

Town of Harrisville  
Zoning Board of Adjustment  
Application

**Important information to applicant:**

This application will not be accepted by the ZBA to be placed on the Agenda, unless the application is complete and signed by the applicant, and one of the applicable sections below is filled in with a brief statement of the intent (use a separate sheet for additional information if space provided is inadequate.)

**DO NOT WRITE IN THIS SPACE**

Date Received: \_\_\_\_\_

Date Fees Paid: \_\_\_\_\_

Case Number: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

**Application Fee is \$25.00 and \$5.00 per abutting property owner.**

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name of Owner(s) if different:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address of Owner(s):** \_\_\_\_\_

**Street Location of Property:** \_\_\_\_\_

**Parcel I.D. Number (Map # & Lot #)** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Present Use:** \_\_\_\_\_

**Proposed Use:** \_\_\_\_\_

**Section 1: Application for Special Exception**

The undersigned requests a Special Exception as provided in Article \_\_\_\_\_, Section \_\_\_\_\_ of the Zoning Ordinance to permit: \_\_\_\_\_

Applicant must meet all of the criteria of Special Exception as stated in Article XX (20.1.2) of the Harrisville Zoning Ordinances.

**Section 2. Application for Variance**

The undersigned hereby request a Variance from Article \_\_\_\_\_, Section \_\_\_\_\_ of the Zoning Ordinance to permit: \_\_\_\_\_

Applicant must meet all of the criteria of variance as stated in Article XX (20.1.4) of the Harrisville Zoning Ordinance.

**Section 3. Appeal for an Administrative Decision**

The undersigned alleges that an error has been made in the decision, determination or requirement by the Code Enforcement Office on \_\_\_\_\_ (date) to \_\_\_\_\_ (person requesting permit) in relation to Article \_\_\_\_\_; Section \_\_\_\_\_ of the Zoning Ordinance and hereby appeals said decision.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: If you are not the property owner, you must also submit a letter from the owner authorizing you to act as his/her duly authorized agent. We cannot process the application without this letter.**

Town of Harrisville  
Zoning Board of Adjustment  
Application

-2-

**Required documents to accompany this application:**

- 1. Copy of Deed
- 2. Abutters list (Per RSA 672:3 an "Abutter" means any person whose property is located in N.H. and adjoins or is directly across the street or stream from the land under consideration by the local land use board). Land owners within 200 feet of the boundaries of land under consideration.  
The accuracy of the list is your responsibility.
- 3. A clear set of plans of the proposal
- 4. A site plan which includes the entire property
- 5. Pictures or construction plans (showing each elevation – front, side, rear, to which any improvements are proposed to be made.
- 6. Accurate distance of existing and proposed structure(s) to side abutters, right of way or body of water.

**Pertinent information to be considered:**

- 1. Meet all the requirements of Article XV (shore-land and overlay Ordinance) of the Harrisville Zoning Ordinances.
- 2. Applications involving wetlands shall have approval of the Conservation Commission and N.H. Department of Environmental Services before applying for hearing with the ZBA.
- 3. In no case shall any parcel or lot have an impervious cover of more than twenty (20) percent of the lot area. (Article 14.1.14 of the Harrisville Zoning Ordinances).
- 4. No more than one building used for dwelling purposes shall be erected or placed on a lot.
- 5. A building permit is required for any construction or alteration of any structure.

**Note: The Board will schedule a public hearing within 30 days of receipt of your properly completed application. At least five days before the hearing, public notice of the hearing will be posted and printed in the Keene Sentinel, and notice will be mailed to you and to all abutters and to other parties the Board may deem to have an interest. You and abutters may appear in person or be represented by an Agent.**