

Fee: \$175

Abutter Notification: \$9 x \_\_\_\_\_

TOTAL: \_\_\_\_\_

Check# \_\_\_\_\_

Cash ☐ Other \_\_\_\_\_



Date Received: \_\_\_\_\_

By: \_\_\_\_\_ M/L: \_\_\_\_\_

District: \_\_\_\_\_

Case# \_\_\_\_\_

Hearing Date: \_\_\_\_\_

## APPLICATION FOR A SPECIAL EXCEPTION

*NOTE: 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.*

Applicant's Name: \_\_\_\_\_  
*Owner or Agent*

Name of Property Owner, if different: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Feet of Frontage: \_\_\_\_\_ Sq. Ft. of Lot: \_\_\_\_\_

Owner's Phone #/Email: \_\_\_\_\_

Agent's Phone #/Email: \_\_\_\_\_  
*Written permission to represent owner must be submitted with application.*

**Description of the proposed use requiring a Special Exception from Article \_\_\_\_ Section \_\_\_\_ of the Zoning Ordinance to permit:**

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**Explain how the proposal meets the Special Exception criteria:**

1. The proposed use is only allowed by Special Exception from Article \_\_\_\_\_ Section \_\_\_\_\_ of the Zoning Ordinance of the Town of Bristol. *(list all criteria from ordinance)*
2. The specific site is an appropriate location and of adequate size for the use because –

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3. The use, as developed, will not adversely affect the character of the area in which the proposed use will be located because –

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4. There will be no nuisance or serious hazard to vehicles or pedestrians because –

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5. The use will not place excessive or undue burden on Town services or facilities because –

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6. 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 because –

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



Date Received: \_\_\_\_\_  
By: \_\_\_\_\_  
M/L: \_\_\_\_\_  
District: \_\_\_\_\_  
Case# \_\_\_\_\_

## ZONING BOARD CHECKLIST

*NOTE: Please refer to the instructions for your application type. The checklist below (APPLICANT column) must be completed and attached to the front of your submission. If an item is not applicable, check N/A and be prepared to explain why.*

Applicant's Name: \_\_\_\_\_

Name of Property Owner, if different: \_\_\_\_\_

Property/Project Street Address: \_\_\_\_\_

Type of Application: \_\_\_\_ Variance \_\_\_\_ Special Exception

| Requirements                                   | APP | LU | ZBA |
|------------------------------------------------|-----|----|-----|
| Completed Application                          |     |    |     |
| Abutter List                                   |     |    |     |
| Written Permission to Represent Owner N/A      |     |    |     |
| Project Narrative (Written Description)        |     |    |     |
| Scaled Plot Plan / Survey                      |     |    |     |
| • All Building Dimensions                      |     |    |     |
| • All Setback Dimensions                       |     |    |     |
| • All Lot Coverage Calculations                |     |    |     |
| • Parking/Travel Lanes N/A                     |     |    |     |
| • Loading/Dumpster Zones N/A                   |     |    |     |
| • Streets & ROW's                              |     |    |     |
| • North Arrow & Locus Map                      |     |    |     |
| Very Recent Photos, not more than 30 days old. |     |    |     |
| Elevations N/A                                 |     |    |     |
| NHDOT Application (Access/Driveways) N/A       |     |    |     |
| NHDES Well/Septic N/A                          |     |    |     |
| NHDES CSPA (Shoreland, incl. Rivers) N/A       |     |    |     |

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

I herein acknowledge the receipt of the application form and instructions, that I have read the instructions and have provided all required information, including the reasons supporting my application to the Board.

# Instructions: Special Exception

## Bristol Zoning Board of Adjustment (ZBA)

Some property changes are allowed by special exception only. Make sure to look at Section 5.4A of the Zoning Ordinance. Your appeal for a special exception can be granted if you prove that the conditions stated in the Ordinance are met. Still, the Board may impose conditions it finds reasonably appropriate to safeguard a neighborhood or otherwise serve the Ordinance's purposes. See Section 5.4B.

### Notifying Abutters

We must contact the owners of property adjacent to yours. An abutters list shall be submitted with the special exception application that has current mailing address, property address, and tax map-lot for each abutter. Abutters include property owners directly across a road or waterbody. State law RSA 672:3 may be of interest. NOTE: For the purposes of notification, the applicant (and owner if different) and any professionals who have provided their service are considered abutters.

If you represent the property owner, you must be one of the following:

1. The holder of a valid option for purchase of the subject property.
2. A hired professional to represent the applicant.

### Timeline

Checklist, original application, fees, and all required supporting documents must be received in the Land Use Office by the filing deadline at 12pm. Application materials can be mailed or delivered. PDF is good but plans larger than 11x17 need to be printed by the applicant—2 copies. Payment must be cash or check. Monthly application deadlines are posted at [www.bristolnh.gov](http://www.bristolnh.gov).



Public hearings take place the first Tuesday of each month. Hearing notices will be posted and printed in a newspaper having broad circulation. Staff work to notify all abutters including you (and any other parties which the Board deems to be interested, or as required by RSA) by way of verified mail at least 14 days before the hearing date. All such parties can speak to the special exception request—whether they support it or not.

NOTE: If you the applicant/owner fail to attend the scheduled hearing, ZBA can deny your special exception request or continue it to the next meeting. The same is true if your application packet is incomplete. You may ask for a continuance if necessary. Once the Board has considered the special exception and decided on it, you will be given a Notice of Decision.

Should the ZBA aggrieve you with their decision regarding the special exception request, you may file a Motion for Rehearing within 30 days of said decision. This appeal period is open to the applicant and abutters alike. See Motion for Rehearing instructions.

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*Representatives need to have written permission from the owner to speak on their behalf.*

*Other approvals (beyond a special exception) may be relevant to your situation. They are handled separately.*

# Town of Bristol

## Abutter Notification List

Name and address should be those of current owners as recorded in the Tax Records at the time of submission of your application. If more room is needed, copy this sheet and attach. Be sure to make note of how many abutter sheets you are submitting - \_\_\_\_\_ # of sheets. For the purposes of notification, the applicant (and owner if different) and any professionals who have provided their service are considered abutters.

1) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

3) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

5) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

6) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Addresses Verified – Date: \_\_\_\_\_

By Whom: \_\_\_\_\_ Department \_\_\_\_\_

## LOT COVERAGE CALCULATION WORKSHEET

Property Address: \_\_\_\_\_

Tax Map/Lot #: \_\_\_\_\_

Owner Name(s); \_\_\_\_\_

Case Type: \_\_\_\_\_

Total Area of Lot/Parcel, in Square Feet: \_\_\_\_\_ (A)

### Existing Impervious Square Footage

### New Impervious Square Footage

|                               |       |       |
|-------------------------------|-------|-------|
| House/Building                | _____ | _____ |
| Driveway                      | _____ | _____ |
| Walkway(s)/patio(s)           | _____ | _____ |
| Equipment pad/shed(s)         | _____ | _____ |
| Garage/shed/other building(s) | _____ | _____ |
| Screen room/pool              | _____ | _____ |
| Other: _____                  | _____ | _____ |

**TOTAL SQUARE FEET** \_\_\_\_\_ (B) **TOTAL SQUARE FEET** \_\_\_\_\_ (C)

Please add together the totals from ( B ) and ( C ) above and enter here: \_\_\_\_\_ (D)

Divide (D) by (A)  $(D \div A) = \text{Coverage}$  \_\_\_\_\_

To get the %, multiply the coverage by 100 = PERCENTAGE \_\_\_\_\_

### PERCENTAGE ALLOWED BY DISTRICT:

Village Commercial = 70%

Corridor Commercial = 60%

Village Residential = 55%

Rural = 40%

Downtown Commercial = 100%

Lake = 35%

Industrial = 75%

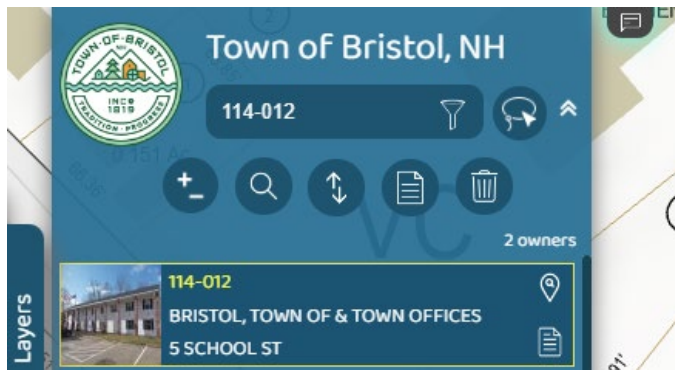
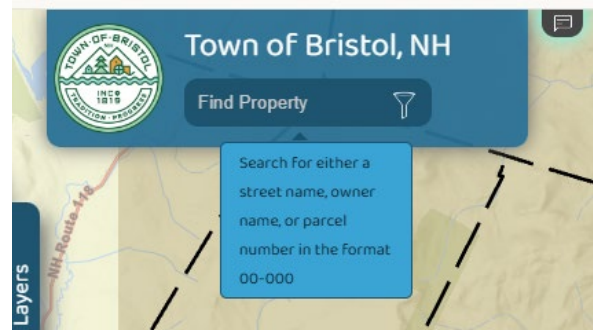
Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

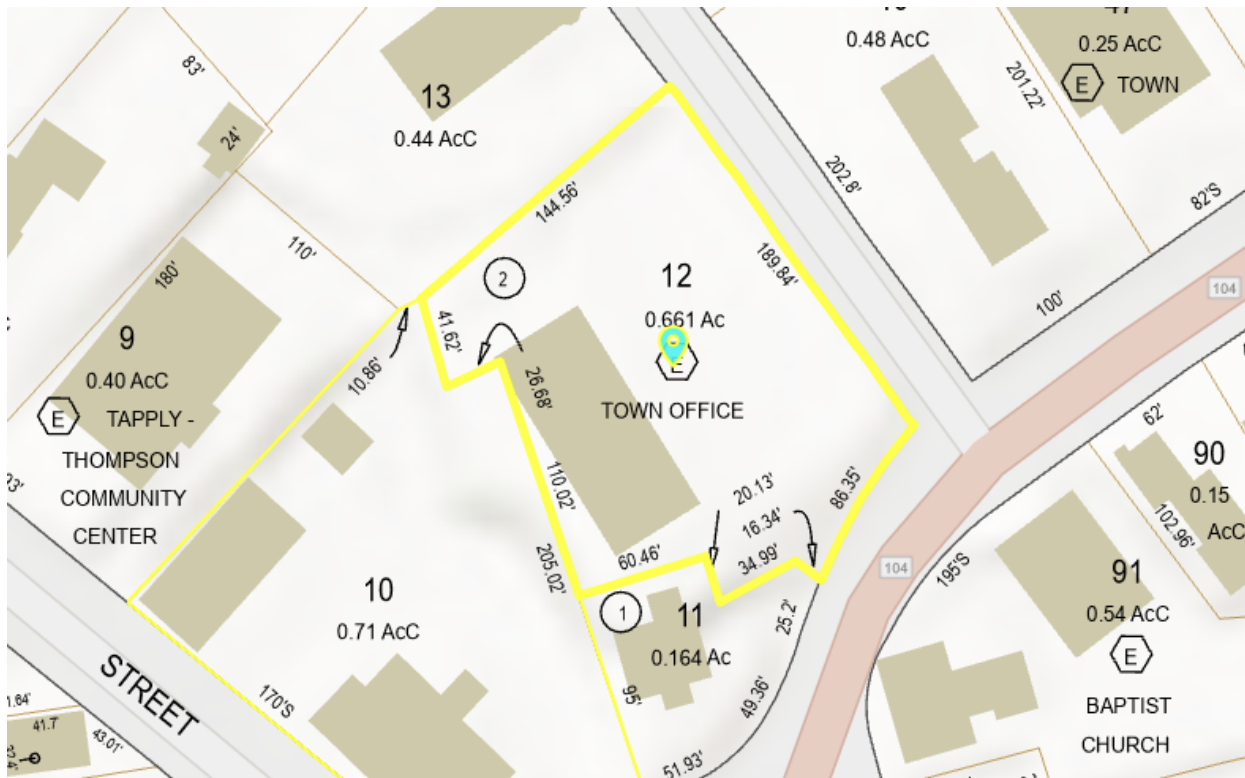
Signature: \_\_\_\_\_

## How to obtain an abutter's list using the Town website.

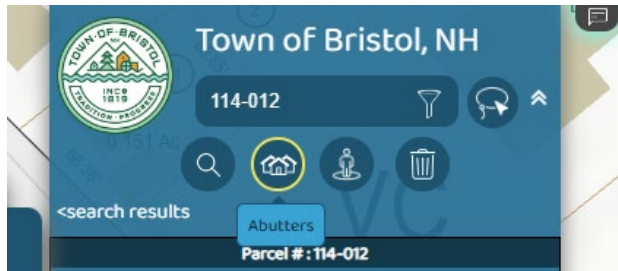
- Go to the Homepage at [www.bristolnh.gov](http://www.bristolnh.gov)
- Click the **Maps** button in the left-hand column.
- This will take you to <https://next.axisgis.com/BristolNH/>
- Click **Find Property**
- Enter property address or Map and Lot number.



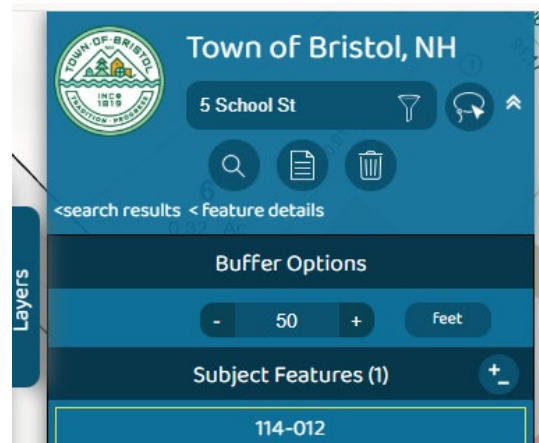
The property you chose will show in yellow.



- Click the **Abutters Icon**.



- Choose 50 feet Buffer Option

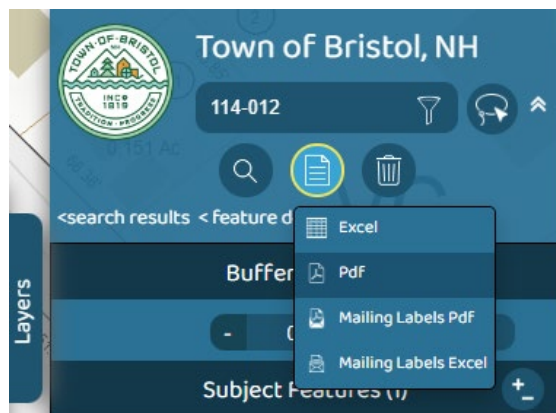


- Click the plus/minus sign (+/-) next to Abutting Parcels



- Click on map to add or remove abutting parcels.  
(Abutters are those sharing a border diagonally and across any streets or rivers. If the property address is in an association, the Land Use Office will assist you with identifying the appropriate abutters.)
- Abutting properties will appear in red.

- Click the **Report Icon**, scroll to choose PDF
- Print and submit this report to the Land Use Office with your Application. (The Land Use Office will verify your abutter's list.)







# 0.1 feet Abutters List Report

Bristol, NH  
May 24, 2024

## Subject Property:

Parcel Number: 114-012  
CAMA Number: 114-012  
Property Address: 5 SCHOOL ST

Mailing Address: BRISTOL, TOWN OF TOWN OFFICES  
5 SCHOOL ST  
BRISTOL, NH 03222

## Abutters:

Parcel Number: 114-010  
CAMA Number: 114-010  
Property Address: 10 NORTH MAIN ST

Mailing Address: TD BANK  
380 WELLINGTON ST - 12TH FL  
LONDON, ONTARIO  
N6A 4S4,

Parcel Number: 114-011  
CAMA Number: 114-011  
Property Address: 15/3 SUMMER ST/SCHOOL ST

Mailing Address: CRH REALTY, LLC  
281A BROADWAY  
LAWRENCE, MA 01841

Parcel Number: 114-013  
CAMA Number: 114-013  
Property Address: 25 SCHOOL ST

Mailing Address: BCC REALTY CORPORATION  
PO BOX 1405  
CENTER HARBOR, NH 03226

Parcel Number: 114-046  
CAMA Number: 114-046  
Property Address: 35 SUMMER ST

Mailing Address: SYMINGTON, BESSIE M  
35 SUMMER ST  
BRISTOL, NH 03222

Parcel Number: 114-091  
CAMA Number: 114-091  
Property Address: 30 SUMMER ST

Mailing Address: BRISTOL BAPTIST CHURCH  
30 SUMMER ST  
BRISTOL, NH 03222

SAMPLE



[www.cai-tech.com](http://www.cai-tech.com)

5/24/2024

Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report. This is not an official abutters list unless approved by the Bristol Assessing Department.

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Abutters List Report - Bristol, NH