



City of Rochester, New Hampshire  
Department of Building, Zoning & Licensing Services  
31 Wakefield Street \* Rochester, NH 03867  
(603) 332-3508 \* Fax (603) 509-1912  
Web Site: [www.rochesternh.net](http://www.rochesternh.net)

## APPLICATION FOR SPECIAL EXCEPTION

TO: BOARD OF ADJUSTMENT  
CITY OF ROCHESTER



DO NOT WRITE IN THIS SPACE

CASE NO. 2017-14

DATE FILED 9/29/17

Julia Libby  
ZONING BOARD CLERK

Phone No. 603-335-6424

Name of applicant Frederick L. Abbey

Address 100 Meaderboro Road Rochester NH 03867  
(if same as applicant, write "same")

Owner of Property Concerned Same  
(if same as applicant, write "same")

Address Same  
(if same as applicant, write "same")

Location of property 100 Meaderboro Rd Rochester NH 03867

Map No. Q32 Lot No. 12 Zone A4

The undersigned hereby requests a special exception as provided in

Article: 42.22 Section: (c)(8)(b) of the Zoning Ordinance

Description of Property	<u>209.2</u>	<u>457.2</u>	<u>457.3</u>
(give length of the lot lines)	Frontage	Sides	Rear

Proposed use or existing use affected Front area Addition off the Existing  
Kennel Open area for Daycare

Signed Frederick L. Abbey  
(Applicant)

Date 8/5/2017

## 42.22 Special Exceptions

### (a) General Provisions

- (1) Certain uses, structures, or conditions are designed as Special Exceptions (E) in this ordinance. Upon application, the Board of Adjustment may, subject to the appropriate conditions and safeguards, grant a permit for these special exceptions and no others.
- (2) Special Exceptions, for which conformance to additional standards is required, may be permitted in their respective districts, subject to the satisfaction of the requirements and standards set forth in this Section 42.23, in addition to all other requirements of this ordinance. All such uses are hereby declared to possess such special characteristics that each shall be considered as an individual case.
- (2) The Board of Adjustment may require that a site plan for development for a proposed Special exception be submitted showing the location of all buildings, parking areas, traffic access, open spaces, landscaping, and any other pertinent information that may be necessary to determine if the proposed special exception is in harmony with the intent of this ordinance.

### (b) Considerations Governing Granting Special Exceptions: In acting upon an application for a special exception, the Board of Adjustment shall take into consideration whether:

- (1) The specific site is an appropriate location for the proposed use or structure  
YES ☒ NO ☐ Reasoning: *Current Structure and Business Being used for Purpose*
- (2) The proposal is detrimental, injurious, obnoxious, or offensive to the neighborhood  
YES ☐ NO ☒ Reasoning: *Current lot And Zoning IS more than the Criteria*
- (3) There will be undue nuisance or serious hazard to pedestrian or vehicular traffic, including the location and design of access ways and off street parking  
YES ☐ NO ☒ Reasoning: *The facility sits off off the Meadboro Rd approximate 300 yards*
- (4) Adequate and appropriate facilities and utilities will be provided to insure the Proper operation of the proposed use or structure  
YES ☒ NO ☒ Reasoning: *Current Utilities are Present*
- (5) The proposed use or structure is consistent with the spirit of this ordinance and the intent of the Master Plan  
YES ☒ NO ☐ Reasoning: *Meet Current Criteria*

**Please check Section 42.22 of the Rochester Zoning Ordinance for any additional specific conditions that apply to your Special Exception request.**

Alterations to existing building:   ✓   Demolition:        Signage:         
Site development (other structures, parking, utilities, etc.):        Change of use:       

Proposed project description (use extra sheet if needed): Stillwater Kennels and Training is a pet facility at 100 Meaderboro Rd Rochester NH 03867. Stillwater Kennels has existed since 1988 in the community. Services offered to the public is Daycare, Boarding and Training. The current kennel building is lacking indoor space for our Daycare dogs and employees. We have asked Budel construction to look at the current building on the property and design an area in the front of the current building for expansion. The expansion would service our daycare and training clients. The area would be designed as to the current building presently on site. Budels has currently designed for a 28x42 expansion. The expansion would benefit both clients and employees from the harsh weather we have in winter. The expansion would not be used for kenneling purpose but only for daycare and Training services currently offered. The parking area is not being altered in any way the same amount of parking and traffic is the same. The expansion will also include a hallway for guess bring their dogs into the facility. Currently the area is open allowing harsh weather to enter the lobby area. The design of the new expansion will match the existing kennel building and lobby.

Brief description of previous use (if known): lawn,trees,flag pole. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submission of application**

This application must be signed by the property owner, applicant/developer (if different from property owner).

*I(we) hereby submit this Project Narrative application to the City of Rochester Planning Department and attest that to the best of my knowledge all of the information on this application*

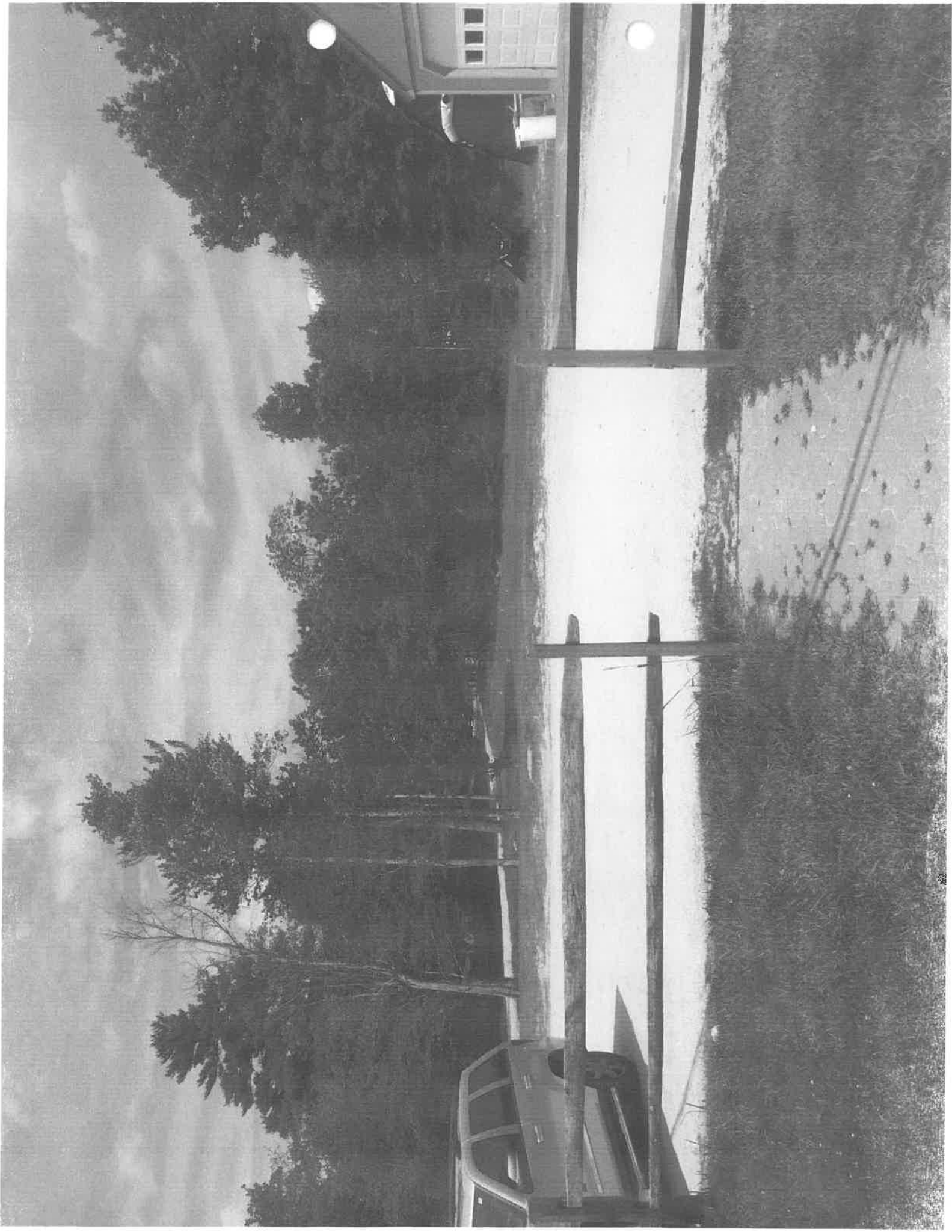
Proposed project addition information sheet. The kennel described in picture marked kennel build would have new trusses coming off the existing roof for the addition. The addition would expand and attach to the existing area called the suite building. The area would be then enclosed by erecting the addition with stud and T-11 siding. The foundation would be concrete the full length of the structure. Sound proofing would be installed through the ceiling with insulation. The front of the roof would have full gutter across the front. Double doors would be installed for access to the lobby and single door would be installed for the early drop off area for the client's dogs. During bad weather the daycare dogs would be allowed to exit from their holding area to the new play room. On normal days the dogs would go to the play yard as normal.

Training classes are a part of the services we offer at the facility. Our class size is 5 to 8 students and our parking allows 10 to 12 cars presently. Training classes are normally after business hours with exception of Saturday. All training classes end at 8:00 pm. The facility has lighting presently for when it gets dark. No additional lights are needed for the addition.

The addition being proposed will offer safety to our staff and clients dogs. If additional information is needed please feel free to contact us.







- F. The proposed garage must be set back at least 10 feet from any existing building located on an adjacent lot;
  - G. The proposed garage must be designed to blend with the architectural character of the neighborhood (siding, the arrangement of windows in a building, roof pitch, etc.). Elevation drawings must be submitted to and approved by the ZBA;
  - H. The garage does not exceed 24 feet in either length or width; and
  - I. The garage walls do not exceed 10 feet in height (the roof may exceed this 10 foot limit).
7. Junkyard. All materials shall be fully screened from the street and from all abutting property by a solid wall or fence at least six (6) feet in height. The Planning Board may stipulate a taller wall or fence, as appropriate.
8. Kennel (commercial)
- A. The minimum lot size shall be three (3) acres.
  - B. Minimum setbacks for structures and pens housing dogs shall be: front – 150; side and rear – 100.
  - C. The Planning Board may stipulate that appropriate sound mitigation devices be installed and that fences, walls, and/or vegetation be installed to screen the site.
9. Residential Facility. The minimum lot size shall be increased by 2,000 square feet per resident.
10. Roadside Farm Stand
- A. The roadside structure shall be set back from the front lot line at least twenty (20) feet.
  - B. There shall be adequate off street parking which shall have safe access to and from the road. A driveway permit shall be required in all cases.
11. Solid Waste Facility. Subject to the same provisions stated in Section 42.20.
12. Stable, Commercial
- A. The minimum lot size required shall be three (3) acres.
  - B. The side and rear setbacks for structures housing horses shall be one hundred (100) feet from any lot lines.
  - C. Any storage areas for manure shall be set back at least two hundred (200) feet from any lot lines. Manure must be handled according to best management

U23Z U012 0000  
MAP BLOCK LOT

LOT2 LOT3  
CARD

2 of 2 INDUSTRIAL

TOTAL ASSESSED: 406,300  
!8429!

### PROPERTY LOCATION

No	Alt No	Direction/Street/City
100		MEADERBORO RD, ROCHESTER

### OWNERSHIP

Owner 1: STILLWATER KENNELS &	Unit #:	
Owner 2: TRAINING INC		
Owner 3:		
Street 1: 100 MEADERBORO RD		
Street 2:		
Twn/City: ROCHESTER		
St/Prov: NH	Entry	Own Occ: Y
Postal: 03867-4236		Type:

### PREVIOUS OWNER

Owner 1:		
Owner 2:		
Street 1:		
Twn/City:		
St/Prov:	Entry	
Postal:		

### NARRATIVE DESCRIPTION

This Parcel contains 5.3 AC of land mainly classified as MIX RES/IND with a(n) INDUST-SM Building Built about 1998, Having Primarily CONC BLOCK Exterior and ASPH SHINGLE Roof Cover, with 0 Units, 0 Baths, 1 HalfBaths, 0 3/4 Baths, 0 Rooms, Total, and 0 Bdrms.

### OTHER ASSESSMENTS

Code	Description/No	Amount	Com. Int
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### PROPERTY FACTORS

Item	Code	Descp	%	Item	Code	Descp
Z	A	AGRICULT	100	U	0	SEPTIC
				t	8	WELL
				I	4	NONE
						Exmpt
						Flood Haz:
D	RO	ROCHESTER		Topo	1	LEVEL
s				Street	1	PAVED
t				Traffic	2	LIGHT

### LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor
401	WAREHOUSE		0		PRIMARY A SITE		1.0

### IN PROCESS APPRAISAL SUMMARY

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value	Legal Description	User Acct
401	163,200	2,400	0.000		165,600		35550
							GIS Ref
							GIS Ref
							Insp Date
Total Card	163,200	2,400	0.000		165,600	Entered Lot Size	
Total Parcel	309,800	14,300	5.300	82,200	406,300	Total Land: 2.23	
Source: Market Adj Cost				Total Value per SQ unit /Card: 29.49	/Parcel: 57.26	Land Unit Type: AC	

### PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date

Parcel ID 0232-0012-0000

### PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date

### SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes

### TAX DISTRICT

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes

### PAT ACCT.

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes

### BUILDING PERMITS

Date	Number	Descp	Amount	C/O	Last Visit	Fed Code	F. Descrp	Comment

### ACTIVITY INFORMATION

Date	Result	By	Name
12/15/2005	MEAS+INSPCTD	TM	TOM

Sign:

12/15/2005 MEAS+INSPCTD

Total AC/Ha: 0.00000

Total SF/SM: 0.00

Parcel LUC: 014

MIX RES/IND

Prime NB Desc: RESIDENTIAL

Database: AssessPro

Disclaimer: This Information is believed to be correct but is subject to change and is not warranted.

Total:

Spl Credit

Total:

julia

2018



**Patriot**  
Properties Inc.

USER DEFINED

Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BidReason:	



0232 0012 0000  
MAP BLOCK LOT

LOT2 LOT3  
CARD

1 of 2 RESIDENTIAL

TOTAL ASSESSED: 406,300  
18429!

Rochester

PROPERTY LOCATION

No	Alt No	Direction/Street/City
100		MEADERBORO RD, ROCHESTER

OWNERSHIP

Owner	Unit#
Owner 1: STILLWATER KENNELS &	
Owner 2: TRAINING INC	
Owner 3:	
Street 1: 100 MEADERBORO RD	
Street 2:	

Town/City:	County	Own Occ:	Type:
ROCHESTER		Y	
Postal: 03867-4236			

PREVIOUS OWNER

Owner 1: BOHNERT CAROLE H REVOCABLE -
Owner 2: TRUST % BOHNERT CAROLE H -
Street 1: 100 MEADERBORO RD
Town/City: ROCHESTER
County: NH
Postal: 03867-4236

NARRATIVE DESCRIPTION

This Parcel contains 5.3 AC of land mainly classified as MIX RES/IND with a(n) CAPE Building Built about 1988, Having Primarily LOGS Exterior and ASPH SHINGLE Roof Cover, with 1 Units, 1 Baths, 0 HalfBaths, 1 3/4 Baths, 7 Rooms Total, and 2 Bdrms.

OTHER ASSESSMENTS

Code	Descrpt/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Descrpt	%	Item	Code	Descrpt
Z	A	AGRICULT	100	U	0	SEPTIC
o				t	8	WELL
n				l	4	NONE
Census:				Exempt		
Flood Haz:				Topo	1	LEVEL
D	RO	ROCHESTER		Street	1	PAVED
s				Traffic	2	LIGHT
t						

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value
101	SINGLE FAM		1		PRIMARY A SITE		1.0	0
101	SINGLE FAM		4.3		EXCESS AC EXCESS		1.0	0

IN PROCESS APPRAISAL SUMMARY

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value	Legal Description	User Acct
101	146,600	11,900	5.300	82,200	240,700		35550
Total Card	146,600	11,900	5.300	82,200	240,700		
Total Parcel	309,800	14,300	5.300	82,200	406,300	Entered Lot Size	GIS Ref
Source: Market Adj Cost						Total Land: 5.3	
						Land Unit Type: AC	Insp Date

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2017	014	FV	309,800	14300	5.3	82,200	406,300	406,300	Year End Roll	9/7/2017
2016	014	FV	290,600	14300	5.3	82,200	387,100	387,100	Year End Roll	9/8/2016
2015	014	FV	290,600	14300	5.3	82,200	387,100	387,100	Year-end	10/1/2015
2014	014	FV	290,600	14300	5.3	82,200	387,100	387,100	Year End Roll	9/29/2014
2013	014	FV	312,700	14300	5.3	82,200	409,200	409,200	Year End Roll	9/4/2013
2012	014	FV	312,700	14300	5.3	82,200	409,200	409,200	Year End Roll	9/20/2012
2011	014	FV	312,700	14300	5.3	82,200	409,200	409,200	Year End Roll	9/27/2011
2010	014	FV	314,300	14900	2.23	69,900	399,100	399,100	roll	8/26/2010

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Business Aff	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes
BOHNERT CAROLE	3893-701	1	12/6/2010	Boundary Adj	440,000	No	No	4		
BOHNERT CAROLE	3838-396	1	5/27/2010	Boundary Adj	12,000	No	No	4		
BOHNERT THOMAS	2953-74	1	3/3/2004	DNU Trust	2,667	No	No	5		
TREMBLAY SANDRA	2279-560	1	3/1/2001	Val Lnd&Bldg	318,200	No	No	4		
TREMBLAY SANDRA	1508-301	2	5/25/1990	Fam/Rel/Aff	No	No	No	4		
TREMBLAY SANDRA	1491-520	1	1/30/1990		No	No	No	4		
VICKERY WILLIAM	1415-244	1	10/14/1988		35,000	No	No			

BUILDING PERMITS

Date	Number	Descrpt	Amount	C/O	Last Visit	Fed Code	F. Descrpt	Comment
11/20/2001	1109		1,300	C	3/18/2002		ELECTRICAL	ELECTRICAL
11/20/2001	1109		1,300				ELECTRICAL	ELECTRICAL
11/6/2001	1056		10,000	C	4/14/2003		FINISH ATTIC	FINISH ATTIC/NOT S
11/6/2001	1056		10,000				FINISH ATTIC	FINISH ATTIC
11/6/2001	1057		1,500	C	3/18/2002		REPLACE SIGN	REPLACE SIGN
11/6/2001	1057		1,500				REPLACE SIGN	REPLACE SIGN
7/11/1998	645		9,200	C			24X24 RG1	24X24 RG1
7/11/1998	645		9,200				24X24 RG1	24X24 RG1
10/1/1997	1031		135,000	C			ADD & REMODEL	ADD & REMODEL
10/1/1997	1031		135,000				ADD & REMODEL	ADD & REMODEL

ACTIVITY INFORMATION

Date	Result	By	Name
6/3/2014	MEAS+INSPCTD	TG	THERESA
1/3/2011	DEED CHANGE	VB	VERNA
12/2/2010	MAPPING CHG	TM	TOM
12/2/2010	DEED CHANGE	GN	GAYE
12/15/2005	MEAS+INSPCTD	TM	TOM
7/16/2004	SALES VERF	GN	GAYE
3/12/2004	DEED CHANGE	VW	VIRGINIA
7/18/2001	NO INSP	TM	TOM
3/21/2001	NO INSP	GN	GAYE

Sign:

Appraised Value	Alt	Spec	J	Fact	Use Value	Notes
65,000					65,000	
17,200					17,200	

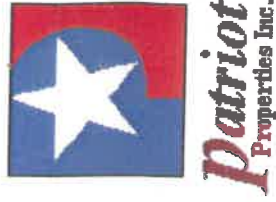
Total AC/HA: 5.30000	Total SF/SM: 230868.02	Parcel LUC: 014	MIX RES/IND	Prime NB Desc	RESIDENTIAL
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Disclaimer: This Information is believed to be correct but is subject to change and is not warranted. Database: AssessPro

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julia

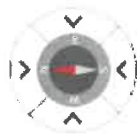
2018



USER DEFINED

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Prior Id # 2:	
Prior Id # 3:	
ASR Map:	8429
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	





Workspaces v



map: Auto (Ortho) > Dates: All > < image 1 of 19 > 11/17/2012



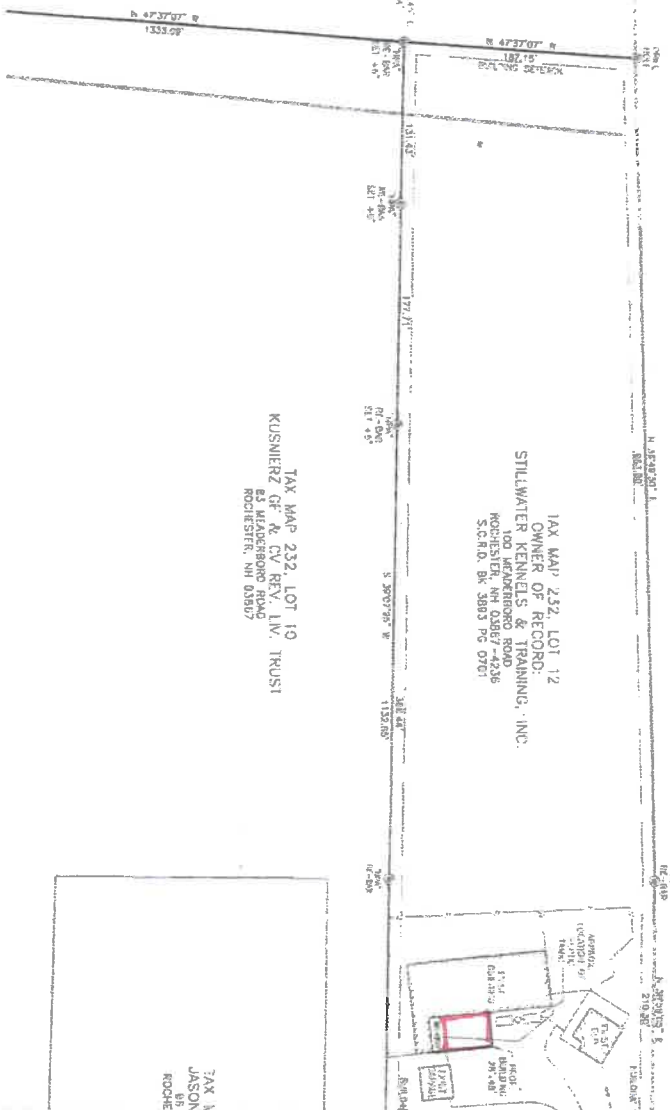
118 WILMINGTON ROAD  
ROCHESTER, NY 14627  
BOOK 4505, PAGE 0583

TAX MAP 232, LOT 10  
ROWELL, THERESA  
29 EVANS ROAD  
KROCHSTER, NH 03867

TAX MAP 232, LOT 19  
KUSNIERZ Gf. & CV REV. L.V. TRUST  
83 MEADERBORD ROAD  
ROCHESTER, NH 03607

TAX MAP 232, LOT 12  
OWNER OF RECORD:  
STILLWATER KENNELS & TRAINING, INC  
100 MCARDERRO ROAD  
ROCHESTER, NH 03617-4236  
S.C.R.D. BK 3883 PG 0701

**TAX**  
**JASON**  
**ROCHE**

LOCUS  
M.T.S

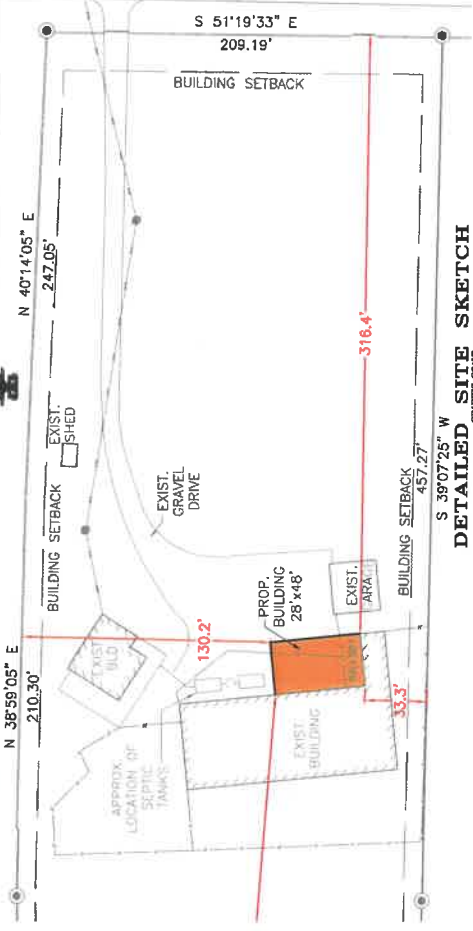
FILE NO. 1B4  
PLAN NO.  
C-2530-ILLR  
DWG. NO. 17195/SK 1  
I.B. NO.

REFERENCE PLANS:  
1<sup>ST</sup> SUBDIVISION OF LAND, ROCHESTER, IN FOR WILLIAM D. & MARGARET S. VICKERT<sup>2</sup>  
DATED MAY 1892 BY NORWAY PLANS ASSOCIATES, INC.  
S.C.R.O. PLAN 41-65

NORWAY PLAINS ASSOCI

LAND SURVEYORS

CIVIL ENGINEERS



TAX MAP 232, LOT 13  
D & J 2016 REV. TRUST SCRUTON  
116 MEADBORO ROAD  
ROCHESTER, NH 03607

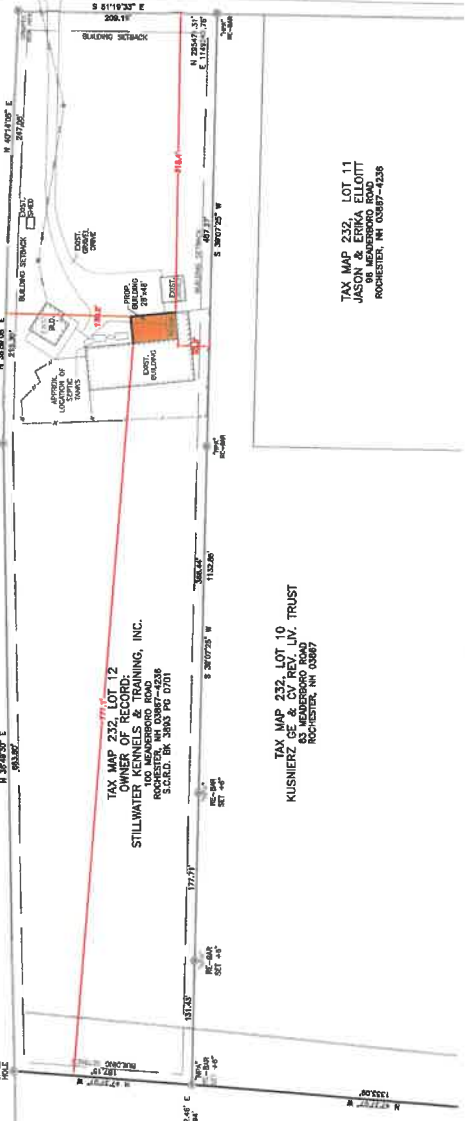
- NOTES:
1. THE PURPOSE OF THIS PLAN IS TO DEPICT A PROPOSED BUILDING AND DRIVE.
  2. TOTAL AREA: 1.00 AC.
  3. PARCEL IS LOCATED IN THE SUBDIVISION ZONE.
  4. ADJACENT LOT: 100 MEADBORO ROAD, ROCKESTER, NH 03607. AREA: 1.00 AC. PERMITS: 100-17-25.
  5. PROPOSED DRIVE: 100 MEADBORO ROAD, ROCKESTER, NH 03607. AREA: 1.00 AC.
  6. THE LOT IS SERVED BY SEWER WATER AND SEWER.
  7. THE PROPERTY IS NOT LOCATED IN THE 100-YEAR FLOOD ZONE.

DETAILED SITE SKETCH



TAX MAP 232  
LOT 21  
RONALD PAQUETTE  
100 MEADBORO ROAD  
ROCHESTER, NH 03607

FOUR ROD ROAD



TAX MAP 232, LOT 12  
OWNER OF RECORD:  
STILLWATER KENNELS & TRAINING, INC.  
100 MEADBORO ROAD  
ROCHESTER, NH 03607  
S.C.B.D. BK 3883 PG D701

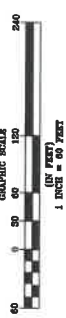
TAX MAP 232, LOT 10  
KUSHERZ GE & CY REV. LJV. TRUST  
100 MEADBORO ROAD  
ROCHESTER, NH 03607

TAX MAP 232, LOT 10-1  
ROWELL THERESA  
29 EARS ROAD  
ROCHESTER, NH 03607

TAX MAP 232, LOT 11  
JASON & ERIKA ELLIOTT  
100 MEADBORO ROAD  
ROCHESTER, NH 03607-4238

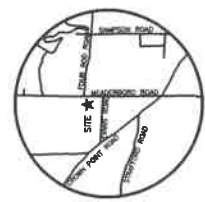
TAX MAP 232  
LOT 33

OVERALL SITE SKETCH



REFERENCE PLANS:  
1. "SUBDIVISION OF LAND, ROCKESTER, NH FOR WILLIAM D. & NOBLE S. VICKERY"  
DATE: MAP 1892 BY NORWAY PLAINS ASSOCIATES, INC.  
SCHEMATIC PLAN 17-25

FILE NO. 184  
C-2650-LLR  
DWG. NO. 171195/SK-1  
P.E. NO.



SITE SKETCH  
STILLWATER KENNELS & TRAINING, INC.  
100 MEADBORO ROAD  
CITY OF ROCHESTER  
STRAFFORD COUNTY  
NEW HAMPSHIRE  
PREPARED FOR:  
STILLWATER KENNELS & TRAINING, INC.  
SEPTEMBER 2017

NORWAY PLAINS ASSOCIATES, INC.





# 0 Abutters List Report

Rochester, NH  
August 08, 2017

## Subject Property:

Parcel Number: 0232-0012-0000  
CAMA Number: 0232-0012-0000  
Property Address: 100 MEADERBORO RD

Mailing Address: STILLWATER KENNELS & TRAINING INC  
100 MEADERBORO RD  
ROCHESTER, NH 03867-4236

*\$3.81/abutter* *\$19.05*

## Abutters:

Parcel Number: 0232-0010-0000  
CAMA Number: 0232-0010-0000  
Property Address: 15 EVANS RD

Mailing Address: KUSNIERZ GE & CV REV LIV TRUST %  
KUSNIERZ GARY E & CHERYL V  
83 MEADERBORO RD  
ROCHESTER, NH 03867-4235

Parcel Number: 0232-0010-0001  
CAMA Number: 0232-0010-0001  
Property Address: 29 EVANS RD

Mailing Address: ROWELL THERESA  
29 EVANS RD  
ROCHESTER, NH 03867-4131

Parcel Number: 0232-0013-0000  
CAMA Number: 0232-0013-0000  
Property Address: 122 MEADERBORO RD

Mailing Address: SCRUTON D & J 2016 REV TRUST %  
SCRUTON DANIEL L & JUDY ANNE  
118 MEADERBORO RD  
FARMINGTON, NH 03835-4408

Parcel Number: 0232-0021-0000  
CAMA Number: 0232-0021-0000  
Property Address: 179 FOUR ROD RD

Mailing Address: PAQUETTE RONALD  
179 FOUR ROD RD  
ROCHESTER, NH 03867-4219

Parcel Number: 0232-0033-0002  
CAMA Number: 0232-0033-0002  
Property Address: 180 FOUR ROD RD

Mailing Address: OLSEN CHRISTOPHER J & CAROL L  
180 FOUR ROD RD  
ROCHESTER, NH 03867-4240



www.cai-tech.com

8/8/2017

Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report.

Page 1 of 1



## Special Exception Application Checklist


- ☒ It must be determined that your proposed use is not permitted without a special exception. Most often this determination is a denial of a building permit.
- ☒ Complete the application form.
- ~~N/A~~ **You must complete the 42.22 Special Exceptions sheet, addressing the 5 questions**  
**If the special exception is for a garage, you must also complete the Garage Setbacks sheet**
- ☐ A narrative explaining what you are requesting the special exception for.
- ~~N/A~~ If the applicant is not the property owner, he/she must supply a note signed by the property owner stating his/her knowledge of the application being submitted to the Zoning Board of Adjustment. The property owner will receive a copy of the public hearing notice by certified mail along with the abutters.
- ☒ 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. A certified plot plan of your property is required by the Zoning Board. If you do not have a certified plot plan you may request a waiver (see the secretary for details)
- ~~N/A~~ If for a garage, all appropriate information on proposed garage (see samples)
- ☒ Photographs, if you have them.
- ☒ Abutter's list. This information must be obtained from the Zoning Secretary in the Building, Zoning and Licensing Office from their computer. The applicant must pay the cost of the certified fee for each abutter, applicant and any other applicable person on the abutter list, including applicant (See Zoning Secretary for current fee) \$3.81 / Abutter
- ☐ Application fee \$175.00 (make check payable to City of Rochester).

All of the above information must be completed and submitted to the Building, Zoning & Licensing Department 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 requests a second (2<sup>nd</sup>) 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 **Julia Libby** or **Dee Mondou** 603-332-3976 or e-mail at [julia.libby@rochesternh.net](mailto:julia.libby@rochesternh.net); [dee.mondou@rochesternh.net](mailto:dee.mondou@rochesternh.net)

  
Applicant Signature & Date:

EMAIL: STILLWATER@METROCAST.NET