

# CITY OF PORTSMOUTH

## Board of Adjustment Application

<i>Department Use Only</i>			
Assessor Plan # _____	Lot # _____	Fee _____	Date _____
Zone _____	Lot area _____	By _____	

Fill in below by printing in ink or typing / Complete all Blanks or indicate "N/A" if not applicable

Owner \_\_\_\_\_ Applicant \_\_\_\_\_

Owner address \_\_\_\_\_ Applicant address \_\_\_\_\_

Owner phone (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_ Applicant phone (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_

Owner Fax \_\_\_\_\_ Applicant Fax \_\_\_\_\_

Lessee \_\_\_\_\_ Lessee address \_\_\_\_\_

Lessee phone \_\_\_\_\_ Lessee Fax \_\_\_\_\_

Location address of work: \_\_\_\_\_

Existing use: \_\_\_\_\_

Undersigned hereby requests:

- |   | <u>Article</u> | <u>Section</u> |
|---|----------------|----------------|
| <input type="checkbox"/> Appeal from an Administrative Decision | _____          | _____          |
| <input type="checkbox"/> Special Exception                      | _____          | _____          |
| <input type="checkbox"/> Variance                               | _____          | _____          |

To permit the following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned alleges that the following circumstances exist which prevent the proper enjoyment of his/her property under the strict terms of the Zoning Ordinance and thus constitutes unnecessary hardship according to Article XIII, Section 10-1302(D):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Only complete applications will be accepted by the deadline date. A complete application shall consist of: a completely filled out application, the application fee and 12 packets each containing: site and building/floor plans (8 1/2" x 11")\* and any supporting data, letters or photos. Incomplete applications will not be accepted. The Board may allow evidence to be submitted at the time of the Public Hearing. Applications received after the deadline will be scheduled for the following month. The owner or his/her representative is required to attend the Public Hearing for the above appeal.

\*11" x 17" plans maybe used only if 8 1/2" x 11" plan would not be readable.

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

### Petitioner's Responsibilities

1. All applications for Variances and Special Exceptions must be submitted to the Code Official prior to the published deadline. Submissions which fail to meet this requirement shall not be considered until the next month's regular meeting. In the case of Appeals from an Administrative Decision, the appeal shall be filed no later than 30 days from the date of the action which is being appealed.
2. A petitioner shall be one of the following:
  - a) The owner of record to the property, or
  - b) The holder of a valid purchase and sales agreement for the purchase of the subject property, or
  - c) The holder of a valid option for the purchase of the subject property.
3. All applications shall be signed by the owner of record to the property.
4. It is the obligation of the Petitioner to submit adequate plans and exhibits in accordance with the terms of the Zoning Ordinance for all applications for Administrative Appeals, Variances and Special Exceptions.
5. Minimum requirements for adequate plans shall include the following:
  - Name of Owner(s)
  - Name of Petitioner(s)
  - Title of petition (i.e. Variance / Special Exception )
  - Abutting street(s)
  - Scale
  - Yard dimensions
  - Lot dimension
  - Dimensions of proposed and existing structures
  - Dimensions of parking spaces
6. The Code Official is authorized by the Board of Adjustment to refuse applications which do not meet these minimum requirements.
7. Public Hearings shall not be scheduled, advertised or held until such time as the "minimum requirements for adequate plans" have been submitted.
8. Any petitioner who submits plans or exhibits deemed inadequate or requiring more detailed information, may be tabled until such time as adequate plans or exhibits are received by the Board.
9. The Board may table any application requiring more information prior to any action being taken.
10. In the case of conversions or renovations to an existing structure, interior floor plans shall be furnished by the petitioner.

FORM: Board of Adjustment Oct 00 rev 1 July 02, 29 Jan 03(clarification), Revised 6 July 04(fees), July 05 (remove fee schedule)