

PLANNING BOARD FREQUENTLY ASKED QUESTIONS

Please note: These FAQs reflect often-heard questions about the Mountain Lakes District zoning permit application process. Mountain Lakes is a village district of the Town of Haverhill and the town may require a separate building permit for projects within the District. For more information on building permits, please contact the town offices or go to the Haverhill town website: www.haverhill-nh.com.

Why do I need a zoning permit? Mountain Lakes was originally a subdivision developed by Town & Country Homes. T & C created restrictions on the use of the subdivision lots called Property Covenants to help ensure the natural beauty and residential community appeal of the District. The Mountain Lakes District zoning ordinance restricts the use of land in accord with the Covenants and was put into place to promote the health, safety, and general welfare of all the residents of the District.

What projects require a zoning permit? Written application for a Zoning Permit must be filed with the Mountain Lakes District for any of the following:

- The erection or use of any new building, exterior sign, or other structure.
- The alteration, restoration, moving or demolition of any building, or part thereof.

What do I need for the zoning application package? Here's a chart showing what information is needed for most applications:

	New Home Construction	New Accessory Construction (garage, shed, etc.)	Exterior Changes, Additions or Demolition
Zoning Permit Application **	✓	✓	✓
Construction Questionnaire **	✓	✓	✓
Zoning Compliance Checklist **	✓	✓	✓
Water Service Application **	✓		
Driveway Permit (Haverhill)	✓		
Lot Survey *	✓		
Plot Plan	✓	✓	✓
Septic Design Plan	✓	✓	✓
Septic Design Approval	✓	if applicable	if applicable
Building Floor Plan	✓	✓	
Exterior Building Plan	✓	✓	✓
Building Elevations	✓	✓	✓
Permit Fees	✓	✓	✓
Water Hook-Up Fee	✓		
NH Wetlands Approval	if applicable	if applicable	if applicable
NHDES Dock Approval	if applicable	if applicable	if applicable

***IMPORTANT: Property owners are responsible for assuring the accuracy of pin locations and property boundaries by professional survey.**

**These forms can be found on the Mountain Lakes website www.mountainlakesnh.com under "Building Info".

When do I need to submit my permit application package? The Planning Board meets on the third Thursday of each month (check our website calendar for exact meeting dates). It is important to remember that your permit application must be turned in by **21 days prior to the Planning Board meeting at which you wish it to be considered.** The 21-day time frame gives the staff and Board members the opportunity to familiarize themselves with the project before the meeting (and it's also required by state law).

Do I need to do anything special if I have a lakefront lot? If you have a lakefront lot, contact the New Hampshire Department of Environmental Services for their regulations and requirements. You should definitely check out the sections of the Mountain Lakes District zoning ordinance concerning our Shoreland Protection Overlay and Wetlands Conservation Overlay for more information and also check with the Town of Haverhill to get a copy of their Wetlands Ordinance.

Do I need to do anything special if my lot contains wetlands? If you think your lot may contain wetlands, contact the New Hampshire Department of Environmental Services for their regulations and requirements. You should definitely check out the sections of the Mountain Lakes District zoning ordinance concerning our Shoreland Protection Overlay and Wetlands Conservation Overlay for more information and also check with the Town of Haverhill to get a copy of their Wetlands Ordinance.

I'm not ready to build just yet, but I want to cut a few trees – do I need a zoning permit? You need a special exemption from the Mountain Lakes District Zoning Board of Appeal to cut or clear trees from a contiguous area more than 2500 square feet in size **OR** to remove more than 30% of existing trees on any building lot. Please note that if you do clear trees for the purpose of building, you must have an approved zoning permit **AND** construction must begin within six months of tree clearing. Please contact the District Office for more information.

Do I need to attend the Planning Board meeting when my application is presented? The Board strongly encourages that you and/or your contractor be present at the meeting where your application is considered.

What happens after the Board considers my application? The Board can respond to your application in four basic ways:

- *Approval:* The Board will sign the permit application; the original is kept in the District office and a copy is faxed to the Haverhill Planning Board for their records. You are responsible for contacting the town to complete the building permit process and paying whatever fees they may require.
- *Conditional Approval:* The Board will explain their reasoning and make sure you are familiar with the conditions of the approval. During your project the zoning officer will make sure the conditions are met and make reports to the Board.
- *Tabled:* The Board tables your application because they need more information. It would then be up to you and your contractor to provide the missing information.

- *Denied:* The Board will explain their decision and give you options should you choose to modify your project.

Does the District issue an occupancy certificate when my home is completed?

Mountain Lakes uses a Zoning Compliance Checklist (ZCC). Our zoning officer will review your file and do a final inspection to make sure all requirements are met before approving the ZCC. Once the ZCC is signed and you have your copy, you can move into your new home.

What if I want to make changes while my project is in process? Your approved zoning permit covers the “as built” plans provided with your original application. If you make changes to the approved plans, you need to submit a new zoning permit application and documentation showing the desired changes. The new application will follow the same process as the original and fees will depend on the extent and type of changes you make to your project.

I’m doing interior remodeling – do I need a zoning permit? Interior changes don’t require a zoning permit from Mountain Lakes, but they may require a building permit from the Town of Haverhill. On all projects within Mountain Lakes, your best bet is to also check with the Town to find out if you need a building permit.

I’m not ready to build, but I’m thinking about putting in a driveway – do I need a zoning permit? Driveway permits are issued through the Town of Haverhill if your driveway will intersect a town-maintained road. If your driveway will intersect a private road, you need to apply for a special use permit from the Mountain Lakes Planning Board.

Is my lot buildable? There are many things to consider when determining if your intended project will work on your lot, including state septic requirements and NH DES wetlands protection regulations. You need a reputable contractor to help you determine if your lot is buildable according to state, Town and District requirements.

Can I put a mobile home on my lot? The original Covenants and Easements specifically prohibit mobile homes. However, manufactured or modular homes are allowed if they are built or assembled on site AND have a full foundation with continuous footing below the frost line. Contact the District Office for more information.

Zoning application forms, the MLD Zoning Ordinance, the Covenants and Easements, and other building information can be found on the Mountain Lakes District website at www.mountainlakesnh.com