

Fee: \$175

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

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

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

Cash ☐ Other \_\_\_\_\_



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

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

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

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

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

## APPLICATION FOR A VARIANCE

*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 request for a Variance from Article \_\_\_\_\_ Section \_\_\_\_\_ of the Zoning Ordinance to permit:**

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### Facts in support of granting the variance:

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

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

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3. Granting the variance would do substantial justice because –

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

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5. Unnecessary Hardship-Answer A(i), A(ii) and B. 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(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 because –

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A(ii) The proposed use is a reasonable one because –

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B. 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.

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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 | \_\_\_\_\_ Demolition \_\_\_\_\_ Remodel/Renovate

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.			
Existing and Proposed Grade and 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.

## Standard Variance Application Questions – Clarified

Bristol's application generally follows the 5 legal criteria required for a variance in NH. Here's how to understand and respond to each:

### 1. The variance will not be contrary to the public interest.

- **Clarification:** Does granting this variance harm the public or neighborhood? Will it disrupt the "character of the area," cause safety issues, or hurt nearby property values?
- **Tips:** Show that the proposed use or structure fits in with the neighborhood and won't be a nuisance.

### 2. The spirit of the ordinance is observed.

- **Clarification:** Even though you're asking for relief from the zoning ordinance, is your project still in line with its intent (such as preserving open space, protecting neighbors, etc.)?
- **Tips:** Explain how your project is consistent with the overall goals of the zoning ordinance.

### 3. Substantial justice is done.

- **Clarification:** Is the benefit to you (the property owner) greater than any harm to the public if the variance is granted?
- **Tips:** Emphasize fairness — the variance helps you use your property reasonably without unfairly affecting others.

### 4. The values of surrounding properties are not diminished.

- **Clarification:** Will your project hurt the value of nearby homes?
- **Tips:** Consider getting support from neighbors or even a realtor's opinion to show there's no negative impact.

### 5. Literal enforcement of the ordinance would result in unnecessary hardship.

This is often the most confusing part. It breaks down further into two parts:

#### A.1. The property cannot be used in a "fair and substantial" way.

- **Clarification:** Is your property unique in a way that makes it very difficult or impossible to follow the zoning rules?
- **Tips:** Mention things like unusual lot shape, slope, wetlands, or other site conditions.

#### A.2. The proposed use is a reasonable one.

- **Clarification:** Is the proposed use reasonable given the special conditions of the property?
- **Tips:** Show that the proposed use fits with other similar uses in the area.

#### B. You cannot use your property like others around you without the Variance.

- **Clarification:** Is your plan a fair and typical use of the land?
- **Tips:** Reinforce how your request is modest, logical, and not extreme or out of character.

***Section A and B are alternatives. Meaning, hardship must exist under section A, and if the board doesn't find that hardship exists under A, it could still find that it exists under B, and this would satisfy the criteria for condition 5.***

### Other items that are on the checklist:

- Recent photos or sketches of the property.
- Site plan showing the proposed structure.
- Letters of support from neighbors.
- A narrative description of the hardship in practical, personal terms.

## Instructions: Variance

### Bristol Zoning Board of Adjustment (ZBA)

To do something that the Zoning Ordinance does not permit, you must get a variance. Make sure to review Section 5.3. Your request for a variance may be approved if you show that the (State of New Hampshire) standards of RSA 674:33 are met.

#### Notifying Abutters

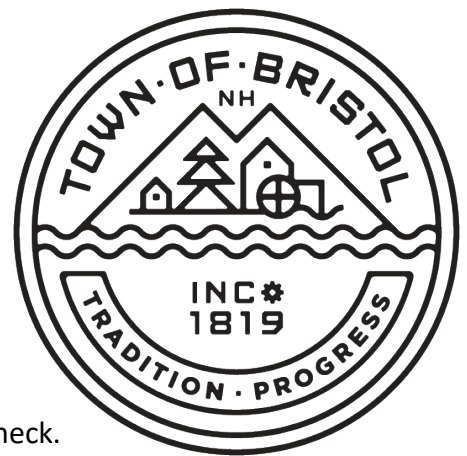
We must contact the owners of property adjacent to yours. An abutters list shall be submitted with the variance application that has current mailing address, property address, and tax map-lot for each abutter. Abutters include property owners directly or diagonally across a road or waterbody. State law 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 purchasing 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. Application materials can be mailed, emailed, or delivered. PDF is good but plans larger than 11x17 need to be printed by the applicant. Payment must be cash or check. Monthly application deadlines are posted on the Town website.



Public hearings take place on 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 about this variance request—whether they support it or not.

NOTE: If you, the applicant/owner, fail to attend the scheduled hearing, ZBA can deny your variance 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 variance and decided on it, you will be given a Notice of Decision.

Should the ZBA deny your variance 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 variance) may be relevant to your situation. They are handled separately.*

## 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: \_\_\_\_\_

# 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 # \_\_\_\_\_

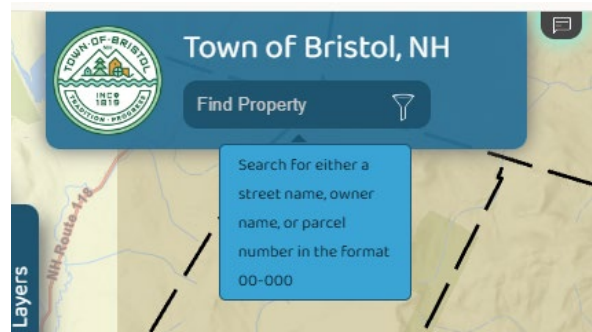
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Addresses Verified – Date: \_\_\_\_\_

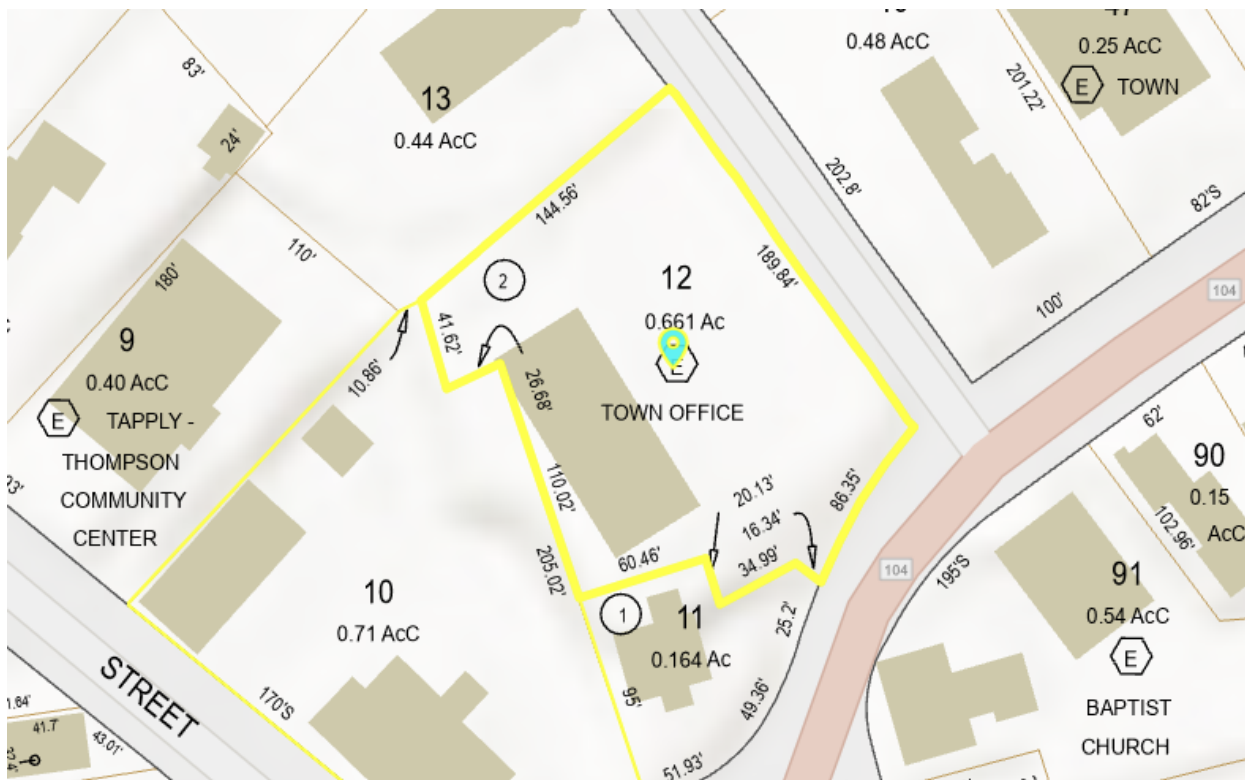
By Whom: \_\_\_\_\_ Department \_\_\_\_\_

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

- Go to the Homepage at [www.bristolnh.gov](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.

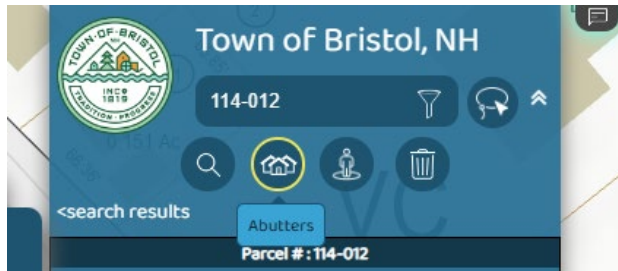


The property you chose will show in yellow.

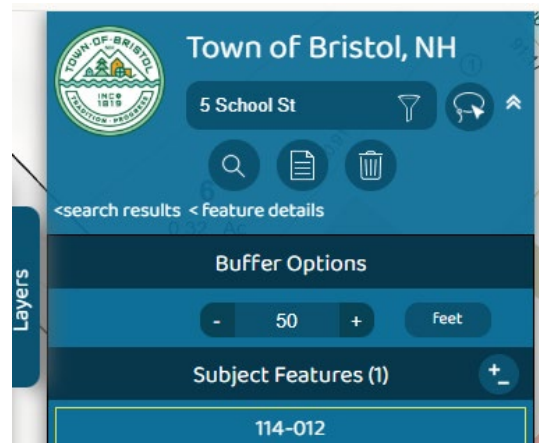




- Click the **Abutters Icon**.



- Choose 50 feet Buffer Option

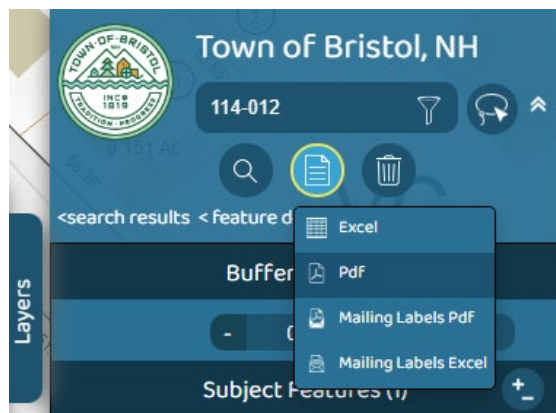


- Click the plus/minus sign (+/-) next to Abutting Parcels



- 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

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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