

Fee: \$175
 Abutter Notification: \$9 x _____
 TOTAL: _____
 Check# _____
 Cash Other _____



Date Received: _____
 By: _____
 M/L: _____
 District: _____
 Case# _____

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:

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 –

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

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

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

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 –

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.



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 aggrive 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.

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 # _____

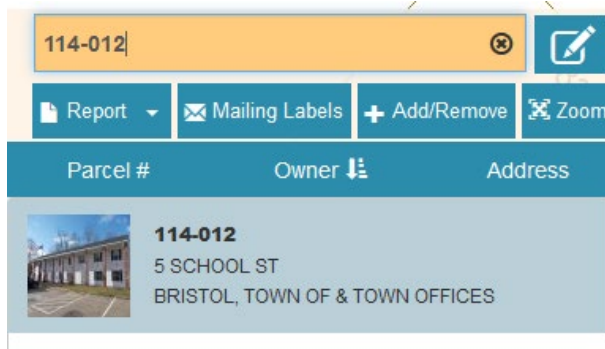
City _____ State _____ Zip Code _____

Addresses Verified – Date: _____

By Whom: _____ **Department** _____

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

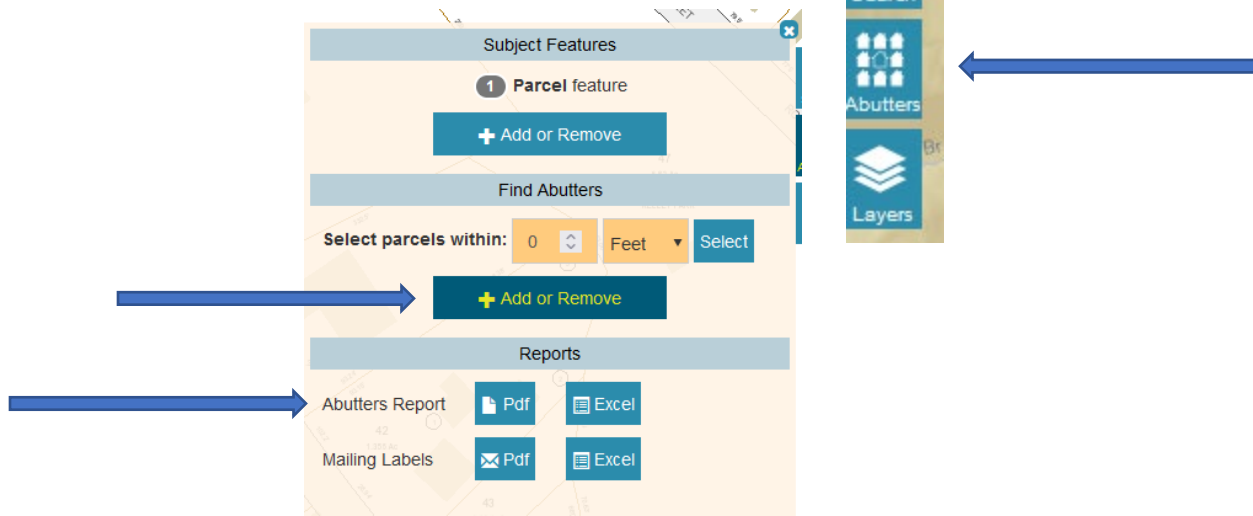
- Go to the Homepage at www.bristolnh.gov
- Click the **Maps** button in the left-hand column.
- This will take you to <https://www.axisgis.com/BristolNH/>
- Click the **magnifying glass** to search:
- Enter property address or Map and Lot number.



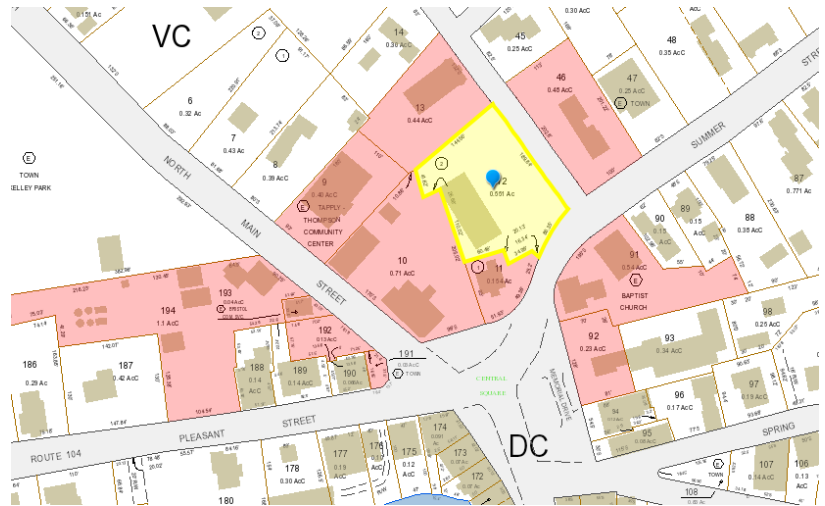
The property you chose will show in yellow.



- Click the **Abutters Icon**.
- Under Find Abutters, click **Add or Remove**.



- Click on the parcels surrounding your property.
(Abutters are those sharing a border and across any streets or rivers. If the property address is located in an association, the Land Use Office will assist you with identifying the appropriate abutters.)
- Abutting properties will appear in red.
- Under Reports, click **Abutter's Report PDF**
- Print and submit this report to the Land Use Office with your Application. (The Land Use Office will verify your abutter's list.)



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: _____