



The City of Berlin Code Enforcement
Michel Salek, Building Inspector

168 Main Street, Berlin, NH 03570
603-752-1630 Fax: 603-752-2620

Board of Adjustment, Berlin, NH
APPLICATION FOR A SPECIAL EXCEPTION

Applicant: _____

Applicant's Mailing Address:

Telephone: _____

(For Municipal Use Only)

Case #: _____
Received On: _____
Plans: _____ Fee: _____ Paid: _____
Public Hearing Date: _____
Decision: _____
Appeal: _____ Action: _____
Rehearing: _____
Decision: _____
Map#: _____ Lot#: _____
Zone: _____

Article: _____ Section: _____

Location of property: _____

Are you the owner of the property? _____

Other concerned parties (such as property owner): _____

Address: _____ Phone: _____

Description of Property: _____

Existing Use: _____

Frontage: _____

Lot Dimensions: _____

Has a previous application been filed in connection with this property? _____

If yes, explain: _____

Undersigned hereby requests a Special Exception as provided in the Zoning Ordinance to permit the following:

Evidence that requirements as specified for a Special Exception in Article II, Section 17-24 of the Zoning Ordinance for have been met: _____

Signed: _____ Date: _____

(Applicant)

(Owner)

Note: Please attach two (2) sets of plans and an application fee of \$50.00, payable to the City of Berlin, to this application. All forms must be completely filled out and signed by the applicant and his or her representative before they will be accepted. Completed forms must be returned to the Zoning Officer no later than thirteen (13) calendar days prior to the Board's scheduled meeting. The applicant or their representative is requested to attend the public hearing held on the above request. If the applicant or his agent does not appear before the Board as scheduled, a second meeting will be arranged at the applicant's request and the application fee will again be charged. If you have any questions, please contact the Zoning Officer at 603-752-1630.



**The City of Berlin Code Enforcement
Zoning Officer**

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**PLOT PLAN TO ACCOMPANY AND FORM PART OF APPLICATION FOR VARIANCE/SPECIAL
EXCEPTIONS**

Requirements: (1) Draw as large as will conveniently fit form. (2) Dimensions of lot and buildings (figures); (3) Show distance from buildings to lot lines; (4) Show existing buildings, give size and type; (5) Show distance between proposed and existing buildings; (6) Show buildings on adjacent lot and distance from lot line; (7) Show street and setback from street; (98) North Point.

Information other than the above shall be furnished upon request of the Zoning Officer.

Property Address _____

Location of lot _____ Proposed new Building _____

Owner _____

Owner's Address _____

Drawn by _____ Date _____

Zoning Officer _____ Date Approved _____