Town of Bethlehem Zoning

Special Exception Application

[planning@bethlehemnh.org](mailto:planning@bethlehemnh.org)

603 869 3351 x103

*Dear Applicant,*

*When is a Special Exception needed? In the Bethlehem Zoning Ordinances there are certain uses or setbacks to property that are only permitted by Special Exception. If that is your situation, fill out the application* ***completely*** *and return it with the application fee to the Zoning Board Clerk. It will be approximately 30 days before your hearing. You will be notified when the date is set. At the hearing the Zoning Board (ZBA) will check that the application is complete and then evaluate the special exception criteria. Your proposed use or change in use must meet all criteria for the ZBA to grant a Special Exception. The application must be accompanied by a site map of sufficient detail to support the complexity of the project. Use the checklist to be sure your application and site map has the needed information. If you have any questions or need more information, contact the planning/zoning clerk. Monday – Thursday 9am to 1pm.*

**Applicant information:**

Owner Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agent Contact if not owner:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Property information:**

Physical Address of property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Exception from Article \_\_\_\_\_\_\_\_\_\_\_ Section\_\_\_\_\_\_\_\_ of the Zoning Ordinance.

Tax Map and Lot Numbers\_\_\_\_\_\_\_\_\_\_\_\_ District\_\_\_\_\_\_\_\_\_\_\_ Lot size:\_\_\_\_\_\_\_acres

Type of property: \_\_\_\_single home\_\_\_\_\_ multi-family \_\_\_\_\_ commercial \_\_\_\_other

**Please describe the proposed use or change in use: (additional paper may be used)**

**Please indicate what town departments and state agencies you have spoken to about this project. What was their feedback? (If applicable) (Additional paper may be used)**

***Special Exception Criteria***

*Please explain, in as much detail as possible how the project meets each criterion. Additional paper may be used.*

**The proposed used, structure or change to a structure or use:**

1. …shall meet the requirements of the Bethlehem zoning ordinances and is consistent with the spirit and intent of the Bethlehem Master Plan.
2. ..shall not negatively impact the health, safety, or general welfare of the neighborhood and/or the town, including but not limited to noise, odor, vibration, glare, hours of operation, traffic, lighting, runoff, and/or pollutants.
3. …shall be compatible with the character of the neighborhood and the town and will not diminish or have a negative effect on property values.
4. …shall not overload or result in an excessive demand on municipal services and/or facilities, including but not limited to schools, emergency services, water, and sewage, waste disposal and road maintenance.

**An application must include a site plan that contains the following information:** *Residential projects do not need a professionally drafted site map and architectural drawing but must be to scale and readable. Special Exception projects that require site plan review will have the condition that the project gets approved by the Planning Board. The Zoning Board may waive requirements that do not apply to your project.*

Check that all of the following are included with your application.

|  |  |  |
| --- | --- | --- |
| applicant |  | board |
|  | Copy of tax card |  |
|  | Architectural drawing showing the shape, size, height, and other exterior details of proposed structures. |  |
|  | Vicinity map showing the location of the site in the town |  |
|  | List of the names and addresses of all abutters |  |
|  | **Site map must include:** |  |
|  | Name and address of applicant/developer |  |
|  | Name and number and signed seal of surveyor or engineer (if applicable) |  |
|  | Date of plan |  |
|  | Scale |  |
|  | North arrow |  |
|  | Size of lot in acres or square feet |  |
|  | District |  |
|  | Property lines with name of all abutters |  |
|  | Location and dimension of existing building footprints. (Note if its remaining.) |  |
|  | Location and dimensions of proposed building |  |
|  | Existing and proposed roads/driveways |  |
|  | Existing and proposed sewage and water supply |  |
|  | Proposed building setback distances to property lines |  |
|  | Setback distance from road right of way (as appropriate) |  |
|  | Wetlands, streams, ponds… (show direction of flow) (if applicable) |  |
|  | Location of all building on abutting properties within 100ft. of the project. |  |
|  |  |  |
|  | **Commercial projects, that will need site plan review, must also include the following. More than one map may be appropriate.** |  |
|  | Name and address of preparer & official seal of licensed engineer/surveyor |  |
|  | Computed percentage of lot coverage of the structure |  |
|  | Contour lines showing existing and proposed grades |  |
|  | Storm drainage and basins |  |
|  | Size of proposed septic system with distance from buildings and property lines |  |
|  | Distances from building of proposed water supply |  |
|  | Location, type and size of all proposed and existing landscaping and screening |  |
|  | Exterior lighting plan and signs |  |
|  | Proposed provision for fire protection |  |
|  | Proposed parking, sidewalks (show width and direction of traffic) |  |
|  | Proposed exits and entrances and traffic flow |  |
|  | Any information specifically requested by Zoning Board |  |