

**TOWN OF WAKEFIELD**  
**ZONING BOARD OF ADJUSTMENT**  
2 High Street, Sanbornville, NH 03872  
Phone: (603)-522-6205 Ext.312 Fax: (603)522-2295

<i>(For office use)</i>	
Case #: _____	Date Rec'd _____ By: _____
<b>FEES:</b> <b>Application</b> - \$125	Amt. Pd \$ _____
<b>Public Notice</b> - \$125 (includes newspaper notice)	Amt. Pd \$ _____
<b>Cert. Mail</b> - \$ _____ each @ _____ = \$ _____ (applicant, owner, abutter(s), counsel, interested parties) Based on current U.S. Postal Service rates	
Total Received: \$ _____	Check # _____

**APPLICATION FOR SPECIAL EXCEPTION**

**Property Owner:**

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ **E-mail:** \_\_\_\_\_

If applicant is not the owner, please state applicant's interest in the property: \_\_\_\_\_  
\_\_\_\_\_

**Agent or Counsel:**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Description of Property:** **MAP #:** \_\_\_\_\_ **LOT #** \_\_\_\_\_

The 911 street address, lot's square foot area, road and water frontage, and any other special characteristics of property are as follows: \_\_\_\_\_  
\_\_\_\_\_

**Location of Property:** Where is the property and how do members and public find the property for site walk? \_\_\_\_\_  
\_\_\_\_\_

**Zone:** (Please circle) \_\_\_\_\_ **R-I** \_\_\_\_\_ **R-II** \_\_\_\_\_ **Agricultural** \_\_\_\_\_ **Industrial** \_\_\_\_\_ **Other: specify** \_\_\_\_\_

Applicant's Initials: \_\_\_\_\_ Owner's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**A. Existing Special Exceptions or Variances:**

Are there any existing Special Exceptions or Variances on the property?  
Yes\_\_\_\_ No\_\_\_\_. If yes, please explain when and why such was required:

---

---

---

**B. Previous Denials:**

Has an application for a Special Exception or Variance on this property ever been denied? Yes\_\_\_\_No\_\_\_\_. If yes, please explain when and why:\_\_\_\_\_

---

---

(If you are unsure of the above two answers, please ask the Zoning Board's Clerk or request that the Zoning Board Chairman be contacted)

**C. Material Differences if Previously Denied:**

If you were denied previously, state how this particular application and use proposed is now materially different from \_\_\_\_\_ that which was denied:\_\_\_\_\_

---

**D. Proposed Use:**

Please explain in detail what you want this Special Exception to accomplish or to allow and what use you are proposing:

---

---

---

---

---

**E. Applicable Zoning Ordinance Provision:**

*This application is for a Special Exception as provided for and required by the following Ordinance Articles and Sections:*

*Article \_\_\_\_\_, Section, \_\_\_\_\_ of the Zoning Ordinance.*

*Article \_\_\_\_\_, Section, \_\_\_\_\_ of the Zoning Ordinance.*

Applicant's Initials: \_\_\_\_\_ Owner's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

F. **Criteria your application must meet** for a Special Exception, which are in addition to any special requirements set forth in the above-stated Articles/Sections of the Ordinance: (Complete each of the following statements, completely and with facts and assertions in support of each statement)

1. The proposed use(s) is and shall be only those allowed in this Ordinance by Special Exception;
1. The specific site is an appropriate location and of adequate size for the use, because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;
2. The use, as developed, will not adversely affect the character of the area in which the proposed use will be located, because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;
3. There will be no nuisance or serious hazard to vehicles or pedestrians, because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;
4. The use will not place excessive or undue burden on Town services and facilities, because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;
5. There would be no significant effect resulting from such use upon the public health, safety, and general welfare of the neighborhood in which the use would be located, because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;
6. A Site Plan was submitted to the Planning Board on: \_\_\_\_\_ (If not, please explain: \_\_\_\_\_.); and
7. A Public Hearing for the Planning Board was conducted on: \_\_\_\_\_, and the result of the hearing or hearings was/were: \_\_\_\_\_  
\_\_\_\_\_.

Applicant's Initials: \_\_\_\_\_ Owner's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

G. Does your proposed use also require Subdivision Approval by the Planning Board? \_\_\_\_\_Yes \_\_\_\_\_No.

H Does your proposed use also require a Site Plan Approval by the Planning Board? \_\_\_\_\_Yes \_\_\_\_\_No

I. ***Special Requirements*** for this Special Exception, in accordance with the Article(s) and Section(s) I have listed on the bottom of Page 2, above, are met as described in the attached plans and other information I have enclosed with this application, which includes the following documents\_\_\_\_\_.

Applicant's Initials: \_\_\_\_\_ Owner's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that:

I have read the instructions for completing this application for a **SPECIAL EXCEPTION**,

I have completed this application as completely and fully as possible,

I have checked off the checklist provided in the instructions and have attached all evidence, including plans or sketches, I intend to discuss at the Public Hearing on my application,

I understand that if this application is incomplete, it will be returned to me within a reasonable time following its submission for purposes of completing it, and that this may delay the scheduling of a Public Hearing.

I understand that I must appear in person at the Public Hearing to present and discuss this application. If I cannot appear in person, I will notify the Chairperson of the ZBA, in writing, designating the name of the individual who will appear for me.

I understand that it is my sole responsibility to provide all information required to either the Clerk of the ZBA or the Chairperson of the ZBA, immediately upon request.

The ZBA has permission to enter the property in order to conduct scheduled site walks.

**Applicant's signature of affirmation:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Property Owners' Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Agent or Counsel for Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ABUTTERS' LIST**

Applicant's Initials: \_\_\_\_\_ Owner's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

An abutter is defined as any property either directly adjacent to, diagonally across from, or across the street from the property in question.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project Address: \_\_\_\_\_

**List the name and address of each abutter.**

**It is the applicant's responsibility to ensure that all abutters are listed.**

TAX MAP/LOT #	OWNER'S NAME	OWNER'S MAILING ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(use additional pages if necessary)

**Holders of conservation/preservation or other easements to the subject property are as follows:**

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_

Person who prepared this list (print name): \_\_\_\_\_

Date of Preparation: \_\_\_\_\_

I hereby certify that all information presented on this form is, to the best of my knowledge, correct.

Signature of Preparer \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of Owner (if different from applicant) \_\_\_\_\_

Applicant's Initials: \_\_\_\_\_ Owner's Initials: \_\_\_\_\_ Date: \_\_\_\_\_