



The City of Berlin Code Enforcement  
**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: \_\_\_\_\_

Case #: \_\_\_\_\_

Applicant's Mailing Address:

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

Telephone: \_\_\_\_\_

(For Municipal Use Only)

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 for special exception 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. Please also attach a list of the names and addresses of all persons owning property adjoining or directly across the street or stream from the land which is the subject of 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.