

Variance Application Checklist

- Complete the application form (page 1)
- You must complete the "Criteria for a Variance" sheet, (page 2) addressing the 5 items set forth by the NH Supreme Court governing the granting of Variances.**
- A narrative explaining what you are requesting the variance for.
- A sketch (see attached example) including the following.
 - Measurements of the distances from any existing structure to the lot lines.
If the proposed structure is not attached to the building you will need the distance between buildings.
 - Dimensions of the lot. *(If the variance is requesting relief from a setback regulation – The Zoning Board of Adjustment requires a certified plot plan of the property, if that is not available, you can ask for a waiver – see the secretary for details)*
- Photographs, if you have them.
- Complete the abutter's list. **Please see the Zoning Secretary for assistance with the abutters list** (at this time the fee is \$3.94 each)
- Prior to applying for a variance regarding wetlands, the applicant must receive all necessary State permits.
- Application fee \$175.00 (make check payable to City of Rochester). A separate check for the certified mail amount is also due when the application is submitted.

All of the above information must be completed and submitted to the Planning & Development Department Office on or before the deadline date, or the application will be considered incomplete and will be postponed until the next scheduled meeting, or until all the requirements have been met.

NOTE: All applications will be allowed one (1) postponement of the hearing on their application, and shall notify the Planning Office in writing of their intent to postpone such hearing at least two (2) days prior to the meeting at which their application is to be considered. If the applicant request a second (2nd) postponement of the hearing, the application will be considered to have been withdrawn and the applicant must file a new application with the Board in order to receive a hearing. The provisions of this paragraph shall not apply to any postponement requested by an applicant as a result of the inability of the Zoning Board of Adjustment to provide the applicant with a five-member board for the hearing on the application.

The applicant or their representative MUST attend the Zoning Board of Adjustment meeting to present their case, or no action will be taken.

If you have any questions with any of these requirements, please call our Office at 332-3508