HAMPTON FALLS ZONING BOARD OF ADJUSTMENT

APPLICATION PACKET

ALL DOCUMENTS MUST BE PROVIDED AT TIME OF SUBMISSION, INCLUDING THOSE LEFT BLANK

This packet includes:

1. Introduction
2. Application Deadline Dates
3. Checklist for ZBA Applicants
4. Checklist of Items to Include with Application
5. Cover Sheet
6. Abutter Listing Page
7. Application for Variance
8. Application for Special Exception
9. Application for Appeal from an Administrative Decision
10. Application for Equitable Waiver of Dimensional Requirements
11. Application for Relief from Building Code Requirements
12. Sample Plot Plan

December 2016
**APPLICANT IS RESPONSIBLE TO FILE A COMPLETE APPLICATION BY 11AM ON THE DEADLINE DATE.**

### 2021 PLANNING BOARD APPLICATION DEADLINES

<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>APPLICATION / LEGAL NOTICE DEADLINE*</th>
<th>AGENDA DEADLINE**</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 26</td>
<td>January 4</td>
<td>January 15</td>
</tr>
<tr>
<td>February 23</td>
<td>February 1</td>
<td>February 12</td>
</tr>
<tr>
<td>March 23</td>
<td>March 1</td>
<td>March 15</td>
</tr>
<tr>
<td>April 27</td>
<td>April 5</td>
<td>April 19</td>
</tr>
<tr>
<td>May 25</td>
<td>May 3</td>
<td>May 17</td>
</tr>
<tr>
<td>June 22</td>
<td>May 28</td>
<td>June 14</td>
</tr>
<tr>
<td>July 27</td>
<td>July 2</td>
<td>July 19</td>
</tr>
<tr>
<td>August 24</td>
<td>August 2</td>
<td>August 16</td>
</tr>
<tr>
<td>September 28</td>
<td>September 3</td>
<td>September 20</td>
</tr>
<tr>
<td>October 26</td>
<td>October 4</td>
<td>October 18</td>
</tr>
<tr>
<td>November 16 (3rd Tues.)</td>
<td>October 25</td>
<td>November 8</td>
</tr>
<tr>
<td>December 21 (3rd Tues.)</td>
<td>November 29</td>
<td>December 13</td>
</tr>
</tbody>
</table>

### 2021 BOARD OF ADJUSTMENT APPLICATION DEADLINES

<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>APPLICATION / LEGAL NOTICE DEADLINE</th>
<th>AGENDA DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 28</td>
<td>January 4</td>
<td>January 15</td>
</tr>
<tr>
<td>February 25</td>
<td>February 1</td>
<td>February 12</td>
</tr>
<tr>
<td>March 25</td>
<td>March 1</td>
<td>March 15</td>
</tr>
<tr>
<td>April 22</td>
<td>March 29</td>
<td>April 12</td>
</tr>
<tr>
<td>May 27</td>
<td>May 3</td>
<td>May 17</td>
</tr>
<tr>
<td>June 24</td>
<td>May 28</td>
<td>June 14</td>
</tr>
<tr>
<td>July 22</td>
<td>June 28</td>
<td>July 12</td>
</tr>
<tr>
<td>August 26</td>
<td>August 2</td>
<td>August 16</td>
</tr>
<tr>
<td>September 23</td>
<td>August 30</td>
<td>September 13</td>
</tr>
<tr>
<td>October 28</td>
<td>October 4</td>
<td>October 18</td>
</tr>
<tr>
<td>November 18 (3rd Tues.)</td>
<td>October 25</td>
<td>November 8</td>
</tr>
<tr>
<td>December 16 (3rd Tues.)</td>
<td>November 22</td>
<td>December 6</td>
</tr>
</tbody>
</table>

*Closing date for any business REQUIRING legal notice in newspaper & certified mailings to abutters.

**Closing date for any business NOT requiring legal or abutter notices.

Applications not called & in progress by 10 p.m. will be continued to next meeting.
Dear Applicant:

This will serve to inform you briefly as to what you must do to bring a petition before the Zoning Board of Adjustment. The Board is charged with jurisdiction in four basic types of cases involving the Zoning Ordinances.

1. **Variance** - where special circumstances exist in the property warranting the use of that property in a manner which technically is in violation of the ordinance.

2. **Special Exceptions** - where the ordinance specifically permits a particular use provided the applicant can prove that whatever conditions attached to such use by the ordinance have or will be complied with.

3. **Appeal from Administrative Decisions** - where the applicant feels that the Administrative Official made an error in applying, or interpreting the zoning ordinance in a particular case.

4. **Equitable Waiver of Dimensional Requirements** - where a lot or other division of land, or structure thereupon, is discovered to be in violation of a physical layout or dimensional requirement imposed by a zoning ordinance enacted pursuant to RSA: 674:16.

For example, variances may not be granted solely because the applicant is suffering from financial hardships or other personal problems or simply would like to put his or her property to a non-permitted use. The attached checklist is provided to advise you what information must be included with your application, but may not include all required information for your particular case.

**THE APPLICANT IS RESPONSIBLE FOR PRESENTING SUFFICIENT INFORMATION TO SUPPORT A CASE. WHEN FILLING OUT THE APPLICATION, PLEASE PRINT OR TYPE.**

Familiarity with the particular provision of the Zoning Ordinance that affects your property is important. Any specific questions you may have relative to your particular case can be answered either by obtaining a copy of the Zoning Ordinance at the Town Hall or online at hamptonfalls.org, or by inquiring at the Building Inspector's Office, 1 Drinkwater Road, Hampton Falls, NH 03844.

You may represent yourself or authorize, in writing, someone else to represent you.

Rev. December 2016
Checklist for ZBA Applicants

(Building Inspector to complete at time of application submission.)

1. Obtain Application Form Packet from Building Inspector

2. Identify Article and Section of Ordinance in Question
   Complete Application Cover Page, Abutter Listing and Proper Application Page(s)

3. Refer to Checklist of Items to Include with Application
   (The Zoning Board of Adjustment reserves the right to continue a hearing
   to address information submitted after the agenda close date.)

4. Submit Complete Application to Building Inspector in conjunction with Application
   Deadlines:

   Map _____, Lot _____, Applicant: ______________________

   Building Inspector reviews Application, and prepares report to ZBA, to include:

   _____ Completed application form and checklist,
   _____ Appropriate number of sketches/plans,
   _____ Listing of abutters to include
       applicant and professionals,
   _____ Letter of authorization,
   _____ Other ______________________

   Informs:
   _____ Bill to Follow for Application Fee, Abutter Fees and Newspaper Notice Fees.

   Other information as may be required.

   _____ ________________________________
   _____ ________________________________

5. Application documentation/plan sets are forwarded to Secretary. Notification is
   processed by ZBA Secretary for meeting preparation.

   ZBA Agenda Close is two Mondays prior to the scheduled meeting; see enclosed
   schedule. Any documentation to be reviewed by the Board is to be submitted to the
   Secretary before this date.

Rev. September 2017
HAMPTON FALLS
ZONING BOARD OF ADJUSTMENT

Application documentation is due to the Building Inspector no later than 11:00 A.M. the day of the Deadline as posted on the Planning Board/ZBA schedule at the Town Hall.

Checklist of Items to Include with Application
(Please submit completed checklist with application.):

☐ Completed Application Form (with letter of authorization, if necessary).

☐ Completed abutters’ list, to include the applicant and any professionals noted on the plan. Provide three (3) sets of labels for mailing of notices. **THIS IS THE APPLICANT’S RESPONSIBILITY.**

☐ Completed page governing the type of appeal requested.

☐ A narrative explaining request for waiver.

☐ A sketch (see attached example) of the plot plan or five (5) copies of engineered plan sets are required.
  - Submit one (1) copy to Conservation Commission if request relates to relief from wetlands requirements.
  - Include note on plan identifying sections of local ordinances that relief is sought.

☐ Copy of the tax card(s).

☐ If transmission line easement(s) cross this parcel, notify Public Service of NH (634-2477) and submit plans.

☐ Other supporting information.

☐ Inform applicant that a bill for fees will be issued by separate mailing. All fees must be paid before the hearing can be held.

☐ Building Inspector prepares report outlining any concerns identified and passes report along with application to Secretary. Secretary prepares report outlining any concerns identified pertaining to application documentation.
HAMPTON FALLS ZONING BOARD OF ADJUSTMENT

APPLICATION FOR APPEAL
APPLICATION FEE $ 75.00
PLUS ABUTTER NOTICE FEES
AND LEGAL NOTICE FEE

Do Not Write in This Space
Map # Lot #
Case #
Date Filed:
Signed:
(Building Inspector or Secretary)

NAME(S) OF APPLICANT: ____________________________
(If different from owner of record, provide letter of authorization.)

MAILING ADDRESS: ____________________________

OWNER OF PROPERTY CONCERNED: ____________________________

LOCATION OF PROPERTY: ____________________________ CONTACT # ____________

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

EXISTING USE: ______________________________________

PROPOSED USE: ______________________________________

Pursuant to RSA 676:7, the State law of New Hampshire, the Town of Hampton Falls is required to notify the applicant and every abutter of the public hearing by certified mail, return receipt requested. The cost of required publication or posting of notice, and the cost of mailing said notices, shall be paid by the applicant RSA 676:7, IV. A bill will be sent separately once amounts are determined.

THE FOLLOWING INFORMATION MUST BE COMPLETED BY THE APPLICANT

Abutter – Is defined as “Any property owner whose property is located in New Hampshire and adjoins or is directly across the street or stream, from the land under consideration by the Board. For purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a Board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.”

<table>
<thead>
<tr>
<th>MAP</th>
<th>LOT #</th>
<th>OWNER(S) OF RECORD</th>
<th>MAILING ADDRESS/CITY/STATE/ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Applicant:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Property Owner:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engineer:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Engineer(s):</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dept. of Transportation:</td>
<td>NH DOT, Bureau of Highway</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Property Fronts State Road</td>
<td>Maintenance, District Six,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Route 155-A, P. O. Box 740, Durham, NH 03824</td>
</tr>
</tbody>
</table>

Continue abutter listing on reverse.

Rev. 8/10
<table>
<thead>
<tr>
<th>MAP</th>
<th>LOT #</th>
<th>OWNER(S) of RECORD</th>
<th>MAILING ADDRESS/CITY/STATE/ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, the undersigned, acknowledged that it is the responsibility of the applicant or his/her agent to fill out this form completely and submit by the application deadline.

__________________________________________  __________________________
Applicant Signature                        Date
HAMPTON FALLS APPLICATION FOR VARIANCE

(Please Type or Print in Ink)

The undersigned hereby requests a Variance to the terms of Article ____, Section ____, and asks that said terms be waived to permit ____________________________, in Zone ______.

1. Explain how the variance will not be contrary to the public interest.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Explain how the spirit of the ordinance is observed.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Explain how substantial justice is done.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. Explain how granting a variance would not diminish the values of surrounding properties.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. Describe the special conditions that exist such that literal enforcement of the provision of the ordinance results in 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
(i) 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.

The definition of "unnecessary hardship" set forth in subparagraph (5) shall apply whether the provision of the ordinance from which a variance is sought is a restriction on use, a dimensional or other limitation on a permitted use, or any other requirement of the ordinance.

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.

Signature of Applicant: ___________________________  Date: ________________

Phone (home) ___________________  (office) _______________  (cell) _______________

Fee Schedule:  

$75  Application Fee

$_____  Abutter Notification Fee ($4 per notice letter plus postage)

$_____  Subtotal (invoice for actual cost, that includes cost for legal notice, to be mailed separately)
HAMPTON FALLS APPLICATION FOR
SPECIAL EXCEPTION

The undersigned hereby request a Special Exception as provided for in Article _______, Section _______, to allow ____________________________, in Zone ___.

1. Explain how the requested use would be essential or desirable to the public convenience or welfare.
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________

2. Detail how the requested use would not create undue traffic congestion or unduly impair pedestrian safety.
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________

3. Describe how the requested use would not overload any public water, drainage, sewerage system, or any other municipal system to such an extent that the requested use or any developed use in the immediate area or in any other area of the town will be unduly subjected to hazards affecting health, safety or the general welfare.
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________

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.

Signature of Applicant: ____________________________ Date: ________________

Contact Numbers: (home) ____________________ (office) _______________ (cell) ________________

Fee Schedule:  $ 75 Application Fee
               $____ Abutter Notification Fee ($4 per notice letter plus postage)
               $____ Subtotal (invoice for actual cost, that includes cost for legal notice, to be mailed separately)

Rev. 8/10
HAMPTON FALLS APPLICATION FOR
APPEAL FROM AN ADMINISTRATIVE DECISION

The undersigned alleges that the Building Inspector has made an error in the decision,
determination, or requirement on (date) __________, to ____________________________,
in relation to Article _____, Section _____, of the Zoning Ordinance and hereby appeals said
decision, which I believe was made in error.

Explain why you feel that the Administrative Official made an error in applying or interpreting the
zoning ordinance in a particular case.

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Use separate sheet, if needed.

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.

Signature of Applicant: ____________________________ Date: ______________

Contact Numbers (home) __________________ (office) ________________ (cell) ____________

Fee Schedule:  $ 75  Application Fee

$____ Abutter Notification Fee ($4 per notice letter plus postage)

$____ Subtotal (invoice for actual cost, that includes cost for legal notice, to be mailed separately)
HAMPTON FALLS APPLICATION FOR
EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENTS

The undersigned hereby requests an Equitable Waiver to the terms of Article ________, Section _____, and asks that said terms be waived to permit: _________________
_________________________________, in Zone ____.

Does the request involve a dimension requirement, not a use restriction? Yes ☐ No ☐

674:33-a Equitable Waiver of Dimensional Requirement. –

I. When a lot or other division of land, or structure thereupon, is discovered to be in violation of a physical layout or dimensional requirement imposed by a zoning ordinance enacted pursuant to RSA 674:16, the zoning board of adjustment shall, upon application by and with the burden of proof on the property owner, grant an equitable waiver from the requirement, if and only if the board makes all of the following findings:

Please explain (a through d):

(a) That the violation was not noticed or discovered by any owner, former owner, owner's agent or representative, or municipal official, until after a structure in violation had been substantially completed, or until after a lot or other division of land in violation had been subdivided by conveyance to a bona fide purchaser for value;

(b) That the violation was not an outcome of ignorance of the law or ordinance, failure to inquire, obfuscation, misrepresentation, or bad faith on the part of any owner, owner's agent or representative, but was instead caused by either a good faith error in measurement or calculation made by an owner or owner's agent, or by an error in ordinance interpretation or applicability made by a municipal official in the process of issuing a permit over which that official had authority;

(c) That the physical or dimensional violation does not constitute a public or private nuisance, nor diminish the value of other property in the area, nor interfere with or adversely affect any present or permissible future uses of any such property; and

Page 1 of 2

Rev. 8/10
(d) That due to the degree of past construction or investment made in ignorance of the facts constituting the violation, the cost of correction so far outweighs any public benefit to be gained, that it would be inequitable to require the violation to be corrected.

I. In lieu of the findings required by the board under subparagraphs I(a) and (b), the owner may demonstrate to the satisfaction of the board that the violation has existed for 10 years or more, and that no enforcement action, including written notice of violation, has been commenced against the violation during that time by the municipality or any person directly affected.

II. Application and hearing procedures for equitable waivers under this section shall be governed by RSA 676:5 through 7. Rehearings and appeals shall be governed by RSA 677:2 through 14.

III. Waivers shall be granted under this section only from physical layout, mathematical or dimensional requirements, and not from use restrictions. An equitable waiver granted under this section shall not be construed as a nonconforming use, and shall not exempt future use, construction, reconstruction, or additions on the property from full compliance with the ordinance. This section shall not be construed to alter the principle that owners of land are bound by constructive knowledge of all applicable requirements. This section shall not be construed to impose upon municipal officials any duty to guarantee the correctness of plans reviewed by them or property inspected by them.

**NOTE:**

The Board must find in the affirmative on all four questions (a through d) or the request must be denied.

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.

Signature of Applicant: ___________________________ Date: __________________

Contact Numbers (home) ________________ (office) ________________ (cell) ________________

<table>
<thead>
<tr>
<th>Fee Schedule</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$75</td>
</tr>
<tr>
<td>Abutter Notification Fee</td>
<td>$_____ (per notice letter plus postage)</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$_____ (invoice for actual cost, that includes cost for legal notice, to be mailed separately)</td>
</tr>
</tbody>
</table>
HAMPTON FALLS APPLICATION FOR
RELIEF FROM BUILDING CODE REQUIREMENTS
(Please Type or Print in Ink)

The undersigned hereby requests relief to the terms of Article ____, Section _____, and asks that said terms be waived to permit ____________________________________________, in Zone _____.

• Explain how enforcement of these regulations would do manifest injustice.

• Explain how enforcement of these regulations would be contrary to the spirit and purpose of the building codes.

• Explain how enforcement of these regulations would be contrary to the public interest.

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.

Signature of Applicant: __________________________ Date: ________________

Contact Numbers (home) ________________ (office) ________________ (cell) ________________

Fee Schedule: $ 75 Application Fee
$____ Abutter Notification Fee ($4 per notice letter plus postage)
$____ Subtotal (invoice for actual cost, that includes cost for legal notice, to be mailed separately)

08/10
ZONING BOARD OF ADJUSTMENT PETITION
TYPICAL PLOT PLAN ON 8 1/2 X 11 PAPER

NORTH

LOT LINE

Professional plans may be required. Standard is 1" = 20'

Any reasonable scale may be used. paper should not exceed 81/2 x 11 unless absolutely necessary.

MINIMUM REQUIREMENTS
Lot dimensions.
Location of structures, well & septic.
Names of streets.
Setbacks from lot boundaries & other buildings.
North arrow.

OPTIONAL SUBMISSIONS
Land surveys, Maps
Site Plans
Other supplemental data.
Wetlands delineation.

Petition for Jon Q. Public
288 Exeter Rd.

Applicant's Signature

Date