

TOWN OF HOOKSETT

ZONING BOARD OF ADJUSTMENT

APPLICATION

FILE NO. Z-\_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Owner \_\_\_\_\_ Signature \_\_\_\_\_

Location of Property \_\_\_\_\_

Has this property received a special exception or variance in the past? If so, list date and type of approval: \_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

**SECTION I            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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_ of the zoning ordinance.



\_\_\_\_\_

**SECTION II            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:

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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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**SECTION III      APPLICATION FOR A VARIANCE**

Description of proposed use showing justification for a variance as specified in the zoning ordinance Article \_\_\_\_\_ Section \_\_\_\_\_

Facts supporting this request:

1.      The proposed use would not diminish surrounding property values because:

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2.      Granting the variance would be of benefit to the public interest because:

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3.      1) The zoning restriction as applied to the applicant's property interferes with the applicant's **reasonable** use of the property, considering the **unique setting** of the property **in its environment**;  
2) no fair and substantial relationship exists between the general purposes of the zoning ordinance and

the specific restriction on the property; and 3) the variance would not injure the public or private rights of others because:

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4. Granting the variance would do substantial justice because:

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5. The use is not contrary to the spirit of the ordinance because:

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**SECTION IV      APPLICATION FOR AN EQUITABLE WAIVER UNDER RSA 674:33-a**

Description of proposed use showing justification for an equitable waiver as specified in RSA 674:33-a.

Facts supporting this request:

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**SECTION V      PLEASE GIVE A DETAILED DESCRIPTION OF YOUR PROPOSAL:**

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**SECTION VI**      **PLEASE LIST THE EXACT  
DIMENSIONS OF YOUR FOUNDATION**

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**PLEASE LIST THE SQUARE FOOTAGE OF USEABLE AREA**

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**SECTION VII**      **PLEASE PROVIDE A COPY OF THE TAX CARD, WHICH CAN BE  
OBTAINED FROM THE HOOKSETT ASSESSING DEPARTMENT.**

**SECTION VIII**

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**PLEASE PROVIDE A DRAWING SHOWING THE LOT LINES AND A DETAIL OF YOUR  
STRUCTURE ON THIS LOT WITH THE ADDITION HIGHLIGHTED. ALL SETBACKS  
SHOULD BE NOTED:**

Applicant: \_\_\_\_\_  
Signature

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

**ATTENTION:** To All Applicants applying for a special exception

The special exception process is a four-step process –

1. Meet with the Zoning Board of Adjustment and explain your request.
2. Meet with the Planning Board and explain your request. The Planning Board will

send a memo to the ZBA, whereby they will recommend or not recommend your project. If you are requesting a special exception for a wetland crossing, you will also need to schedule a meeting with the Conservation Commission, prior to receiving final approval from the ZBA.

3. The ZBA will schedule a site walk to visit your property.
4. Attend the following ZBA meeting for final action.

**Revised: 01/22/04**

**Town of Hooksett**  
**Zoning Board of Adjustment**  
**draft**  
**Rules and Regulations; September 12, 2006**

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. 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.
2. Site location map (copy of tax map with the property high lighted).
3. 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.
4. Parking plan, existing and proposed.
5. 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.
6. Utility, well and/or septic information.
7. Easement and right-of-way locations, if applicable.
8. 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.