

**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  
USE ONLY

Date accepted \_\_\_\_\_  
Fee Paid Check # \_\_\_\_\_

by \_\_\_\_\_  
Cash \_\_\_\_\_

# ZONING BOARD OF ADJUSTMENTS

## DERRY, NEW HAMPSHIRE

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

[illegible]

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.**