$75** **Health Inspection** - \$75 per Inspection \$ \_\_\_\_\_

**MOVING OR DEMOLITION:**

**\$50** Moving or Demolition

**SIGN, AWNING, OR CANOPY:**

**\$50** Sign, Awning, or Canopy

**\$+** *Projects requiring outside consulting assistance* (where outside consulting services for plan review, testing or inspection are required) applicant pays for all necessary 3<sup>rd</sup> party reviews.

**ZONING:**

**\$50** Zoning Permit only

**\$50** Driveway Permit (Zoning Review)

**\$300+** Special Exception (**PLUS** legal notice **PLUS** abutter notification)

**\$100** Per zoning petition

**\$300+** Variance (**PLUS** legal notice **PLUS** abutter notification)

**\$300+** Appeal of Administrative Decision (**PLUS** legal notice **PLUS** abutter notification)

**\$300+** Equitable Waiver (**PLUS** legal notice **PLUS** abutter notification)

**\$300+** Hearing Under RSA 674:41 (**PLUS** legal notice **PLUS** abutter notification)

**\$100+** Rehearing (**PLUS** legal notice **PLUS** abutter notification)

**TOTAL Application Submission Fees and Costs\*\***

Administrative Expenses\*\*\*

Technical Review Fee Agreement Costs\*\*\*

**TOTAL ESCROW\*\*\***

**TOTAL ALL OTHER COSTS & FEES**

*\*\*To be paid before acceptance of application*

*\*\*\*To be paid before final decision*

*\*\*To be paid before acceptance of application*

**AMOUNT RECEIVED FROM APPLICANT**

**DATE AMOUNT RECEIVED FROM APPLICANT**

**FOR OFFICE USE ONLY**

**TOTAL AMOUNT DUE** \_\_\_\_\_

**Balance Remaining** \_\_\_\_\_

**TOTAL AMOUNT PAID** \_\_\_\_\_

**Due No Later Than** \_\_\_\_\_

**BALANCE REMAINING DUE** \_\_\_\_\_

**Check Number** \_\_\_\_\_

**Paid Date** \_\_\_\_\_

**Cash** \_\_\_\_\_

*Page* / **Received By:** \_\_\_\_\_



TOWN OF LINCOLN NEW HAMPSHIRE

PLANNING BOARD  
ZONING BOARD OF ADJUSTMENT

PLANNING & ZONING  
DEPARTMENT

**Pre-Construction Retaining Wall**  
**Construction Control Document**

Land Use Permit Number: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

Map/Lot #: \_\_\_\_\_

I, \_\_\_\_\_, being a New Hampshire Licensed Structural Engineer with

Registration Number: \_\_\_\_\_, have prepared or directly supervised the preparation of all design plans, computations and specifications for the construction of a retaining wall for the above referenced project. I further certify that (1) the retaining wall meets the requirements of Section K of the Town of Lincoln Land Use Plan Ordinance as well as the New Hampshire State Building Code and the International Building Code, as may be applicable, and (2) I shall perform the necessary professional services and be present on the construction site on a regular and periodic basis to ensure that all work is completed in accordance with the said design plans, computations and specifications.

A separate escrow agreement shall be executed between the property owner and the Town for reimbursement of the municipality's out of pocket expenses for professional review.

Upon completion of the work, I agree to submit a Post-Construction Retaining Wall Construction Control Document confirming the satisfactory completion of the retaining wall.

\_\_\_\_\_  
Print Name of Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

County of \_\_\_\_\_, ss.

State of New Hampshire

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
(Print Name)

Known to me or proven to be the instrument subscriber, personally appeared before me and acknowledged that he/she executed the foregoing instrument.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
(Add Seal)

\_\_\_\_\_  
My commission expires:

**Retaining Wall Design Documents and Retainer - OVER ==>>**

**Pre-Construction Retaining Wall**  
**Construction Control Document (Page 2)**

**FOR TOWN OF LINCOLN USE ONLY:**

Pre-Construction Retaining Wall Construction Control Document received on: \_\_\_\_\_

By: \_\_\_\_\_

**Retaining Wall Design Documents were submitted with the Construction Control Document: ☐ YES ☐ NO**

**A \$1,500 retainer was received with the Construction Control Document: ☐ YES ☐ NO**



TOWN OF LINCOLN NEW HAMPSHIRE

PLANNING BOARD  
ZONING BOARD OF ADJUSTMENT

PLANNING & ZONING  
DEPARTMENT

**Post-Construction Retaining Wall**  
**Construction Control Document**

Land Use Permit Number: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

Map/Lot #: \_\_\_\_\_

I, \_\_\_\_\_, being a New Hampshire Licensed Structural Engineer with Registration Number: \_\_\_\_\_, hereby certify that I have prepared or directly supervised the preparation of all design plans, computations and specifications concerning the construction of the retaining wall for the above-named project. I, or my designee, have performed the necessary professional services and was present at the construction site on a regular and periodic basis. To the best of my knowledge, information and belief the work proceeded in accordance with the requirements of Section K of the Town of Lincoln Land Use Plan Ordinance, the New Hampshire State Building Code, and the International Building Code, as applicable, and design documents as submitted to the Town of Lincoln.

**A set of engineered stamped "as built" plans of the retaining walls have been submitted with this affidavit.**

\_\_\_\_\_  
Print Name of Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

County of \_\_\_\_\_, ss.

State of New Hampshire

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
(Print Name)

Known to me or proven to be the instrument subscriber, personally appeared before me and acknowledged that he/she executed the foregoing instrument.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
(Add Seal)

\_\_\_\_\_  
My commission expires:



TOWN OF LINCOLN NEW HAMPSHIRE

PLANNING BOARD  
ZONING BOARD OF ADJUSTMENT

PLANNING & ZONING  
DEPARTMENT

Construction Control Affidavit

Land Use Permit Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_ (Street address)

Map/Lot Number: \_\_\_\_\_

Nature of Project: \_\_\_\_\_

**Do not write in this space.**

**Date Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_  
[signed]

I, \_\_\_\_\_ being a registered professional

☐ Architect

☐ Structural Engineer

☐ Mechanical Engineer

☐ Plumber

☐ Electrician

☐ Fire Protection Engineer

☐ Gas Fitter

☐ Oil Heating Technician

☐ Other Registered Professional: \_\_\_\_\_

With Registration Number: \_\_\_\_\_

.....OR.....

I, \_\_\_\_\_ the general contractor,

☐ Contractor – [Contractors do not have to be a registered professional in the State of New Hampshire.]

Hereby certify that I have prepared or directly supervised the preparation of all design plans. Computations and specifications concerning:

☐ Entire Project (if you are the contractor)

☐ Architectural

☐ Structural

☐ Plumbing

☐ Electrical

☐ Mechanical

☐ Fire Protection

☐ HVAC Installation

☐ Oil Heating Installation

☐ Other: \_\_\_\_\_

Portion of the above-named project and that, to the best of my knowledge, such plans, computations, and specifications meet the applicable provisions of all relevant building codes including the NH State Building and Fire Codes and the NH Residential Energy Code, and all acceptable engineering practices and all applicable laws and ordinances for the proposed use and occupancy. (All retaining walls greater than four feet in height are subject to the NH State Building Code.)

I further certify that I performed the necessary professional services and was present on the construction site as necessary to ensure that all work proceeded in accordance with the specifications shown on any documents which I or someone under my supervision may have prepared for review by the Lincoln Planning Board or the Town, relating to the portion of the project indicated above.

Upon completion of the work, I hereby submit a final report as to the satisfactory completion and readiness of the project for occupancy. Any work not conforming to my original design plans, computations and specifications shall be indicated on this report. This report shall include the date of final inspection and an original stamp.

\_\_\_\_\_  
Print Name of Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

County of \_\_\_\_\_, ss.

State of New Hampshire

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
(Print Name)

Known to me or proven to be the instrument subscriber, personally appeared before me and acknowledged that he/she executed the foregoing instrument.

\_\_\_\_\_  
Notary Public/Justice of the Peace

\_\_\_\_\_  
(Add Seal)

\_\_\_\_\_  
My commission expires:



TOWN OF LINCOLN NEW HAMPSHIRE

PLANNING & ZONING

DEPARTMENT

PLANNING BOARD  
ZONING BOARD OF ADJUSTMENT

Construction Control Affidavit

Land Use Permit Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_ (Street address)

Map/Lot Number: \_\_\_\_\_

Nature of Project: \_\_\_\_\_

**Do not write in this space.**

**Date Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_  
[signed]

I, \_\_\_\_\_ being a registered professional

☐ Architect

☐ Structural Engineer

☐ Mechanical Engineer

☐ Plumber

☐ Electrician

☐ Fire Protection Engineer

☐ Gas Fitter

☐ Oil Heating Technician

☐ Other Registered Professional: \_\_\_\_\_

With Registration Number: \_\_\_\_\_

.....OR.....

I, \_\_\_\_\_ the general contractor,

☐ Contractor – [Contractors do not have to be a registered professional in the State of New Hampshire.]

Hereby certify that I have prepared or directly supervised the preparation of all design plans. Computations and specifications concerning:

☐ Entire Project (if you are the contractor)

☐ Architectural

☐ Structural

☐ Plumbing

☐ Electrical

☐ Mechanical

☐ Fire Protection

☐ HVAC Installation

☐ Oil Heating Installation

☐ Other: \_\_\_\_\_

Portion of the above-named project and that, to the best of my knowledge, such plans, computations, and specifications meet the applicable provisions of all relevant building codes including the NH State Building and Fire Codes and the NH Residential Energy Code, and all acceptable engineering practices and all applicable laws and ordinances for the proposed use and occupancy. (All retaining walls greater than four feet in height are subject to the NH State Building Code.)

I further certify that I performed the necessary professional services and was present on the construction site as necessary to ensure that all work proceeded in accordance with the specifications shown on any documents which I or someone under my supervision may have prepared for review by the Lincoln Planning Board or the Town, relating to the portion of the project indicated above.

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\_\_\_\_\_  
Print Name of Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

County of \_\_\_\_\_, ss.

State of New Hampshire

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
(Print Name)

Known to me or proven to be the instrument subscriber, personally appeared before me and acknowledged that he/she executed the foregoing instrument.

\_\_\_\_\_  
Notary Public/Justice of the Peace

(Add Seal)

\_\_\_\_\_  
My commission expires:



TOWN OF LINCOLN NEW HAMPSHIRE

PLANNING & ZONING

DEPARTMENT

PLANNING BOARD  
ZONING BOARD OF ADJUSTMENT

Construction Control Affidavit

Land Use Permit Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_ (Street address)

Map/Lot Number: \_\_\_\_\_

Nature of Project: \_\_\_\_\_

**Do not write in this space.**

**Date Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_  
[signed]

I, \_\_\_\_\_ being a registered professional

☐ Architect

☐ Structural Engineer

☐ Mechanical Engineer

☐ Plumber

☐ Electrician

☐ Fire Protection Engineer

☐ Gas Fitter

☐ Oil Heating Technician

☐ Other Registered Professional: \_\_\_\_\_

With Registration Number: \_\_\_\_\_

.....OR.....

I, \_\_\_\_\_ the general contractor,

☐ Contractor – [Contractors do not have to be a registered professional in the State of New Hampshire.]

Hereby certify that I have prepared or directly supervised the preparation of all design plans. Computations and specifications concerning:

☐ Entire Project (if you are the contractor)

☐ Architectural

☐ Structural

☐ Plumbing

☐ Electrical

☐ Mechanical

☐ Fire Protection

☐ HVAC Installation

☐ Oil Heating Installation

☐ Other: \_\_\_\_\_

Portion of the above-named project and that, to the best of my knowledge, such plans, computations, and specifications meet the applicable provisions of all relevant building codes including the NH State Building and Fire Codes and the NH Residential Energy Code, and all acceptable engineering practices and all applicable laws and ordinances for the proposed use and occupancy. (All retaining walls greater than four feet in height are subject to the NH State Building Code.)

I further certify that I performed the necessary professional services and was present on the construction site as necessary to ensure that all work proceeded in accordance with the specifications shown on any documents which I or someone under my supervision may have prepared for review by the Lincoln Planning Board or the Town, relating to the portion of the project indicated above.

Upon completion of the work, I hereby submit a final report as to the satisfactory completion and readiness of the project for occupancy. Any work not conforming to my original design plans, computations and specifications shall be indicated on this report. This report shall include the date of final inspection and an original stamp.

\_\_\_\_\_  
Print Name of Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

County of \_\_\_\_\_, ss.

State of New Hampshire

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
(Print Name)

Known to me or proven to be the instrument subscriber, personally appeared before me and acknowledged that he/she executed the foregoing instrument.

\_\_\_\_\_  
Notary Public/Justice of the Peace

(Add Seal)

\_\_\_\_\_  
My commission expires: