

**Town of Windham
Planning and Zoning Board**

SPECIAL PERMIT APPLICATION

Date: _____

Location: _____

Tax Map Number: _____

Owner Name: _____

Owner Address: _____

Owner Phone: _____

Agent Name: _____

Agent Address: _____

Agent Phone: _____

Description of Request (including lot #'s); _____

I/we hereby authorize the Windham Planning Board, its staff and/or agents, to enter on and inspect the property for action by this application;

Owners concurrence – the owner concurs in the representation by the agent and agrees that the information presented is accurate, agrees to the Windham Planning Board review process, and requests Planning Board approval of the above identified special permit.

Agent request – the agent seeking special permit approval requests that the Planning Board review the attached information. This information presented by the agent is to the best of his knowledge in accordance with the Town Zoning Ordinance and Subdivision Control Regulations and all revisions thereof.

Owners Signature: _____

Agents Signature: _____

Fees: Special Permit – \$25 per WWPD disturbance; Legal Ad Fee – \$25 in town -- \$100 out-of-town; Abutter Fee – \$5 per abutter

Approved by: _____ Date: _____

Note: Attach detail description of fills. Staff processing of this application and inclusion of the plan on the Planning Board's agenda does not infer all plan requirements have been satisfied, or that the application will be accepted by the Windham Planning Board.

**Special Permit Procedures for
Wetland and Watershed Protection District (WWPD)
as per Windham Site Plan Regulations Section 703.3**

703.3. Wetland & Watershed Protection District - For district boundary locations and regulations, see Section 601 of the *Town of Windham Zoning Ordinance And Land Use Regulations*.

703.3.1. WSPCD Statement, as follows, must be entered on the plan.

NOTE: No structure may be erected nor shall any alteration of the surface configuration of the land be permitted in the Wetland and Watershed Protection District.

703.3.2 Where any activity requiring Planning Board approval is proposed within the WWPD, the plan shall also indicate: the location and limits of the proposed activity; the construction techniques and sequence to be used in constructing the proposed improvements; and the protective measures to be employed to minimize the disturbance and/or degradation of the WWPD.

703.3.3 Where any activity requiring Planning Board approval is proposed within the WWPD, the applicant shall also submit evidence that: the WWPD disturbance is the minimum necessary to affect the proposed improvements; the proposed activity will not contribute to the degradation of surface or groundwater quality; the proposed activity is appropriate and safe to locate in the WWPD; and, the proposal is consistent with the intent and purpose of Section 601 of the Windham Zoning Ordinance. At a minimum, the Applicant shall submit:

- a)** Plans showing profiles, cross-sections, and elevations at 50-foot maximum intervals, for any proposed street, drives, access ways, or other disturbance of the WWPD;
- b)** Two (2) sets of color photographs (of minimum 4" x 6" size) taken in both directions along the centerline of any proposed street or access way at intervals corresponding with the intervals delineated on the plans submitted in accordance with 703.3.3.a.