



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 VARIANCE

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 variance as provided in the Zoning Ordinance to permit the following: \_\_\_\_\_  
\_\_\_\_\_

Facts in support of granting the variance:

1. Granting the variance would not be contrary to the public **interest** because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If the variance were granted, the **spirit** of the ordinance would be observed because:

\_\_\_\_\_  
\_\_\_\_\_

3. Granting the variance would do substantial **justice** because:

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4. If the variance were granted, the **values** of the surrounding properties would not be diminished because:

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5. Unnecessary Hardship

a. Owing to special conditions of the property that distinguish it from other properties in the area, denial of the variance would result in **unnecessary hardship** because:

i. No fair and substantial relationship exists between the general public purposes of the ordinance provision and the specific application of that provision to the property because:

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- and -

ii. The proposed use is a reasonable one because:

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b. Explain how, if the criteria in subparagraph (a) are not established, an unnecessary hardship will be deemed to exist if, and only if, owing to special conditions of the property that distinguish it from other properties in the area, the property cannot be reasonably used in strict conformance with the ordinance, and a variance is therefore necessary to enable a reasonable use of it.

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Signed: \_\_\_\_\_  
(Applicant) (Owner)

Date signed: \_\_\_\_\_

**Please return completed form with \$50.00 (make checks payable to the City of Berlin) to:  
Zoning Officer, City of Berlin, 168 Main Street, Berlin, NH 03570**

Note: All forms must be completely filled out and signed 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 in order to be considered at that 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**

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

**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 \_\_\_\_\_