

IMPORTANT:

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING ATTACHED APPLICATION.

The board strongly recommends that, before making an appeal, you become familiar with the Zoning Ordinance and with New Hampshire Statutes TITLE LXIV, RSA Chapters 672-677. The state rules and regulations are available on line at nh.gov. The town ordinance is available on line at townofbristolnh.org.

All applications must include a list of all abutters, including their current mailing address, property address and tax map number. The definition for "Abutter" is on the last page of these instructions. Please note: For the purposes of notification, the applicant and his representative(s) are considered abutters and must be included on the list.

All applications must be presented to the board by the property owner or the property owner's designee, which must be one of the following:

1. The holder of a valid purchase and sale agreement for the purchase of the subject property.
2. The holder of a valid option for purchase of the subject land.
3. Applications submitted by the property owner's representative must submit a notarized statement authorizing the representative to act on the owner's behalf.

It is the obligation of the applicant to submit to the board, through the Land Use Enforcement Officer, adequate plans and exhibits in accordance with the terms of the zoning ordinance. The minimum requirements for submission are as follows:

1. Name of petitioner
2. Title of petition (Variance, Appeal from Administrative Decision, Special Exception or Equitable Waiver of Dimensional Requirements).
3. Narrative explaining the request and answers to the questions (provided on page 2).
4. Scaled plot plan/survey with lot dimensions, distances of all existing and proposed structures to lot lines, buffer zones, landscaped areas, recreational areas, paved or graveled areas, signs, rights-of-way, streams, wetlands, drainage and all easements.
5. Existing and proposed buildings, additions or other structures with their dimensions, including height, length and width.
6. All setback dimensions as required in the zoning ordinance for the district.
7. Computed lot and building areas with percent of lot coverage.
8. Location and number of parking spaces and traffic lanes.
9. Required loading and unloading and trash dumpster areas.
10. Abutting streets and/or public ways.
11. North arrow and locus map.
12. Photographs of the existing conditions, elevations of the proposed improvements and any other materials that will support the request.
13. Department of Transportation application, if applicable.
14. Department of Environmental Services application for well/septic design, if applicable.
15. Department of Environmental Services Comprehensive Shore Land Protection Application, if applicable.
16. Abutter list (verified by Assessing Office), \$50.00 application fee, \$35.00 advertisement fee and \$10.00 per abutter fee.

NOTE: Separate applications, on forms provided by the clerk, must be filed for each request. The applicant is required to provide the original collated set, together with thirteen (13) collated sets of copies for distribution to the board. Submissions received after the deadline will not be considered until the next regularly scheduled meeting. The board reserves the right to refuse applications which do not meet the minimum requirements. Public hearings will not be held until such time as the submitted application has been accepted by the board, as complete. There will be no exceptions.

FOUR TYPES OF APPEALS:

1. **Variance:** a variance is an authorization, which may be granted under special circumstances, to use the property in a way that is not permitted under the strict terms of the zoning ordinance. For a variance to be legally granted, you must prove that your proposed use meets **all five** of the following conditions (answer all questions, including sub-questions for the type of variance you are requesting):

- I. The variance will not be contrary to the public interest.
- II. Special conditions exist that the literal enforcement of the ordinance results in unnecessary hardship.
 - a. Applicant seeking a **use variance** (Simplex analysis)
 - i. The zoning restriction as applied interferes with a landowner's reasonable use of the property, considering the unique setting of the property in its environment.
 - ii. No fair and substantial relationship exists between the general purpose of the zoning ordinance and the specific restriction on the property.
 - iii. The variance would not injure the public or private rights of others.
 - b. Applicant seeking an **area variance** (Boccia analysis)
 - i. An area variance is needed to enable the applicant's proposed use of the property given the special conditions of the property.
 - ii. The benefit sought by the applicant cannot be achieved by some other method reasonably feasible for the applicant to pursue, other than an area variance.
- III. The variance is consistent with the spirit of the zoning ordinance.
- IV. Substantial justice is done.
- V. The value of surrounding properties will not be diminished.

2. **Appeal from Administrative Decision:** If you have been denied a land use permit, or are affected by some other decision regarding the administration of the zoning ordinance, and you believe that the decision was made in error under the provisions of the ordinance, you may appeal the decision to the board. The appeal will be granted if you can prove the decision was, indeed, made in error. **If you are appealing an administrative decision, a copy of the decision appealed from must be attached to your application. The appeal must be received within thirty (30) days of the date of the decision being appealed.** In the event that the appeal from administrative decision is not granted by the board, you may wish to include an application for a variance to enable you to proceed to obtain the necessary approvals.

3. **Special Exception:** Certain sections of the zoning ordinance provide that a particular use of the property in a particular zoning district, will be permitted by special exception, if specified conditions are met. The necessary conditions for a special exception are given in Section 5.4A of the zoning ordinance. Your appeal for a special exception will be granted if you can prove that the conditions stated in the ordinance are met. If the board approves an application for a special exception, it may also impose conditions it finds reasonably appropriate to safeguard the neighborhood or otherwise serve the purposes of the zoning ordinance. For a list of these conditions, see Section 5.4B of the zoning ordinance. If you are applying for a special exception, you may also need site plan or subdivision approval, or both, from the Planning Board.

4. **Equitable Waiver of Dimensional Requirements:** The board may grant an equitable waiver only for existing dimensional nonconformities provided the applicant can meet the required standards:

1. The nonconformity was not discovered until after the structure was substantially completed or after a vacant lot in violation had been transferred to a bona fide purchaser.
2. The nonconformity was not an outcome of ignorance of the law or bad faith but was, instead, caused by a legitimate mistake

If these conditions are satisfied, the board may move on to additional findings to grant the waiver:

3. The nonconformity does not constitute a public or private nuisance nor diminish the value or interfere with the future uses of other property in the area.
4. The cost of correction would far outweigh any public benefit to be gained.

In lieu of 1. and 2., the violation has existed for ten (10) years or more with no enforcement action, including written notice, commenced by the town.

The original application, fees and all required supporting documents must be received in the Land Use Office by 1:00 PM, the first Monday of the month for the following month's meeting (Example: August 3rd for the September 1st meeting). The application may be mailed or delivered. Cut off dates for all boards are posted on line at townofbristolnh.org. Electronic submissions are not permissible. After the application is reviewed by the Land Use Enforcement Officer, you will be notified of any deficiencies. **The materials (one (1) original and thirteen (13) copies) noted by the Land Use Enforcement Officer must be received by the second Monday of the month by 1:00 PM. All submitted information is the sole responsibility of the applicant.** Failure to timely supply all the required information in collated sets, in the order of the checklist, may result in delays. It is within the express purview of the board to accept, reject and/or continue any application if, in its opinion, it is not in receipt of the required information.

The board schedules public hearings for the first Tuesday of each month. Public notice of the hearing will be posted and printed in a newspaper having general circulation in the Town of Bristol. The notice will be posted by certified mail to you, your representative(s) and all abutters, including any other parties which the board deems to be an interested party, or as required by state statute, a minimum of five (5) days before the hearing date. You and all interested parties will be invited to appear in person or by agent/counsel to state the reasons why the appeal should, or should not be granted. Please note that your case will be heard regardless of attendance. Once the board has considered the matter and made a determination, you will be provided with a Notice of Decision.

If your application is denied, you have the right to appeal the decision of the board. The Selectmen, or any party affected by your case, have similar rights of appeal. Before an appeal is considered by the board, a Motion for Rehearing, setting forth the grounds on which it is claimed the decision is unlawful or unreasonable, must be filed within thirty (30) days of the date the decision is filed and first becomes available for public inspection in the Town Offices.. The motion may be in the form of a letter to the board.

The board may grant such a hearing if, in its opinion, good reason is stated in the motion. The board will not reopen the case based on the same set of facts unless it is convinced that an injustice would be created by not doing so. Whether or not a rehearing is held, you must have requested one before proceeding to the courts for an appeal. When a rehearing is held, the same procedures are followed as for the original hearing. **The applicant requesting the Motion for Rehearing is responsible for all fees, including application, public notices and notices to abutters.** Under RSA 672:3 Abutter. --“ Abutter” means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream 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 his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a 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. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term “abutter” includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.”

FEE SCHEDULE:

Application fee:	\$50.00
Advertisement fee:	<u>\$35.00</u>
Subtotal	\$85.00

Abutter notice fee: \$10.00 x number of abutters, including applicant/applicant's representative(s)

If you have any questions regarding the information provided herein, you may contact the Land Use Enforcement Officer at mbonsteel@townofbristolnh.org or 603-744-3354 during regular office hours.

TOWN OF BRISTOL ZONING BOARD CHECKLIST

This checklist must be completed in its entirety and attached as the first page of your application on all fourteen (14) sets.
Please refer to the complete instructions provided with the application.

REQUIREMENT:	APPLICANT:	LAND USE:	BOARD:
Completed application:	attached: _____	verified: _____	accepted: _____
Abutter list:	attached: _____	verified: _____	accepted: _____
Proof of representation:	attached: _____	verified: _____	accepted: _____
Name of petitioner:	_____		
Title of petition:	_____		
Address of property:	_____ Map # _____		Lot(s) _____
Narrative:	attached: _____	verified: _____	accepted: _____
Scaled plot plan/survey:	attached: _____	verified: _____	accepted: _____
All building(s) dimensions:	attached: _____	verified: _____	accepted: _____
All setback dimensions:	attached: _____	verified: _____	accepted: _____
Lot coverage calculations:	attached: _____	verified: _____	accepted: _____
Parking/travel lanes:	attached: _____	verified: _____	accepted: _____
Loading/dumpster zones:	attached: _____	verified: _____	accepted: _____
Streets & r-o-w's:	attached: _____	verified: _____	accepted: _____
North arrow and locus map:	attached _____	verified: _____	accepted: _____
Photos/elevations:	attached: _____	verified: _____	accepted: _____
DOT application:	attached: _____	verified: _____	accepted: _____
DES well/septic:	attached: _____	verified: _____	accepted: _____
DES CSPA:	attached: _____	verified: _____	accepted: _____

By signing this checklist, I, the undersigned, do herein acknowledge the receipt of the instructions and application, that I have read the instructions and have provided all the required information, including the reasons supporting my application to the board.

PRINT NAME

SIGNATURE

DATE