

APPLICATION FEE: _____
 (include fees with Application – see Fee Schedule)
 CHECK # & DATE: _____
 CASH: _____



MAP & LOT: _____
 DATE RECEIVED: _____
 CASE #: _____

APPLICATION to the ZONING BOARD OF ADJUSTMENT
TOWN OF PLYMOUTH, NH

6 Post Office Square, Plymouth, NH 03264; planning@plymouth-nh.org; 603-536-1731

1. **Project Name:** _____
2. **Project Address:** _____ Map/Lot#: _____
3. **Zoning District:** _____
4. **Applicant Name:** _____

Address: _____ City: _____ State: ___ Zip: _____

Phone: _____ Email: _____

5. **Property Owner's Name(s):** _____

Address: _____ City: _____ State: ___ Zip: _____

Phone: _____ Email: _____

6. **Surveyor/Engineer, or Attorney (Firm):** _____

Address: _____ City: _____ State: ___ Zip: _____

Phone: _____ Email: _____

7. **Brief Description of the Project:**

8. **Site Information** (if not applicable, write "n/a"):

Site Area (acres):		Existing Building Area (SF):	
Frontage:		Gross Building Area to be Added (SF):	
% Impervious Surface:		# of Parking Spaces:	

SUBMISSION REQUIREMENTS: To be filed at least 14 days prior to a regularly scheduled Zoning Board of Adjustment meeting. See Town’s website for calendar of meetings and due dates.

1. Completed and signed Application Form.

Please complete the first page of this application, obtain all applicable signatures listed below, and complete one of the following on the attached pages:

- A. Application for a Variance, or
- B. Application for a Special Exception, or
- C. Application for an Appeal from an Administrative Decision, or
- D. Application for an Equitable Waiver of Dimensional Requirements

Submit five (5) copies and one PDF digital file emailed to planning@plymouth-nh.org.

2. Additional information, exhibits, or studies (such as plans).

For plans, submit two (2) sets of large format plans (approximately 24 x 36”), five (5) sets of plans printed on 11 x 17” paper, and one PDF digital file emailed to planning@plymouth-nh.org. For other documents (such as photos), submit five (5) hard copies and one PDF digital file emailed to planning@plymouth-nh.org.

3. Public Notice Mailing Labels.

Submit two (2) sets of mailing labels with current (within past five (5) days) names and addresses for all abutters (as defined by RSA 672:3); the applicant; the property owner; holders of conservation, preservation, or agricultural preservation restrictions; holders of any easements; and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat included with this application. You may include names and mailing labels for additional parties to be notified.

4. Application Fees:

Submit required fees as stated on Town of Plymouth Application Fee Schedule.

AUTHORIZED SIGNATURES:

1. (If applicable) I hereby designate _____ as the representative(s) to whom all communication with the Owner may be addressed and the person to whom legal process may be served in connection with any proceeding arising out of the agreement herein.

Property Owner’s Signature(s): _____ Date: _____

2. The Plymouth Zoning Board of Adjustment and its agents are authorized to access the property for the purpose of reviewing this application, performing any inspections related to this application deemed necessary by the Board or its agents, to ensure conformance with the approved application and all Town of Plymouth ordinances and regulations.

Property Owner’s Signature(s): _____ Date: _____

3. The Applicant certifies that all information in this application is accurate. Applicant certifies that they understand the process for an application to the Zoning Board of Adjustment.

Applicant's Signature: _____ Date: _____

A. APPLICATION FOR A VARIANCE

Complete all of the requested information. Additional information may be supplied on a separate sheet if the space provided is inadequate.

A variance is requested from Article _____ Section _____ of the Zoning Ordinance to permit:

Facts in support of granting the variance:

1. Granting the variance would not be contrary to the public interest because:

2. If the variance were granted, the spirit of the ordinance would be observed because:

3. Granting the variance would do substantial justice because:

4. If the variance were granted, the values of the surrounding properties would not be diminished because:

5. Unnecessary Hardship:

- i. Owing to special conditions of the property that distinguish it from other properties in the area, denial of the variance would result in unnecessary hardship because:
 - a. 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 because:

AND:

- b. The proposed use is a reasonable one because:

- ii. Explain how, 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.

B. APPLICATION FOR A SPECIAL EXCEPTION

A special exception is requested per Article ____ Section ____ of the Zoning Ordinance to permit the property to be used for:

1. Is the proposed use allowed in this Ordinance by special exception? Yes _____ No _____

2. Explain how the specific site is an appropriate location and of adequate size for the use:

3. Explain how the use, as developed, will not adversely affect the character of the area in which the proposed use will be located:

4. Explain how there will be no nuisance or serious hazard to vehicles or pedestrians:

5. Explain how the use will not place excessive or undue burden on Town services and facilities:

6. Explain how there would be no significant effect resulting from such use upon the public health, safety, and general welfare of the neighborhood in which the use would be located:

C. APPEAL FROM AN ADMINISTRATIVE DECISION

If you have been denied a building permit or are affected by some other decision regarding the administration of the Plymouth Zoning Ordinance, and you believe that the decision was made in error under the provisions of the ordinance, you may appeal the decision to the Zoning Board of Adjustment.

1. Section of the Zoning Ordinance in question: _____
2. Provide a detailed explanation of the decision being appealed, why you are appealing it, and attach a copy of the decision being appealed:

D. REQUEST FOR AN EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENTS

An Equitable Waiver of the dimensional requirements in Article ____ Section ____ of the Zoning Ordinance is requested to permit the following:

1. Does the request involve a dimensional requirement, not a use restriction? Yes _____ No _____
2. a) Explain how the violation has existed for 10 years or more with no enforcement action, including written notice, being commenced by the town, explain how the nonconformity was discovered after the structure was substantially completed or after a vacant lot in violation had been transferred to a bona fide purchaser:

OR,

- b) Explain how the nonconformity was discovered after the structure was substantially completed or after a vacant lot in violation had been transferred to a bona fide purchaser, **AND** explain how the violation was not an outcome of ignorance of the law or bad faith but resulted from a good faith error in measurement or calculation:

3. Explain how the nonconformity does not constitute a nuisance nor diminish the value or interfere with future uses of other property in the area:

4. Explain how the cost of correction far outweighs any public benefit to be gained: