

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

In the interest of providing the Zoning Board of Adjustment the necessary information pertinent to the variance request by an applicant, the following information shall be provided in **fourteen (14) collated sets**, together with the **Fourteen (14) collated sets** of 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.

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 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).

**Additional information required for Variances:**

1. Topographical features indicated on the certified plot plan that affect or prevent the erection of structures or buildings in conformance with the zoning regulations.
2. 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.
3. Financial documentation in cases of economic hardship.
4. Specific information regarding any other special conditions or considerations that may apply.

**Additional details:**

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

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 APPLICATION FEES**

<b>RESIDENTIAL</b>	<b>\$30.00</b>
<b>COMMERCIAL/INDUSTRIAL</b>	<b>\$60.00</b>
<b>ABUTTER'S NOTIFICATIONS</b>	<b>\$10.00 per abutter</b> (including applicant)
<b>PUBLIC NOTICE</b>	<b>\$50.00</b>

*676:7 Public Hearing; Notice. – IV. The cost of notice, whether mailed, posted, or published, shall be paid in advance by the applicant. Failure to pay such costs shall constitute valid grounds for the board to terminate further consideration and to deny the appeal without public hearing*

*Public Notice Fee adopted and approved 02/27/2019 by Hooksett Town Council.*

**APPLICANT PROVIDES 14 COPIES OF COMPLETED APPLICATION AND SUPPORTING DOCUMENTS**

**ZONING BOARD OF ADJUSTMENT MEETS 2<sup>ND</sup> TUESDAY OF THE MONTH**

## 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 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



