**Grafton Building Notification Ordinance**

**Section 1. Notification Required.** Any person who erects a new structure, including the placement of a manufactured home, shall first submit notice of such action to the Grafton Selectmen. The notification of construction form must be reviewed and approved by the Selectmen prior to the commencement of such construction. Any person who expands the square footage of an existing structure shall also submit notice of such action to the Selectmen, however, no approval is required in such case.

**Section 2. Administration.**  The Grafton Selectmen, or their designee, shall administer this ordinance.

1. The Selectmen shall adopt rules following public notice and hearing:
2. To establish a notification form, including a sketch showing location, approximate size, design and cost of work to be done, and such other material as may be appropriate.
3. To define the circumstances under which notification is required based upon valuation, costs, or size of proposed construction. A permit shall not be required for any construction whose total market value as determined by the Selectmen does not exceed $500.
4. Within the limits of any appropriation made by the Town Meeting, the Selectmen may designate an individual to receive notification forms and to review them for compliance with this ordinance.

**Section 3. Standards**. The Selectmen shall promptly review all building notification forms received by them and shall approve, reject, or return the forms to the applicant within 30 days, except that any notification form for non-residential use or residential uses exceeding 5 dwelling units shall be acted upon within 60 days.

1. The proposed construction shall be reviewed for compliance with Town ordinances and state laws and regulations, including, without limitation, adequacy of septic disposal and water supply for the proposed use.
2. The lot upon which the building is proposed to be located shall have access via a Class V or better highway, except as provided in RSA 674:41.
3. If the Selectmen reject any notification form they shall state in writing their reason for rejection. The Selectmen may also return any notification form without final action to the applicant if they determine that the form fails to meet the requirements established by Selectmen rule or otherwise contains insufficient or incorrect information.

**Section 4. Septic System.** Prior to occupancy of any structure to which this ordinance applies, the adequacy of the sewage disposal system shall be demonstrated by inspection, reports or permits, as determined by the Selectmen.

**Section 5. Posting**. The applicant shall post a copy of the approved application form at the site of the proposed construction prior to commencing the construction. The copy so posted shall be visible from the street.

**Section 6. Hearing/Notice.** Formal hearing and notice is not required prior to initial action by the Selectmen or their designee on a building notification application. In any circumstances in which the Selectmen determine it is appropriate for such notice and hearing, they shall provide notice and opportunity for hearing in such manner that they may act in a timely fashion under this Ordinance.

**Section 7. Reconsideration.** Any person who is aggrieved by a decision of the Selectmen or their designee under this Ordinance, may file a written request for reconsideration setting forth the reasons therefore. Such application for reconsideration shall be filed within 20 days after receipt of the notice of decision by the Selectmen by the application. If the person seeking reconsideration is a person other than the applicant, the request for reconsideration shall be filed within 20 days after posting of the approved copy of the notification form at the site of construction. The Selectmen may, but are not required to, reconsider their actions. Upon any reconsideration, the Selectmen shall have the same power and authority as though they were considering the application originally. Notice to abutters and opportunity for hearing shall be provided for any action on reconsideration. The costs of such notice shall be paid by the person seeking the reconsideration.

**Section 8. Effective Date of Approval.** Substantial work on the structure under the approved notification must be commenced within one year after the approval or the approval becomes void.

**Section 9. Fees**. The Selectmen, following notice and hearing, shall adopt a fee schedule to cover Town costs incurred in administration of this Ordinance.

**Section 10. Penalty**. Any person who violates this Ordinance may be fined not more than $100 for each day that violation continues after the date on which the violator receives written notice of the violation from the Town of Grafton by its duly authorized officials.