

## **APPLICATION INSTRUCTIONS FOR NEW CASTLE CONSERVATION COMMISSION RECOMMENDATION**

### **INTRODUCTION:**

The Conservation Commission's mission is to carry out the Town's conservation goals by providing expertise, guidance and recommendations to Town boards and residents; establishing proactive stewardship and natural resource management of Town land; preserving open space through acquisitions and easements; restoring and preserving native vegetation and ecosystems; and providing education and outreach.

The Conservation Commission is an advisory board, appointed by the town Select Board to assist, review, and provide recommendations to individual petitioners, the Select Board, the Planning Board and the Zoning Board of Adjustment. The Commission is the Town's liaison with the New Hampshire Department of Environmental Services (NHDES) on matters concerning the Island's natural resources, its wetlands, and buildings within its wetland buffer zones. The Commission's goal is to help the individual undertake good conservation practices.

### **WHEN DO YOU NEED TO OBTAIN A CONSERVATION COMMISSION RECOMMENDATION?**

Any change to a property that requires a New Hampshire Department of Environmental Services Wetland or Shoreland Permit and/or projects involving an increase in the footprint of existing structures, an increase to the height or volume of an existing structure, an increase in impervious surfaces (roof, driveway, patios, and decks), major landscaping, or new construction within the 100 foot protective Wetlands Buffers requires a review and recommendation of the New Castle Conservation Commission.

### **HOW TO GO ABOUT HAVING YOUR PROJECT REVIEWED BY THE NEW CASTLE CONSERVATION COMMISSION:**

1. Obtain a copy of New Castle's Zoning Ordinances. This can be purchased at Town Hall or downloaded from the Town website.
2. Schedule an appointment with the Building Inspector who will review with you the Zoning Ordinances and will advise you as to whether or not you need to present your project to the New Castle Conservation Commission for recommendation. The Building Inspector will also inform you of approvals required by other Town boards (such as approval from the Planning Board or a zoning variance from the Board of Adjustment) and will help you determine whether or not your project impacts Wetlands or Wetland Buffers. The wetlands and their buffers are defined in the New Castle Zoning Ordinance and Building Code (Wetlands Conservation District 9.2) and are represented on a large map available for review at Town Hall.
3. Schedule a work session or a review and recommendation session with the Conservation Commission. If you are proposing major changes, it is advisable to schedule a work session before the final review so that you can be guided and given Commission input. The Conservation Commission meets the first Tuesday of the month and your project can be scheduled with the Town Secretary. Scheduling must be accomplished three weeks before the meeting. Ten copies of the completed application and all plans/maps are required and must be received at Town Hall at least three weeks prior to the meeting date.

All Applications require the following in order to be complete:

- A general written description of the scope of the project. This should include any digging, removal of any materials, fill to be brought in, foundation work, equipment to be used, and disturbances of any kind in the wetland buffers or wetlands.
- A written description of permanent and/or temporary impacts associated with the project and permanent and/or temporary mitigation measures that will be taken as part of the project
- Any federal or state applications that will be submitted as part of the project
- **Complete dated and scaled plans and maps appropriately sized to be read easily for the detail presented and showing:**
  - Property lines and the imaginary extension of those lines over surface waters
  - All setbacks in accordance with the New Castle Zoning Ordinances
  - All existing structures and existing grading
  - Any and all existing docks, piers, wharves or floats on your property and on abutting properties
  - The 50' (delineated in red) and the 100' (delineate in blue) Wetland Buffer lines
  - Proposed structures or changes to existing structures
  - Proposed grading changes
  - Proper planting plan that includes existing and proposed plant types, number of plants and locations
  - If the project includes a septic design you are required to submit soil percolation rates and include a 75' and a 125' reference line from any wetlands on your plans in addition to the 50' and 100' Wetland Buffer lines.
  - If the property has steep slopes (exceeding a 10% grade for driveway areas and 15% for all other areas) they should be highlighted on the plan/map with details about the grade.

Applications received prior to three week deadline that do not include all of the above detail, will be deferred until the application is complete and is received by Town Hall prior to the three week meeting deadline. All complete applications received prior to the deadline will be heard in the order that they are received or as determined by the Commission.

It is important that the plans reviewed and recommended by the New Castle Conservation Commission are the same plans that go before any other Town boards, the State, the Building Inspector and the contractor/engineer. Any changes to plans/maps previously recommended by the New Castle Conservation Commission must again be reviewed and recommended by the Commission. Notice of the New Castle Conservation Commission's final recommendation will be provided to all other Town Boards and the NHDES.

### **APPLICATION NEW CASTLE CONSERVATION COMMISSION**

What are you requesting?

Work Session: \_\_\_\_\_

Review and Recommendation Session: \_\_\_\_\_

Tell us about the property:

No. and Street: \_\_\_\_\_

Tax Map & Parcel No: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_

Agent for Owner: (if applicable)

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

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

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

E-Mail: \_\_\_\_\_

Are there other permits required?

Does the application require Submittal of a NHDES Shoreland or Wetlands permit application? \_\_\_\_\_ If

so, date of application to NHDES: \_\_\_\_\_

The Conservation Commission meets at 5 pm in Town Hall on the first Tuesday of every month.

**This application must be completed and received by Town Hall with all supporting documentation at least three weeks prior to the meeting in order to be reviewed.**

**Please review the instructions and include all of the materials required for your application. The Commission is not able to review and recommend any applications that are not complete and received before the deadline. If you are requesting a work session, a complete application is not required. However, you should include as much information and detail as possible so that we are able to provide you with proper guidance and feedback.**