



Loudon Planning & Zoning Office
55 South Village Road – Ste 4
Loudon, NH 03307
603-798-4540
planning-zoning@loudonnh.org

Please read all the instructions carefully. Failure to do so may result in your application being deemed incomplete, which could delay your Public Hearing.

NOTE: If you are making a request for relief based on an application denial from the Planning Board or the Building Inspector, please include a copy of that application, including all plans and/or sketches, and the letter of denial.

All completed applications must be received no later than fifteen (15) days prior to the next scheduled Zoning Board of Adjustment meeting.

APPLICATION INSTRUCTIONS

1. Complete and sign the attached application. If you are applying for more than one request for relief, a separate application is required for each request. Please do not submit more than one request on a single application.
2. The applicant is responsible for submitting a correct list of all abutters with complete mailing addresses for notification. Be sure to include the full mailing address of the owner of each abutting property. Three (3) sets of mailing labels with each abutter's name(s), full address, and zip code are required with your application. Please also include three (3) sets of mailing labels for the applicant.
3. An application fee of \$75.00 per application and \$12.00 per abutter (including the applicant) must be paid at the time of the application submission.
4. If the applicant is not the property owner, written authorization from the property owner must accompany the application. If the applicant is being represented by another party, an agent authorization letter must be included as part of the application packet submission.
5. The application packet must include twelve (12) 11x17 copies of the plan. The plot plan must be drawn to scale and include sufficient detail to support the statements made in this application, and to illustrate compliance with the special conditions required in the ordinance.
 - At a minimum, the plot plan must show the location and dimension of existing and proposed building footprints, setback distances to the property lines and road right of way; the location of wells and septic systems; significant physical or topographic limitations to the development of the lot; and parking and loading areas as applicable.
 - Setback distances from roads must be based on the distance from the edge of the right of way, not the pavement edge. If you are uncertain of the road right of the way location, contact the Town Road Agent for more information.

**TOWN OF LOUDON
ZONING BOARD OF ADJUSTMENT
APPLICATION FEES**

1. Any application accepted by the Loudon Zoning Board of Adjustment for a Public Hearing shall be accompanied by the following non-refundable fees:
 - A. VARIANCE: Seventy-Five Dollars (\$75.00)
 - B. SPECIAL EXCEPTION: Seventy-Five Dollars (\$75.00)
 - C. APPEAL OF AN ADMINISTRATIVE DECISION: Seventy-Five Dollars (\$75.00)
 - D. MOTION FOR A REHEARING: Seventy-Five Dollars (\$75.00)
 - E. ABUTTERS FEES: Twelve Dollars (\$12.00) for each abutter including the applicant is required on all the above applications.
2. The Zoning Board of Adjustment reserves the right to request an applicant to prepare special studies pertaining to their application at the applicant's expense and/or the board may contract with consultants to review all or portions of the application at the applicant's expense.

FEE CALCULATOR

Application Fee	\$75	\$ <u>75.00</u>
Abutters (fill in # of abutters)	\$12 x _____	\$ _____
Applicant notification	\$12 x _____	\$ _____
Owner notification (if different)	\$12 x _____	\$ _____
TOTAL		\$ _____

**TOWN OF LOUDON
ZONING BOARD OF ADJUSTMENT
VARIANCE APPLICATION**

For office use:

Received: _____

Fees paid: _____

Accepted by: _____

Application Number: #Z_____

Property Owner Name & Address:

Telephone #: _____

Map & Lot #: _____

Location of Site: _____

Total Acreage: _____

Applicant's Name & Address (if different from Property Owner)

(If the applicant is not the property owner, written authorization to allow the application must be included)

Zoning District (RR, C/I, C/R, AFP, Village): _____

Is the property in current use (tax purposes)? _____

On-Site Inspection (Site Walk) Authorization

I/we consent to allow the Loudon Zoning Board of Adjustment and/or its designee to make an on-site inspection or inspections of my/our property as deemed necessary for the evaluation of my/our application.

Owner/Applicant Signature

Date

Owner/Applicant Signature

Date

Variance

A variance is requested from **Article** _____ **Section** _____ of the Loudon Zoning Ordinance.

A variance is requested for said terms of the Loudon Zoning Ordinance be waived to permit: _____

The applicant alleges that the following conditions exist to support this variance request:

1. The variance will not be contrary to the public interest because: _____

2. The spirit of the ordinance is observed because: _____

3. Substantial justice is done because: _____

4. The values of the surrounding properties will not be diminished because: _____

Variance

For question 5, define the Special Conditions of the property. Then answer either A or B.

5. Literal enforcement of the provisions of the ordinance would result in unnecessary hardship because of:

The “Special Conditions” of this property that distinguish it from other properties in the area are as follows: _____

(A) Owing to the special conditions of the property, set forth above, that distinguishes it from other properties in the area:

(i) No fair and substantial relationship exists between the general public purposes of the ordinance and the specific application of that provision to the property because:

(ii) The proposed use is a reasonable one because:

If the criteria in subparagraph (A) are NOT established, an unnecessary hardship will be deemed to exist, if and only if:

(B) Owing to the Special Conditions, set forth above, 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 because:

**TOWN OF LOUDON
ZONING BOARD OF ADJUSTMENT**

ABUTTERS FORM

Instructions: Please indicate the name and full mailing address of all abutters to the property which shall be reviewed by the Zoning Board. "Abutter" means any person whose property is in New Hampshire and adjoins or is directly across the street or body of water from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that their land will be directly affected by the proposal under consideration. For purposes of receipt of the notification by a municipality or local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term "abutter" means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.

Please include the names of all attorneys, engineers, surveyors, planners, and/or architects whose stamp appears on the plat to be submitted to the Board for review and the Owner of the property on the plat.

Name: _____
Map / Lot: _____
Street: _____
City: _____
State / Zip: _____

Name: _____
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Street: _____
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State / Zip: _____

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