

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

In the interest of providing the Zoning Board of Adjustment the necessary information pertinent to the special exception request by an applicant, the following information shall be provided in **twelve (12) collated sets** together with **twelve (12) collated sets** of the completed application form. (*A Special Exception also requires 15 additional 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 ¼ 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).

**Additional details:**

1. Applicants are required to present their applications at the ZBA meeting and answer any questions the ZBA may have.
2. 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

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\$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. APPLICATION FOR A SPECIAL EXCEPTION

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

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Facts supporting this request:

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

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

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

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

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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:

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