

Special Exception



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 plot 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.

Special Exception

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

APPLICATION TO REQUEST A SPECIAL EXCEPTION

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)? _____

A Special Exception is requested from **Article** _____ **Section** _____
of the Loudon Zoning Ordinance.
A Special Exception is requested to allow: _____

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Distance to abutting property lines from proposed and/or current structure:

Current structure/house/building:

Front: _____ feet

Side: _____ feet

Side: _____ feet

Rear: _____ feet

Proposed structure/building:

Front: _____ feet

Side: _____ feet

Side: _____ feet

Rear: _____ feet

Additional distances to be noted: _____

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

Special Exception

It is the responsibility of the applicant to supply the following information, as applicable, to allow the Zoning Board of Adjustment to make findings on each of the respective points below relative to a request for a Special Exception. (Please see Section 701.3 of the Loudon Zoning Ordinance for more information.)

1. Identify where the Special Exception is specifically authorized in Article II, Article III, or Article V of the Loudon Zoning Ordinance:

2. Describe how the Special Exception will avoid injurious and/or detrimental effects on the neighborhood:

3. Review Articles II, III, and/or V of the Loudon Zoning Ordinance. Make note of any special conditions required of your proposed use of the property and describe below (or on attached sheets if necessary) how each of the applicable conditions required in the Zoning Ordinance will be met, including but not limited to compliance with rules relating to:

Subsurface waste disposal systems, steep slopes, setbacks, fuel storage, advertising signs, off-street parking, and other requirements

4. Describe any additional demands on municipal services that may or will occur as a result of the Special Exception:

Special Exception

5. Estimate the traffic volume to be generated as a result of the Special Exception. Describe any effects it will have on existing road or intersection capacity and/or condition:

6. What impact will granting the Special Exception have on the natural environment? How will potential adverse effects be avoided or addressed?

7. What impact will granting the Special Exception have on Loudon's groundwater resources? How will any potential impacts be avoided or addressed?

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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State / Zip: _____

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