



**Town of Lyme**  
**Planning & Zoning Administrator**  
**38 Union Street, P.O. Box 126**  
**Lyme, NH 03768**  
**Telephone: 795-4231 Fax: 795-4637**

- ✓ Fill in all information requested on the permit application. If something does not apply, say so on the application.
- ✓ The map and lot number, acreage, zoning district, and flood area information are available at the Selectboard office. You can stop by Monday, Wednesday, and Friday from 9:00 A.M. – 12:30 P.M. You can also make an appointment for other times.
- ✓ **VERY IMPORTANT:** Make sure you fully describe your proposal on the application, and attach a separate page with a **sketch** showing any new structure or improvement with dimensions and floor area. The sketch should also indicate the **distances** of your proposal from road, side, and rear property boundaries; and any water features. The road setback is from the road right-of-way—not the traveled way (pavement or gravel). If not known, it's assumed the road right-of-way is 50' and the traveled way is in the center of the right-of-way. Please show **ALL** proposed accessory structures such as well, septic system, propane tanks.... on your sketch.
- ✓ If your lot is part of a **Planning Board approved subdivision**, there may be restrictions imposed by the Planning Board.
- ✓ If the property is enrolled in the **current use taxation program** and you are propose to encroach into an area designated for this lower tax assessment, you must provide a map showing the dimensional area to be removed from current use including the driveway. This map should be brought to the Selectboard office for review and approval. You do not need to take the proposed development area out of current use by paying the penalty fee to obtain your permit. However, you do need to take it out of current use once construction begins.
- ✓ If your lot is subject to **conservation, preservation, or agricultural preservation restrictions or easements**, you must provide copies. This information can be found in your deed and/or the files in the Selectboard office.
- ✓ The **Ridgeline and Hillside Conservation District** is any hillside or ridgeline area visible from public water or roads within the Town at a distance of 1/2 or more miles. Any proposal in this district requires a ZBA hearing.
- ✓ The **Protected Shoreland** refers to areas along the Connecticut River and around Post Pond, Pout Pond, Trout Pond, and Reservoir Pond. Building is restricted in these areas by the NH Comprehensive Shoreland Protection Act.
- ✓ If you are expanding the footprint of your residence including an attached garage or if you are increasing the number of bedrooms, provide your **New Hampshire Septic Approval for Operation number**, if available. If you do not have an Approval for Operation, you may have to obtain one through the NH Department of Environmental Services. Talk with the Zoning Administrator about this. It depends on your individual lot.
- ✓ If necessary, attach verification of any **other federal, state, or local regulations** that may apply to this property or project (e.g. wetlands permits...). A NH Energy Code Certification for new residential construction including additions and major improvements may be required by the NH Public Utilities Commission. Forms are available at the Selectboard office or at [www.puc.state.nh.us](http://www.puc.state.nh.us). A NH architect can also provide the Energy Code approval by letter. If you **are disturbing one acre or more of land**, you will be required to meet State and Federal permitting requirements to assure erosion control. If your proposal is within the flood area you are subject to further restrictions.
- ✓ Include the permit fee with the application for processing, and if you need help with the application, give a call.

*Applications with missing information will be considered incomplete and cannot be processed until all the information is provided.*

---