This checklist serves as a resource for Land Use Office staff, land use boards, and potential applicants. It is designed to help individuals navigate through the land use process and determine what permits, approvals, or regulations likely apply to a proposed change. For information about your property, start with Bristol’s online tax map database: [https://www.axisgis.com/BristolNH/] Get familiar with relevant portions of the Zoning Ordinance as you complete this checklist.

1. How is the property used now?
   ❑ Is it a non-residential property?
   ❑ Is it a residential property? Note if the current use is single-family, two-family, or multi-family (more than two dwelling units).
   ❑ Is it a mixed-use property?

2. In what zoning district is the property located?
   Each zoning district in Bristol has specific regulations that can be found in the Zoning Ordinance. Lake District properties are generally subject to more stringent regulations.

   What types of water/sewer systems does the property have? Town Water Town Sewer Private Well Private Septic
   ❑ In what zoning district is the property located?
     Village Commercial Village Residential Downtown Commercial
     Corridor Commercial Rural Lake Industrial

   ❑ Is the property within the Historic Overlay District? If the proposed project requires renovating the exterior of a building, the property owner may need to receive a CERTIFICATE OF APPROVAL from the Historic District Commission before receiving their LAND USE PERMIT.

   ❑ Is the property within the Wetlands Conservation Overlay District? If yes, review the specific regulations that pertain to this overlay district.

   ❑ Is the property in the Pemigewasset Overlay District? If yes, review the specific regulations that pertain to this overlay district.

3. Is the property under any of these overlay districts?
   ❑ Is the property within the Pemigewasset Overlay District?

4. What proposed change(s) does the property owner want to make?
   Depending on scope, the Town may recommend a Preliminary Conceptual Consultation (PCC) to discuss the project idea before filing an application. This checklist may show that the Subdivision / Site Plan Regulations are relevant to a proposed change.

   ❑ Do they want to merge lots or change the location of a lot line? If so, they must fill out a MERGER application (reviewed and approved by the Land Use Office) or a LOT LINE ADJUSTMENT application (reviewed by the Planning Board).

   ❑ Do they want to subdivide a lot? If so, they must fill out a SUBDIVISION application and work with a licensed surveyor to create a new survey of the land. This will be reviewed by the Planning Board.

   ❑ Do they want to change a commercial property? Changes to commercial property (e.g. new construction, change of building use, an addition, construction of an accessory building, demolition/relocating a building, or paving) require a COMMERCIAL LAND USE PERMIT to be approved by the Land Use Office. Applicants may need to complete a SITE PLAN REVIEW with the Planning Board.

   ❑ Do they want to change a single-family residential property? Changes to residential property (e.g. new construction, change of building use, an addition, construction of an accessory building, or demolition/relocating a building) require a RESIDENTIAL LAND USE PERMIT to be approved by the Land Use Office.

   ❑ Do they want to change a multi-family residential property? Changes to residential property (e.g. new construction, change of building use, an addition, construction of an accessory building, demolition/relocating a building, or paving) require a RESIDENTIAL LAND USE PERMIT to be approved by the Land Use Office. Applicants may need to complete a SITE PLAN REVIEW with the Planning Board.
### 5. Does the project require additional approvals?

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do the project involve a new driveway access?</strong></td>
<td>Unless the driveway is on a private road, owner must receive approval from the Town of Bristol Highway Department or NH Department of Transportation. (Note: Class VI roads may or may not be private.)</td>
</tr>
<tr>
<td><strong>Does the project involve a well, septic system, or Town water/sewer hook up(s)?</strong></td>
<td>Owner must receive approval from NH Department of Environmental Services (NHDES) Subsurface Systems Bureau or Town of Bristol Water and Sewer Department.</td>
</tr>
<tr>
<td><strong>Is the property located in the FEMA 100 Year Flood Zone?</strong></td>
<td>Owner may need permits from the government agencies through which approval is required by state or federal law. Additionally, see the Town of Bristol Floodplain Ordinance (found in our ZONING ORDINANCE, Appendix B).</td>
</tr>
<tr>
<td><strong>Are there wetlands on or near the property?</strong></td>
<td>Owner may need to receive approval from the NHDES Wetlands Bureau.</td>
</tr>
<tr>
<td><strong>Are the proposed changes within 50 feet of a wetland?</strong></td>
<td>Owner must apply for a SPECIAL USE PERMIT from the Planning Board. The Conservation Commission will have to review this project first.</td>
</tr>
<tr>
<td><strong>Is the proposed project located within 250 feet of a lake or river?</strong></td>
<td>Property owners must receive approval from NHDES Shoreland Program if they are engaging in any of the land use activities outlined in RSA 483-B:6. See contact under Resources below.</td>
</tr>
<tr>
<td><strong>Are there proposed site changes impacting steep slopes?</strong></td>
<td>Owner must review the steep slopes provision of the Zoning Ordinance. Projects over 10,000 ft² require a CONDITIONAL USE PERMIT from the Planning Board.</td>
</tr>
<tr>
<td><strong>Is the proposed change allowed by Special Exception only?</strong></td>
<td>Owner must apply for a SPECIAL EXCEPTION with the Zoning Board.</td>
</tr>
<tr>
<td><strong>Is the proposed change not allowed?</strong></td>
<td>Owner must apply for a VARIANCE with the Zoning Board.</td>
</tr>
<tr>
<td><strong>Does the owner want to install a sign on their property?</strong></td>
<td>Review the sign regulations in our Zoning Ordinance to determine if a SIGN PERMIT is necessary. Unless otherwise specified, sign permits are reviewed and approved by the Land Use Office.</td>
</tr>
</tbody>
</table>

### SUMMARY OF CHECKLIST ITEMS

- __________________________________________
- __________________________________________
- __________________________________________
- __________________________________________
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- __________________________________________
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### RESOURCES

#### NH Department of Environmental Services (NHDES)
- NH Dept of Environmental Services (NHDES)
  - [NHDES Subsurface Systems Bureau](https://www.des.nh.gov/organization/divisions/water/index.htm)
  - [Wetlands, Shoreland](https://www.des.nh.gov/shoreland@des.nh.gov)
  - [Subsurface Systems Bureau](https://www.des.nh.gov/shoreland@des.nh.gov)
  - Phone: (603) 271-2147
  - [Whittier Park](https://www.des.nh.gov/shoreland@des.nh.gov)
  - Phone: (603) 271-3501

#### NH Department of Transportation
- NH Department of Transportation
  - [NH Department of Transportation](https://www.nh.gov/dot/)
  - District 2: (603) 448-2654
  - District 3: (603) 524-6667

#### (NH) Floodplain Management Program
- [Floodplain Management Program](https://www.nh.gov/osi/planning/programs/fmp/about.htm)
  - Phone: (603) 271-1755

#### Town of Bristol Land Use Office
- [Town of Bristol Land Use Office](https://www.townofbristolnh.org/departments/land_use.html)
  - [Assessing](https://www.townofbristolnh.org/departments/land_use.html)
  - [Planner](https://www.townofbristolnh.org/departments/land_use.html)
  - Phone: (603) 744-3354 x112
  - [Land Use Office](https://www.townofbristolnh.org/departments/land_use.html)
  - [Highway Department](https://www.townofbristolnh.org/departments/highway.html)
  - [mbucklin@townofbristolnh.org](mailto:mbucklin@townofbristolnh.org)
  - Phone: (603) 744-2441

#### Town of Bristol Highway Department
- [Town of Bristol Highway Department](https://www.townofbristolnh.org/departments/highway.html)
  - Phone: (603) 744-3354 x117
  - [mbucklin@townofbristolnh.org](mailto:mbucklin@townofbrristolnh.org)