

**Town of Hooksett
Zoning Board of Adjustment
Application Requirements**

In the interest of providing the Zoning Board of Adjustment the necessary information pertinent to the variance and/or special exception request by an applicant, the following information shall be provided in **twelve (12) collated sets** together with the completed application form. *(If you are applying for a Special Exception, you must provide 15 addition collated sets to the Planning Department)* Certified mailing envelopes shall be supplied by the applicant and filled out with the abutter information. Failure to do so will result in a delay in processing your application and you will be found incomplete.

Special Exceptions:

1. Certified plot plan, prepared by a New Hampshire licensed land surveyor, of the subject property indicating all existing improvements. Please provide a drawing showing the lot lines with the addition highlighted. All setbacks should be noted.
2. A copy of the tax card, which can be obtained from the Hooksett Assessing Department.
3. Site location map (copy of tax map with the property high lighted).
4. Existing land uses of abutting properties indicated on the copy of the tax map to aid the board in determining compatibility and to establish values. An approximate location of existing buildings or structures on abutting properties within ten (10) feet, plus or minus, of the subject property.
5. Parking plan, existing and proposed.
6. Landscaping plan, existing and proposed. If new exterior lighting will be necessary for the safe operation of the site, a lighting plan will be required to be submitted indicating location, shielding and intensity.
7. Utility, well and/or septic information.
8. Easement and right-of-way locations, if applicable.
9. Any and all other information as deemed necessary by the board.

Please be advised that the zoning regulations stipulate that two sets of plans be submitted with any application for a special exception that shall indicate the locations of all buildings, parking areas, traffic access, circulation drives, open spaces, landscaping, lighting, and any other pertinent information that the board may require (**Article 24, D, 1.**). Although a scale is not specified, the drawings shall be drawn to a scale appropriate for the property in question, but in no case less than $\frac{1}{4}$ inch = 1 foot for building plans and 1 inch = 40 feet engineering scale for property areas. Said scale shall be clearly indicated on each page of the plan(s).

Variances:

1. All of the items required for special exceptions.
2. Topographical features indicated on the certified plot plan that affect or prevent the erection of structures or buildings in conformance with the zoning regulations.
3. Photographs of the area(s) of the property and the abutting properties (from the location of the variance requested) in direct proximity of the area in question.
4. Financial documentation in cases of economic hardship.

5. Specific information regarding any other special conditions or considerations that may apply.

Additional Information:

1. Applicants are required to present their applications at the ZBA meeting and answer any questions the ZBA may have.
1. The special exception process is a four (4) step process:
 - a. A Public Hearing is held by the Zoning Board of Adjustment to present and explain your request.
 - b. Meet with Planning Board and present and explain your request. The Planning Board will provide written comments to the ZBA whereby they will recommend or not recommend your project. All Special Exception requests relating to wetland issues will also require a meeting with the Conservation Commission and their comments are to be provided to the ZBA.
 - c. The ZBA will schedule a site walk to visit the property
 - d. A second public hearing is held by the ZBA. The ZBA may render a decision at this time or may require further information from the applicant

Per Hooksett Zoning Ordinance, Article 24:I, the Zoning Board of Adjustment may require investigative studies or analyses in relation to any matter brought before it for judgment, and reasonable fees, in addition to fees for notice, may be imposed by the Board to cover its administrative expenses and costs of such investigative studies, review of documents and/or other matters which may be required by particular applications brought before the Board.

Zoning Board of Adjustment
FEES

Application Fee

\$30.00 Residential
\$60.00 Commercial

Abutters

\$10.00 each plus cost of
Advertising Public Hearing
in the local newspaper, and
clerical fees.

**ZONING BOARD OF ADJUSTMENT
APPLICATION**

CASE # _____ DATE FILED _____

Name of Applicant _____ Telephone _____
(Must be owner (s) of record)

Address _____

Representative _____ Telephone _____

(Please attach letter of authorization signed by the owner)

Location of Property _____
(street address)

Tax Map _____ Lot _____ Zone _____

Homeowners' / Condo Association: ___ Yes ___ No

Association Name and Address _____

NOTE: Fill in Section 1,2, or 3, as appropriate. This application is not acceptable unless all required statements have been made. Additional information may be supplied on a separate sheet if the space provided is inadequate.

Has this property ever received a variance or special exception in the past?
If so, please list date and type of approval. _____

SIGNATURE _____ DATE _____

SECTION 1. APPEAL FROM AN ADMINISTRATIVE DECISION

Relating to the interpretation and enforcement of the provisions of the Zoning Ordinance.

Decision of the enforcement officer to be reviewed _____

Date _____

Article _____ Section _____ of the Zoning Ordinance in question

SECTION 2. APPLICATION FOR A SPECIAL EXCEPTION

Description of proposed use showing justification for a special exception as specified in the Zoning Ordinance Article _____ Section _____

Facts supporting this request:

1. The specific site is an appropriate location for such a use because:

2. No factual evidence is found that property values in the District will be reduced due to incompatible land use, by such use because:

3. No nuisance or hazard will be created by the proposed use because:

4. Adequate and appropriate facilities will be provided for the proper Operation of the proposed use because:

5. The requested use will not impair the integrity or character of the District or adjoining Zones nor be detrimental to the health, morals or welfare of the community because:

SECTION 3. APPLICATION FOR VARIANCE

A variance is requested from Article _____ Section _____ of the Zoning Ordinance to permit _____

Facts supporting this request:

1. The Variance will not be contrary to the public interest because:

2. The spirit of the ordinance is observed because:

3. Substantial justice is done because:

4. The value of surrounding properties are not diminished because:

5. Literal enforcement of the provision would result in an unnecessary hardship:

(A) For purposes of this subparagraph, "unnecessary hardship" means that, owing to special conditions of the property that distinguish it from other properties in the area:

(i) No fair and substantial relationship exists between the general public purposes of the ordinance provision and the specific application of that provision to the property; and _____

(ii) The proposed use is a reasonable one

(B) If the criteria in subparagraph (A) are not established, an unnecessary hardship will be deemed to exist if, and only if, owing to special conditions of the property that distinguish it from other properties in the area, the property cannot be reasonably used in strict conformance with the ordinance, and a variance is therefore necessary to enable a reasonable use of it.

Section 4. APPLICATION FOR AN EQUITABLE WAIVER UNDER RSA 674:33-a

Description of proposed use showing justification for an equitable waiver as specified in RSA:33-a.

Facts supporting this request:
