

Town of New Castle, New Hampshire
49 Main Street, PO Box 367, New Castle, NH 03854-0367



Telephone (603) 431-6710 x5 Fax (603) 433-6198
Email: Buildinginspector@newcastlenh.org

Issue Date: _____
Permit#: _____
Map: _____
Lot: _____
Zone: _____

Town of New Castle
Shoreland Permit Application

Physical Address: _____

Owner Information

Name _____
Address _____
Phone # _____
Cell # _____

Contractor Information

Name _____
Address _____
Phone # _____
Cell # _____

Description of Proposed Construction:

\$50.00 Application Fee submitted with this application.

All permit applications will be reviewed and issued within five (5) business 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 New Castle

Shoreland Approval Procedure

Realizing the importance of water quality to New Castle's tax base and quality of life, the Town of New Castle 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 New Castle'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 paper copy of the plan(s) and application package
 - b. One electronic PDF copy of the plan(s) emailed to :Buildinginspector@newcastlenh.org
 - c. An application fee of \$50.00 (Checks should be made payable to the "Town of New Castle").
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 inspection 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 \$200.00 "After the Fact" fee added to the regular Town Application fee.
9. Applicant shall notify the Town upon completion of the project.