

**APPLICATION FOR SPECIAL EXCEPTION**

**FEES: \$100 PLUS ABUTTER NOTIFICATION FEES**

I hereby apply for a hearing requesting:

**SPECIAL EXCEPTION** to the terms of Article \_\_\_\_ Section \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE (\_\_\_\_) \_\_\_\_\_

OWNER OF PROPERTY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

(If Applicant and Owner are the same person, write "SAME")

LOCATION OF PROPERTY \_\_\_\_\_

(include tax map number and street)

PROPOSAL \_\_\_\_\_

**Attach plot plan to show front, side and back lot lines and setbacks.**

It is the responsibility of the applicant to provide current names and **mailing** addresses of abutters. A form is provided on the reverse side of this application.

*(Abutters include owners of all property touching lot in question in ANY way and directly across the street.)*

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE	Date accepted _____	by _____
USE ONLY	Fee Paid Check # _____	Cash _____

ZONING BOARD OF ADJUSTMENTS

DERRY, NEW HAMPSHIRE

**NOTE: Please include name of applicant and owner of parcel.**

TAX LOT #	NAME	MAILING ADDRESS	ZIP
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TOWN OF DERRY, NH  
APPLICATION FOR EXCEPTION

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

A request for only such special exception uses as are specified in Part A above may be granted, provided that the Zoning Board of Adjustment finds favorably with respect to each of the following conditions:

1. The applicant claims the dwelling unit as her/his legal residence.
2. The residential use was established by the applicant prior to the filing of the request for special exception. It was established \_\_\_\_\_  
(date of residency).
3. The proposed home business will not be injurious, noxious, or offensive to the neighborhood by reason of emission of odor, fumes, dust, smoke, vibration, noise, or other cause.  
\_\_\_\_\_
4. The home business will be conducted within the residential structure, or other existing structure, and will not exceed twenty-five (25) percent of the finished living area of the dwelling.  
\_\_\_\_\_
5. The home business use will not change the residential character of the dwelling, or the property \_\_\_\_\_  
\_\_\_\_\_
6. Not more than one (1) sign or other advertising device will be displayed on the property, and it will not exceed three (3) square feet in surface area. \_\_\_\_\_
7. Not more than one (1) person not residing in the dwelling unit will be employed on the premises at the same time. Total number of non-resident employees is \_\_\_\_
8. Sufficient off-street parking will be provided for employees, clients, and customers. Where lot size permits, the parking will not be provided within twenty five (25) feet of the front lot line, nor within ten (10) feet of a side or rear lot line. (Must Provide a sketch showing parking). \_\_\_\_\_
9. Not more than one (1) home business use will be conducted on the property.  
\_\_\_\_\_





TOWN OF DERRY – ZONING BOARD OF ADJUSTMENT APPLICATION  
CHECKLIST FOR SPECIAL EXCEPTION

FOR AN APPLICATION TO BE CONSIDERED COMPLETE AND PLACED ON AN AGENDA,  
YOU MUST HAVE THE FOLLOWING:

- 1. Application Form Completed
- 2. Complete Abutters List
- 3. Letter of Explanation – 10 copies
- 4. Letter from Owner authorizing applicant to file on owner’s behalf  
or a Purchase & Sales Agreement (if not the owner) (You may blank out  
confidential information regarding sales price, etc.)
- 5. Filing Fee: \$100.00 – plus abutter notification fees
- 6. Vicinity Ownership Map:   
10 copies of Plot Plan/Tax Map
- 7. Current Recorded Deed with copy of any covenants. (book & page)
- 8. 10 Copies of Certified Plot Plan (recommended) clearly showing the  
proposed use.
- 9. Commercial Site/Subdivision Plan

**PLAN MUST SHOW**

- A. Location of existing and proposed buildings and additions  
and their dimensions in square feet.
- B. Distances on all sides between buildings and property lines.
- C. Generalized floor plan showing dimensions and the square  
Footage of areas for proposed uses.
- D. Information on septic system – existing or proposed

You should be prepared to make a presentation to the Board of Adjustment at the public hearing  
addressing the criteria. If your request is granted – you may apply for a building permit after waiting  
the 30 day appeal period.

**NOTE: PLEASE MAKE SURE THAT ALL PAPERWORK SUBMITTED TO THE BOARD  
HAS YOUR NAME/ADDRESS ON IT FOR PROPER IDENTIFICATION.**