

**BELMONT ZONING BOARD OF ADJUSTMENT  
APPLICATION INSTRUCTIONS - SPECIAL EXCEPTION**

Certain Sections of the Zoning Ordinance allow particular uses if the required conditions are met (RSA 674:33). For a Special Exception to be legally granted, you must show that the proposed use meets all of the criteria of RSA 674:33. Special Exceptions are considered for the owner of the property, only. All forms, schedules and Rules of Procedure are available on line and in the Land Use office. Correctness of information is the responsibility of the Applicant. Applications must be complete and legible, either typed or printed in ink. Incomplete or illegible applications will be returned and must be resubmitted. Applicants having questions regarding the application process may contact the Land Use Office.

**Application**

Each application for a hearing before the Board shall be made on the most current forms provided by the Land Use Office following the instructions attached thereto. All physical evidence submitted to the Board as part of the application or during the public hearing will be retained by the Board as part of the record of the application. By signing the application the applicant authorizes members of the Board and/or staff to enter onto and view the premises for the purpose of understanding the request being made. The subject property must be clearly marked with the 911 street address to facilitate such views. At a minimum, the following shall be required:

1. Notification List - one copy of the attached notification list with all names and mailing addresses for everyone who will receive notification of the public hearing:
  - A. Owner of property.
  - B. Applicant (if different from owner).
  - C. Agent(s) (if different from owner & applicant and not already included in #f below).
  - D. Owners of record of all abutting properties (directly abuts the lot in question or is directly across a street or stream from the lot in question) as indicated in the Town Records not more than 5 days before the date of filing, identified by the map and lot numbers as shown on the Belmont Tax Map. Abutting condominiums or associations shall receive notice to the officers of the condominium or association. Abutting manufactured housing parks shall receive notice to the park owner and those tenants who own manufactured housing which adjoins or is directly across the street or stream from the lot in question.
  - E. All individuals or entities holding a mortgage or lien on the subject property as of the date the application is submitted – if there are no mortgage or lien holders include a signed statement to that effect;
  - F. All individuals whose professional seal appears on any plan submitted;
  - G. All holders of conservation, preservation, or agricultural preservation restrictions as defined under NH RSA 477:45.
2. Envelopes
  - A. one 4"x9-1/2" (business-sized) envelope with the name and address for each name on the above notification list, typed or printed legibly on the envelope and a return address to the Belmont Zoning Board, P.O. Box 310, Belmont, NH 03220. Do not put postage on envelopes and do not include any certified or return receipt labels.
  - B. two extra envelopes each (for a total of 3 envelopes) for Owner, Applicant, and Agents.
3. Fees – Fees are non-refundable. Check for filing and notification fees to be made payable to Town of Belmont. Check for Notice of Decision recording fee to be made payable to Belknap County Registry of Deeds.
4. Application Form - Eight copies of the completed most current application form signed by property owner. Signature by anyone else or other representation at the meeting must be approved in writing by the land owner.

5. Plan – Eight copies of a survey, plot plan or accurate scaled drawing must be submitted showing the location and dimensions of all structures, property lines and other pertinent data, including adjacent streets and roads.

If the application is for dimensional relief, an “As-built survey” performed to detail the horizontal and vertical positions of the physical improvements of all or part of a tract, parcel or lot of land as defined in the New Hampshire Code of Administrative Rules Lan 503.02 (a) shall be submitted. The survey need only be made with enough detail to clearly delineate the area for which the dimensional relief is being sought.

If the original-scale survey, plot plan or accurate scaled drawing is 11”x17” or smaller, eleven copies shall be submitted. If it is larger than 11”x17”, three copies at the original size are required and eight copies of the plan reduced in size to no larger than 11”x17” are also required.

6. Photos - Eight copies clearly showing the area of the property for which relief is being sought, including a photo showing the entrance to the property from the main road to facilitate locating the property for inspection purposes. The property street number must be easily seen from the main road.
7. Decision Being Appealed – Eight copies of decision being appealed/denial or the determination by the zoning administrator that ZBA action is required.
8. Other Permits - Eight copies of all required other agency permits (NH DES, NH DOT, etc.)
9. Additional documentation - Eight copies of any other information that the applicant wishes the Board to consider at the public hearing (letters, deeds, etc.).
10. Completed application packets shall be delivered during regular business hours to the Land Use Office where the application shall be date-stamped upon receipt. Completed applications are considered received for the purposes of scheduling on the date so stamped.

**PLEASE NOTE:** In the case of dimensional approvals, **no** expansion or relocation within the setback except as reviewed and approved by the Board is allowed – please be sure the plan you submit is complete and accurate as to what you want to build and is the same as you included with the building permit application. Your completed application along with all other necessary paperwork and fees must be submitted to the Land Use Office by the closing date of the meeting you wish to attend (see meeting and closing date schedule). A date, time and place will be set for the public hearing and notice will be sent to the Applicant and all other necessary individuals. The Town will publish notice of the meeting in a newspaper of general circulation.

In signing the application form, the owner or authorized applicant authorizes members of the Board and/or staff to enter onto and view the premises for the purposes of understanding the request being made. Board members and/or staff may or may not choose to view the site. The site must be clearly marked with the 911 street address to facilitate inspection. You or your representative must attend the Zoning Board hearing. If no one is present at the meeting to present your application, it will be denied without prejudice and must be resubmitted. Decisions are usually rendered by the Board at the same meeting at which the public hearing is held. In some instances, decisions may be made at a later date. The findings of the Board will be forwarded to the Applicant.

In the instance where a full five-member voting Board cannot be seated, the chair will offer the applicant the opportunity to proceed with a reduced Board, or to have the hearing postponed until the next regular meeting date, with the understanding that an affirmative vote of three members is required to decide in favor of any appeal and that action by a reduced Board is not, in and of itself, grounds for a rehearing.

The public hearing will be held first, with the Applicant or his representative presenting his petition. Following this, those wishing to speak in favor or in opposition may do so. All comments must be directed to the Chair. Everyone rising to address the Chair shall identify himself or herself, giving his or her name and address.

Reasons are given for all decisions of the Board. If the Board wishes to wait to make a decision, the Applicant will be notified. Decisions will be announced by the Chair at the time they are made, with a copy mailed to the Applicant. For additional information, see ZBA Rules and Regulations. Any party affected by the decision of the Board has the right to appeal. Please refer to the Ordinance, RSA's or contact the Land Use Office for further information on requesting a rehearing and what form that request must take.

Please note: A request for rehearing must be filed no more than 30 days from the date the Board took the action being appealed. You must request a rehearing and the Board must act to grant or deny such request before you can appeal to the courts.

**SAMPLE ENVELOPE**  
**SAMPLE OF ENVELOPE THE APPLICANT MUST PROVIDE FOR EACH NOTIFICATION.**

Belmont Zoning Board P.O. Box 310 Belmont, NH 03220	Do Not Attach Postage
Abutter's Name Full Mailing Address	

**APPLICATION CRITERIA**

The Zoning Board must base its action regarding your application on the following criteria. Address the criteria fully in your application and in your presentation to the Board during the public hearing. If you have any questions regarding the criteria, contact your legal counsel or the Land Use Office. The Board suggests you attend a Zoning Board hearing to become familiar with the process prior to submitting your application if possible. Please refer to the Zoning Ordinance and RSA's for further information on these matters.

**SPECIAL EXCEPTION CRITERIA:**

1. The proposal is specifically authorized as a special exception by the ordinance.
2. The proposal satisfies applicable Special Exception criteria set forth in Ordinance Article 13.F.
3. The proposal is not incompatible to other uses in the area through the creation of noise, fumes, dust, odor, lighting, smoke or other impacts.
4. The proposed location is of adequate size.
5. The proposal does not create undue traffic congestion or unduly impair vehicular or pedestrian safety.
6. The proposal does not overload any existing water, drainage, sewer or other system, nor will there be any significant increase in stormwater runoff onto adjacent property or street.
7. The proposal does not create excessive demand for municipal services and facilities.
8. The proposal does not create hazards to the health, safety or general welfare of the public.
9. Additional criteria as may be required by the Zoning Ordinance.

**BELMONT ZONING BOARD OF ADJUSTMENT  
APPLICATION FOR SPECIAL EXCEPTION**

**APPLICATION MUST BE TYPED OR PRINTED LEGIBLY IN PEN**

**Owner:** \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

**Applicant:** \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

(Different than Owner, but holding interest in property)

Contact Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

**Agent:** \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

**Agent/Other:** \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Tax Map & Lot #(s): \_\_\_\_\_ Total area: \_\_\_\_\_ (acres)

Describe in detail all **existing** uses & structures on the subject property: \_\_\_\_\_

Describe in detail all **proposed** uses, structures, construction or modifications: \_\_\_\_\_

Number of Dwelling Units: Existing- \_\_\_\_\_ Proposed- \_\_\_\_\_

Application is for Special Exception of Zoning OF: ARTICLE \_\_\_\_\_ SECTION or TABLE \_\_\_\_\_

ARTICLE \_\_\_\_\_ SECTION or TABLE \_\_\_\_\_

ARTICLE \_\_\_\_\_ SECTION or TABLE \_\_\_\_\_

List all Variances or Special Exceptions that have in the past been applied for in regards to this property:

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I authorize the Members of the Board or their staff to enter onto my property for the purposes of this review.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature (or Applicant's if authorized)

ATTACH FULL LIST OF NAMES & ADDRESSES AS REQUIRED IN APPLICATION INSTRUCTIONS



**COMPLETE THE FOLLOWING**

(Use additional sheets as necessary)

1. The proposal is specifically authorized as a special exception by the ordinance:  YES  NO

2. The proposal satisfies applicable Special Exception criteria set forth in Ordinance Article 13.F.

If the proposed use is regulated by Article 13.F describe how the applicable criteria is satisfied:

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3. The proposal is not incompatible to other uses in the area through the creation of noise, fumes, dust, odor, lighting, smoke or other impacts because: \_\_\_\_\_

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4. The proposed location is of adequate size because: \_\_\_\_\_

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5. The proposal does not create undue traffic congestion or unduly impair vehicular or pedestrian safety because: \_\_\_\_\_

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6. The proposal does not overload any existing water, drainage, sewer or other system, nor will there be any significant increase in stormwater runoff onto adjacent property or street because \_\_\_\_\_

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7. The proposal does not create excessive demand for municipal services and facilities because: \_\_\_\_\_

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8. The proposal does not create hazards to the health, safety or general welfare of the public because: \_\_\_\_\_

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9. Additional Information Required by the Ordinance.

See attached Notification List

