

# Winnisquam Beach Resort

## Work Request Form

Date: \_\_\_\_\_

- \* You cannot submit this form to the Town without a Board signature of approval.
- \* This form is for the exclusive use of the association and should not be considered part of the Town permitting process.

**Unit Owner Information:**

Name (please print)	Site #	Contact Phone #	Email Address

Work Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

After completion, mail to Park's address (as shown on WBResort.com) or fax to: **603-528-6116**.

Please be advised that no work shall commence prior to receiving a written response from the Board of Directors. Confirmation from Dig Safe will be required prior to any excavation including hand shoveling for fence posts, utility repairs, shrubs, etc.

Dig Safe confirmation number will be provided to the approver of this work order prior to start of the project.

Winnisquam Beach Campground Unit Owner's Association will not be held responsible for any damages caused by a unit owner during the excavation process of this project.

>>> I have read the page -- "DES Application Procedures" and understand if they apply to my lot

Check here before you sign:

Applicant's Signature: \_\_\_\_\_

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### Board Use Only

Board review necessary: Yes / No

Lot staking required: Yes / No

Certified plot plan req'd: Yes / No

Action to be taken: (to be completed by Board upon review of request)

\_\_\_\_\_

\_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

If you are requesting to do any work, you must fill out a work order which must be approved and signed by the association president before any work can begin. If the work also requires a Town building permit, that building permit application must also be signed by the association president. Additionally, if your proposed work is within 250' of the water as determined by the park survey which was required by DES, you may have to provide additional information to the Town and / or DES.

Be aware that every request for a work order is different therefore must be handled on an individual basis. Here are some general guidelines. As a good starting point, you may check with the Town as to what you may or may not do. They will advise if you will need a DES permit. Generally, if the work requires any digging, filling or modification to the impervious area, you will need a DES permit. Additionally, the Town may require a DES permit in other instances as well. If DES then determines a permit is not required, you will need that determination in writing (email) from DES.

If it is determined that you will need to obtain a permit from DES, WBR is requiring your application be processed by a licensed professional for a number of reasons:

- 1) You are not the land owner and therefore WBR assumes responsibility for alterations to the land
- 2) Your LCA lot must be surveyed to determine the before and after impervious area
- 3) You can not increase the net impervious area of your LCA\* as determined by a professional. ***Nor can you convert common area land to personal LCA land in order to reduce your LCA impervious area***
- 4) Per DES and the Town, this DES application must have signatures of the surveyor, the unit owner and the president of the Association
- 5) A copy of your LCA survey and DES application, as well as any revisions, must be on file at WBR

Once you obtain a DES permit, you may then move forward with your Town building permit application. The Town will not accept an application for a building permit without first receiving the DES permit. In many cases you will also be required to obtain a variance from the Town.

YOU NEED TWO PERMITS: ONE FROM DES AND ANOTHER FROM THE TOWN BEFORE YOU BEGIN ANY WORK. One permit does not supersede the other.

Please know ahead of time exactly what you can and can not do. If the town requires changes to what you proposed to DES, you must submit a revised application to DES.