

## INSTRUCTIONS

Complete applications **MUST** have the following before they will be scheduled to be heard by the Board:

1. Completed application form; it is the responsibility of the applicant to know whether he/she needs an exception or a variance. Copies of the Zoning Ordinance can be obtained in the Selectmen's Office.
2. Completed list of abutters; which may be obtained at the Selectmen's Office also.
3. **A detailed map of the property in question**, including **all** buildings currently and proposed. Dimensions and acreage of lots, as well as the dimensions of buildings, the scale the plan is drawn at, the location of property lines, septic systems, wells, and other physical features that may be important relative to the Board's ability to make its decision. This can be hand written/drawn but **must** be easily legible.
4. A check made out to the **TOWN OF WEBSTER** for \$150.00 to cover the cost of posting the notice in the Concord Monitor, etc. and \$5 per abutter.
5. Please provide 2 sets of abutter address labels with the abutter list.

Amended 04/14/2006

**APPLICATION FOR VARIANCE, SPECIAL EXCEPTION OR  
APPEAL FROM AN ADMINISTRATIVE DECISION**

All information in Section I must be completed by every applicant. This application **MUST** be accompanied by a plot plan, drawn to scale (no greater than 1" to 100'), that identifies the existing boundaries, setbacks and all structures. A fee of \$150.00 plus \$5.00 per abutter must accompany this application.

**SECTION 1**

Name of applicant(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone Number: Business \_\_\_\_\_

Home \_\_\_\_\_

Location (street address) of property:

\_\_\_\_\_

Attach a list of all abutters with their mailing addresses. Abutters include any person whose property adjoins or is directly across a street or stream from the property being considered.

**SECTION II**

**APPLICATION FOR SPECIAL EXCEPTION**

A special exception **MAY** be granted for those uses **SPECIFICALLY** contained in the Town of Webster Zoning Ordinance. Please refer to the specific section of the ordinance which allows the use for which you are applying:

Nature of exception (state in detail what you propose):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Article and section of zoning ordinance which allow use:

Article \_\_\_\_\_ Section \_\_\_\_\_

(A copy of the Zoning Ordinance is available at the Town Office)

**SECTION III**

**APPLICATION FOR VARIANCE**

A variance is a waiver of the requirements of the Zoning Ordinance. The New Hampshire Supreme Court has set the following conditions for the granting of a variance:

1. No diminution in value of surrounding properties would be suffered;
2. Granting the permit would be of benefit to the public interest;
3. Denial of the permit would result in unnecessary hardship to the owner seeking it;
4. By granting the permit substantial justice would be done;
5. The use must not be contrary to the spirit of the ordinance.

(From Gelinas v. Portsmouth, 97 N.H. 248, 1952)

**ALL** of the above conditions must be met in order for a variance to be granted.

Nature of the variance requested (state in detail):

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Article and sections of Zoning Ordinance that prohibit use:

Article \_\_\_\_\_ Section \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_

**SECTION IV**

**APPEAL FROM AN ADMINISTRATIVE DECISION**

Undersigned hereby requests an Appeal from an Administrative Decision in relation to:

Article \_\_\_\_\_ Section \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_

Applicant states that the decision appealed from is incorrect for the following reasons:

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If you have any questions regarding the completion of this form please contact any member of the Zoning Board of Adjustment, Selectmen or Sarah Carter – Secretary.

If you have any questions regarding the grounds for granting of a special exception or a variance please contact an attorney. For example, the variance requirement of “hardship” has a legal definition that must be met. Town Officials **CANNOT** give you legal advice.

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