

# TOWN OF TEMPLE ZONING BOARD OF ADJUSTMENT

## GENERAL APPLICATION FORM

Revised October 2022

423 Route 45  
PO Box 191  
Temple, N.H. 03084

### **INSTRUCTIONS FOR SUBMITTING A COMPLETE APPLICATION**

(Please read carefully)

For an application to be scheduled with the Zoning Board of Adjustment (ZBA), you shall submit the following items to the Temple Town Office:

1. Completed and signed ZBA General Application Form. The application will not be placed on the ZBA agenda unless all required signatures are on the application.
2. A specific Application Form for the type of application you are making:
  - a. Special Exception
  - b. Variance
  - c. Appeal of Administrative Decision
  - d. Equitable Waiver of Dimensional Requirements
3. Other information to provide (if applicable):
  - (a) Two (2) copies of a plot plan of the lot as shown on the Town Tax Map which shows the existing and proposed improvements, drawn to scale, along with existing and proposed setback distances.
  - (b) Pictures or construction plans showing all sides of the structure to which any improvements are proposed to be made.
  - (c) Any wetlands or aquifers shall be identified by a wetlands scientist for reference by the Conservation Commission. You shall meet with the Conservation Commission to discuss the proposal and receive a written report that will be forwarded to the ZBA prior to the FINAL public hearing.
4. Mailing Labels. Prepare mailing labels for all abutting property owners (as defined by RSA 672:3), licensed professionals on plan, owners, and applicants. See Attachment 1 for detailed requirements.
5. The required fees. See fee schedule in Attachment 2.
6. The completed Authorization to enter your property form included in Attachment 3.

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An application may be delivered to the Town offices by hand (see Town website for office hours) or by US mail. An application will be considered received when stamped below.

Note: As an applicant, you must be familiar with each of the following:

- a. Temple Zoning Ordinance
- b. Temple ZBA Rules of Procedure
- c. New Hampshire statutes on zoning (RSA's)
- d. Notice of Land Use Board Fees under TSA 673L16, III

Documents a, b and d are available on the Town's web site or Town office. Document c is available on the State's website.

### AUTHORIZED SIGNATURES

I/We certify that we have read the above Application Instructions and that this application is correctly and accurately completed in accordance with the Town of Temple's Zoning Ordinance and the requirements of this application. I/we agree to pay the fees outlined in the attachment to this application.

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

As property owners, I/We give the applicant and/or agent, as stated hereon, our authorization to submit this application and represent us on matters relative to the Town's ZBA process. I/We also authorize members of the Temple ZBA and its agents access to the property described on this application for on-site review of the proposed application if necessary:

\_\_\_\_\_  
Property Owners(s) Signature

\_\_\_\_\_  
Date

Office Use Only

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

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

Initialed: \_\_\_\_\_

Case #: \_\_\_\_\_

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### Type of Application:

(check all that apply)

- Special Exception
- Variance
- Appeal of Administrative Decision
- Equitable Waiver of Dimensional Requirement

### 2. Applicant:

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### 3. Property Owner(s):

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### 4. Primary Contact:

Name(s) \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
 Applicant     Owner     Attorney     Surveyor/Engineer

### 5. Project Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Acreage: \_\_\_\_\_

### 6. Zoning District(s)

(check all that apply):

- Village and Historic Preservation
- Rural Residential and Agricultural
- Mountain

### 7. Request

Please explain what you are seeking from the ZBA.

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PLEASE FILL OUT THE APPLICABLE APPLICATION FOR THE TYPE OF REQUEST YOU ARE MAKING,

i.e. Special Exception, Variance, Appeal from an Administrative Decision or Equitable Waiver of Dimensional Requirements.

Notes:

- (1) In addition to the information requested in this application, the Temple ZBA may request any additional information it deems necessary to make a decision regarding your application.
- (2) Please feel free to attach any additional information to this application that you feel would be helpful to the ZBA.
- (3) As the applicant, it is your responsibility to provide evidence that you meet each of the requirements for the type of decision you are requesting. You may want to consult an attorney or other professionals as you prepare your application.

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### Attachment 1

#### Mailing Label Requirements

You must submit 2 sets of mailing labels with the current mailing addresses of:

- a. The applicant,
- b. The property owner or owners, if different from the applicant,
- c. Every person who owns property which touches any lot involved in the application (even at a corner) or is directly or diagonally across a road or stream, and
- d. The holders of any conservation, preservation, or agricultural preservation restrictions on any of the lots involved in the application.

Those persons in category (c) are known as “abutters.” It is your responsibility to provide accurate mailing labels including all abutters. Any ZBA decision made without notice to all of the abutters may be invalid. Any abutter without proper notice may be able to have the decision overturned.

#### Preparing a list of Abutters for the labels

- a. Find the lots you are interested in and the abutting lots from the tax maps at the Town Office or on the Town website.
- b. Get the current mailing address for the owners of each abutting lot maps at the Town Office or on the Town website.
- c. Check whether there are any conservation, preservation, or agricultural preservation restrictions on any of the lots involved in the application. Make sure that you get the correct mailing address for the entity that holds such restriction. It may be a conservation group, a homeowners’ association, or the Town of Temple.
- d. If a lot is held under collective ownership by an association, “abutter” means the officers of the association.
- e. Note: The Town of Temple only has information on properties within Temple. If the lot under consideration abuts an adjoining town, you will need to go to that town for abutter information.

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### Attachment 2

#### Zoning Board of Adjustment Application Fee

A fee will be charged sufficient to cover the ZBA's administrative fee, the mailing of legally-required notices and placing a notice in the local paper as listed in the 'Notice of Land Use Board Fees under RSA 673:16 III' document available at the town office and on the town website. The ZBA is authorized to select and retain outside technical or investigative assistance when the ZBA deems such assistance to be necessary to properly evaluate any application and the ZBA may charge those expenses to the applicant.

1. Application fee:	\$ 150.00
2. Required notices: \$ _____ x _____ *	\$ _____
3. Newspaper notice: **	\$ _____
4. Professionals retained by the ZBA: ***	\$ _____
5. Total Application Fee	\$ _____

#### Notes to above:

- \* Actual cost times number of notices
- \*\* Actual cost
- \*\*\* To be assessed by ZBA

To find out about specific fees, or to get answers to questions, contact the Town Office at 878-2536.

**TOWN OF TEMPLE ZONING BOARD OF ADJUSTMENT**

**GENERAL APPLICATION FORM**

**Attachment 3**

**Authorization to enter property**

TOWN OF  
TEMPLE  
ZONING BOARD OF ADJUSTMENT

AUTHORIZATION TO ENTER ONTO  
PROPERTY

I, (print name) \_\_\_\_\_ do hereby authorize members of the Temple Zoning Board of Adjustment and the general public entry onto my property (identified as Map \_Lot \_\_\_\_\_) for purposes of a site visit to assist with the application process for

\_\_\_\_\_. Such site visit shall take place on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_ unless rescheduled.

This access authorization is limited to the times of the formal site visits as noticed by the Board.

Signature

\_\_\_\_\_ Date

\_\_\_\_\_