

## Checklist for Board of Adjustment Application

Please note that ALL items are required before application is approved and added to an agenda. All applications must be received by 12:00PM on the last working day of the month in order to be put on the agenda for the next meeting. If additional information is required or an application is not complete you will be notified at the phone # provided on the application.

### FOR ALL APPLICATIONS:

**COPY OF THE PLOT PLAN AND WRITTEN DESCRIPTION OF PROPERTY SHOULD CONTAIN THE FOLLOWING INFORMATION:**

### CHECK-OFF SHEET FOR BOARD OF ADJUSTMENT APPLICATIONS

- Correct request forms filled out completely and signed
- Answer to questions for how your request meets the conditions for the type of relief you seek (Section 1, 2, 3 or 4)
- Copy of title and/or deed to show ownership
- List of abutters
- Map (8 ½ X 11) showing existing structures and proposed changes including size dimensions of lot and distances from lot lines. If larger map is necessary 15 (Fifteen) copies must be submitted with application
- Authorization to represent the owner if the owner is not presenting the request at the meeting
- Payment made at time of submission of application

BOARD OF ADJUSTMENT

**TOWN OF SEABROOK, NEW HAMPSHIRE**

**APPLICATION FEE \$ 170.00**

CASE NO.: \_\_\_\_\_

**PLUS \$ 11.00 PER ABUTTER**

DATE FILED: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_ PHONE# \_\_\_\_\_

DESCRIPTION OF PROPERTY: {Give Total Square Footage, Side, and Rear Lines, Location of abutters, and Attach Plot Plan}

EXISTING USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

FILL OUT SECTION 1, 2, 3 OR 4 (Do not fill out more than one section).

**SECTION 1: APPLICATION FOR VARIANCE**

The undersigned hereby request a Variance to the terms of: Section \_\_\_\_\_, Sub-section \_\_\_\_\_, and asks that said terms be waived to permit: \_\_\_\_\_ in Zone #: \_\_\_\_\_

**SECTION 2: APPEAL FROM AN ADMINISTRATIVE DECISION**

The undersigned alleges that an error has been made in the decision, determination, or requirement by the Building Inspector on (date) \_\_\_\_\_ to \_\_\_\_\_, in relation to Section \_\_\_\_\_, Sub-section \_\_\_\_\_, of the Zoning Ordinance and hereby appeals said decision, which I believe was made in error.

**SECTION 3: SPECIAL EXCEPTIONS**

The undersigned hereby requests a Special Exception as provided for in, Section \_\_\_\_\_, Sub-section \_\_\_\_\_, To Allow: \_\_\_\_\_ in Zone #: \_\_\_\_\_

**SECTION 4: EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENTS**

The undersigned hereby request an Equitable Waiver to the terms of: Section \_\_\_\_\_, Sub-section \_\_\_\_\_ and asks that said terms be waived to permit: \_\_\_\_\_ in Zone#: \_\_\_\_\_

By my signature, I give my permission to the Board of adjustment Members and Building Inspector to have access to my property for viewing purposes regarding this application.

SIGNED: \_\_\_\_\_

***Property owner only /or Authorized Agent / with Power of Attorney***

Please Print Name: \_\_\_\_\_

**ABUTTERS: (Map, Lot, Seq., Names & Mailing Addresses)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_

***ABUTTER: is defined as “any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the Planning Board.” RSA 672:3 Definitions.***

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**REQUIREMENTS OF THE BOARD OF ADJUSTMENT FOR PUBLIC HEARINGS ON VARIANCES TO THE SEABROOK ZONING ORDINANCE.**  
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THE FUNCTION OF THE BOARD OF ADJUSTMENT IS TO CONSIDER VARIANCE PROPOSALS TO THE ZONING ORDINANCE FOR THE TOWN OF SEABROOK, THE BOARD OF ADJUSTMENT MEETS ON THE FOURTH WEDNESDAY OF EACH MONTH AT 7:00 PM. AT THE TOWN HALL. HEARINGS ON VARIANCE REQUESTS ARE HEARD AT THIS TIME.

AN APPLICATION FOR A FINAL HEARING MUST BE TURNED OVER TO THE CLERK AT THE APPRAISER'S OFFICE IN THE TOWN HALL. BY THE LAST WORKING DAY OF THE MONTH PRIOR TO MEETING: 12:00 NOON IS THE DEADLINE TO SUBMIT A VARIANCE REQUEST BY APPLICANT FOR HEARING THE FOLLOWING MONTH.

DOCUMENTATION OF A DENIAL:

- A. IF FROM THE PLANNING BOARD, THE APPLICANT WILL NEED A COPY OF THE MINUTES OF THE MEETING AND A NOTICE OF DENIAL WITH THE SIGNATURE OF THE CHAIRMAN OF THE PLANNING BOARD.
- B. IF FROM THE BUILDING INSPECTOR, THE APPLICANT WILL NEED A COPY OF THE APPLICATION FOR A BUILDING PERMIT WITH THE SIGNATURE OF THE BUILDING INSPECTOR.
- C. THE DENIAL FROM EITHER THE PLANNING BOARD OR THE BUILDING INSPECTOR MUST CITE THE SPECIFIC SECTION AND PARAGRAPH OF THE ZONING ORDINANCE FOR WHICH THE REQUEST OR PERMIT WAS DENIED

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**THE BOARD STRONGLY RECOMMENDS THAT, BEFORE MAKING ANY APPEAL YOU BECOME FAMILIAR WITH THE ZONING ORDINANCE, AND ALSO WITH THE NEW HAMPSHIRE STATUTES RSA 672-677, COVERING PLANNING AND ZONING.**

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**VARIANCE APPLICATION  
BOARD OF ADJUSTMENT**

1. The variance is not contrary to the public interest.
2. The spirit of the ordinance is observed.
3. By granting this variance substantial justice is done.
4. By granting this variance the value of surrounding properties are not diminished.
5. Literal enforcement of the ordinance would result in unnecessary hardship.

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**SPECIAL EXCEPTIONS: SECTION 7**

The Board of Adjustment shall grant special exceptions, if in the board's judgment, the proposed use does not:

- A. Have an adverse effect on surrounding properties;
- B. Cause a significant increase in motor vehicle traffic;
- C. Emit odors, noise, dust, vibration, smoke or fumes which travel beyond the boundary lines of the subject;
- D. Threaten the safety of nearby residents.

Explain how your proposed special exception meets all four (4) conditions on this form.

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