

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

**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 current and proposed; dimensions and acreage of lots, as well as the dimensions of buildings; the scale to which the plan is drawn; the location of property lines, septic systems, wells, and other physical features that may be important relative to the Boards ability to make its decision. This can be hand written/drawn but **must** be easily legible. ***SEE SAMPLE MAP ATTACHED.***
4. A check made out to the **TOWN OF WEBSTER** for \$250.00 to cover the cost of posting the notice in the Concord Monitor, etc. and \$10.00 per abutter.
5. Please provide 2 sets of abutter address labels with the abutter list.

\*\*\*\*\* **Please note:** If you are applying for a Commercial Exception or a Home Business and are approved, you will then need to apply to the Planning Board for a Site Plan Review.

Fees revised 09/03/2013

**TOWN OF WEBSTER, NEW HAMPSHIRE**

*Zoning Board*

**945 Battle Street/Rte. 127**

**Webster, NH 03303**

**Tel. (603) 648-2272**

**Fax (603) 648-6055**

**e-mail: townofwebsterpb@tds.net**

**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 \$250.00 plus \$10.00 per abutter must accompany this application.

**SECTION I**

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

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

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

Location of property: \_\_\_\_\_  
(street address and Map and Lot)

\_\_\_\_\_  
(signature of applicant)

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 \_\_\_\_\_

**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, Select Board or Therese Larson, PB/ZBA 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.

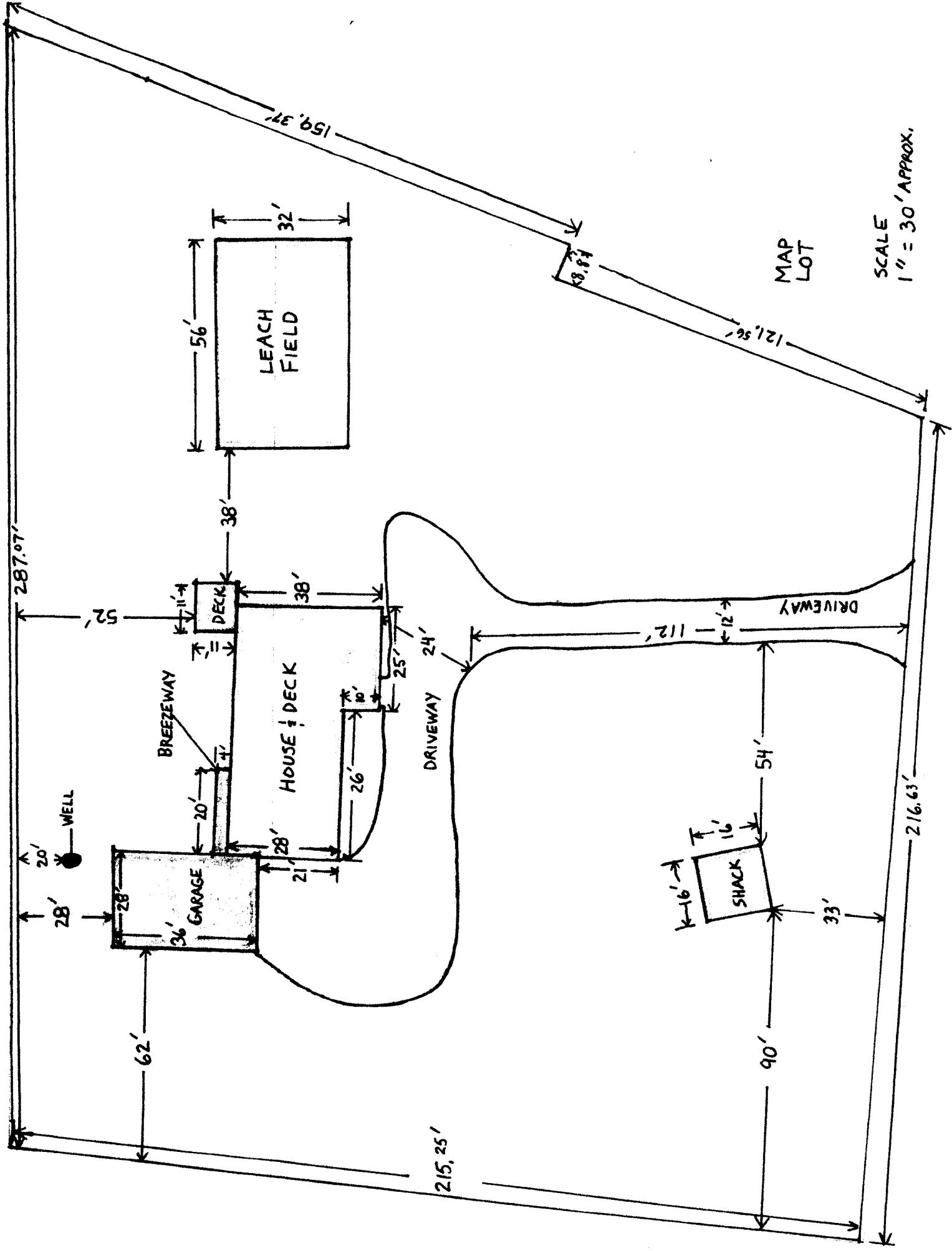
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FOR OFFICE USE ONLY

TOWN OF WEBSTER ZONING BOARD OF ADJUSTMENT ABUTTER'S LIST

MAP #	LOT#	NAME	STREET ADDRESS	CITY	STATE & ZIP
Applicant/ Owner					
Applicant/ Agent					
Abutters: 1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Date Submitted: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_



MAP LOT

SCALE 1" = 30' APPROX.