

Cotton Farms MHP, LLC  
P.O. Box 748  
East Hampstead, NH 03826



Physical Address: 45C Beatrice Street, Danville, NH

April 11, 2017

Resident  
Cotton Farms MHP, LLC  
Danville, NH 03819

## RE: Securing a Building Permit for Your Home Improvement Project

Dear Cotton Farms MHP Resident,

Please be aware that the Town of Danville requires all of its residents to abide by both State and Municipal regulations (laws) pertaining to any type of new construction of your property. For your convenience, a checklist that can be found posted online at the [Town of Danville's website](#) is pasted below. Additionally, there is available on the Town's website a "Deck Construction Guide", a "[Building Permit Fee Schedule](#)" and the actual "[Building Permit Application](#)" form.

### Building Permit Checklist

#### All Building Permit applications require the following:

1. Completed Permit application including Homeowner signature or copy of signed contract and accurate cost estimate of job
2. Approved Septic Design (if applicable)
3. One (1) set of Plans (if applicable)
4. Certified Plot plan with proposed structure located on the plan (decks, additions, pools, new construction, sheds, fences, etc...)
5. Driveway Permit (if applicable)
6. Obtain a physical street address from the Danville Fire Department
7. Completed New Hampshire Residential Energy Code Application (EC-1 Form)
8. No building permits will be issued for swimming pools without an electrical permit previously being pulled by a licensed electrician.
9. All roof mounted Solar Projects will require engineering for existing roof framing to show it will support the new equipment.
10. Signatures from the following departments listed below, to verify the following:

- Fire Department-for plan review and to verify assignment of physical address
- Health Department-for acceptance and approval of septic design
- Road Agent-for driveway permits, drainage swales, culverts, etc.
- Conservation Commission-for all additions, new construction, decks, porches, pools, and demolitions that have environmental impact. The level of environmental impact may be determined by the Planning Board, Board of Selectmen, Building Inspector, or another entity as necessary.
- Planning Board-for common drives, major and minor site plan review, all new subdivisions, any waivers granted after board review
- Zoning Board of Adjustment-for all special exceptions and variances

Please note: Some departments may require additional permits for their own use.

#### AN ADDITIONAL NOTE, FROM COTTON FARMS:

NOTE: The Town of Danville will also REQUIRE A LETTER FROM THE LAND OWNER (in this case, Cotton Farms MHP), stating that your project has been approved by them. Approval from the Land Owner is conditional based on whether or not the project interferes with water or sewer lines or systems, lot lines, or other issues or concerns that the Land Owner or Agent for the Land Owner deems unsuitable. Anything installed on Cotton Farms MHP's property is subject to removal at the Land Owner's request and will be at the home owner's expense. The Land Owner will provide a written request for removal to include a given time frame.

Thank you for your attention. If you have any **questions or concerns**, please direct them to **Charlie Lucas**, Park Manager, at 603-300-9398.

Sincerely,

Charlie Lucas

*Park Manager  
Cotton Farms MHP, LLC  
45 Beatrice Street, Unit C, Danville, NH 03819  
603-382-8203 or charliel@kdmdevelopment.com*