

Town of Sunapee  
23 Edgemont Rd., Sunapee NH  
Phone (603) 763-2212 ext. 1023  
Website [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us)  
Email [zoning@town.sunapee.nh.us](mailto:zoning@town.sunapee.nh.us)

CASE #:	_____
FEE PAID:	_____
METHOD:	_____

## Zoning Board of Adjustment (ZBA) Special Exception

Questions? Please contact the Land Use & Assessing Coordinator or the Planning & Zoning Director. All dates and deadlines are published on the ZBA calendar.

1. Landowner(s) Name(s): \_\_\_\_\_
2. Parcel ID: \_\_\_\_\_ 3. Zoning District: \_\_\_\_\_
4. Project Location (Street & #): \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_
6. Phone Number: \_\_\_\_\_
7. Email: \_\_\_\_\_

\_\_\_ **ABUTTERS LIST:** You must prepare a list of all abutting property owners and attach it to your application. If you have any difficulty, consult the town office, but the accuracy of the list is your responsibility. You can download an abutters list by using the Tax Maps/GIS on the town's website (directions attached).

\_\_\_ **FEES:**      \_\_\_ Application Fee: Please See Fee Schedule Attached  
                  \_\_\_ Abutter Notification Fee: Please See Fee Schedule Attached  
                  \_\_\_ Newspaper Notification Fee: Please See Fee Schedule Attached

\* NOTE: All checks should be made payable to the Town of Sunapee.

\_\_\_ **ATTACHMENTS:** To assist the Board, please attach sketches, photos, surveys, plot plans, pictures, construction plans, or whatever may help explain the proposed use. Include copies of any prior Zoning or Planning decisions concerning the property. If you have something in writing stating that your proposed project does not meet zoning, please attach that to this application; it may be a letter, email or denied permit. A professional survey by a licensed surveyor is strongly recommended for variances related to setback requirements. For properties located in the Shoreline Overlay District, a professional survey is required. Supplemental materials for the Board must be submitted no later than five (5) days before the scheduled hearing, however, adequate plans and exhibits must accompany the application. This includes, but is not limited to: lot dimensions, dimensions of proposed and existing structures, identification of abutting properties and roads, locations of water bodies, wetlands, septic systems, etc.

**GENERAL DESCRIPTION:** This is a place to give a general summary of the proposed project as an introduction and overview for the public hearing. For example, where is the property located? Describe the property. Give area, frontage, side and rear lines, slopes, natural features, etc. What do you propose to do? Why does your proposal require a Special Exception from the Board of Adjustment?

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*Applications will not be considered complete unless all the questions are answered, the fees are paid, and an Abutters Mailing List is attached.*

Attach additional sheets of paper as necessary.

**EXPLAIN HOW THE PROPOSAL MEETS THE SPECIAL EXCETION CRITERIA AS SPECIFIED IN ARTICLE \_\_\_\_\_, SECTION \_\_\_\_\_ OF THE ZONING ORDINANCE** (list all criteria from the Ordinance)

Criteria 1: \_\_\_\_\_  
\_\_\_\_\_

Criteria 2: \_\_\_\_\_  
\_\_\_\_\_

Criteria 3: \_\_\_\_\_  
\_\_\_\_\_

Criteria 4: \_\_\_\_\_  
\_\_\_\_\_

Criteria 5: \_\_\_\_\_  
\_\_\_\_\_

Criteria 6: \_\_\_\_\_  
\_\_\_\_\_

Criteria 7: \_\_\_\_\_  
\_\_\_\_\_

Criteria 8: \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** I understand that the public hearing will be held at the scheduled date and time unless a request is made by me for a new hearing. Any rehearing will require a new public notice and notification to abutters, the cost of which will be borne by the applicant. Further, I hereby give permission to the ZBA members and zoning officials to visit the subject property prior to the public hearing. To the best of my knowledge, the above is true and correct.

\_\_\_\_\_  
Landowner(s) Signature(s)

\_\_\_\_\_  
Date



# TOWN OF SUNAPEE FEE SCHEDULE

## ZONING BOARD FEES

Application Type	Fee
Variance	\$150 + \$15/per abutter + \$60 notice
Special Exception	\$150 + \$15/per abutter + \$60 notice
Motions for Rehearing*	\$150 + \$15/per abutter + \$60 notice <b>*IF GRANTED</b>
Appeals	\$150 + \$15/per abutter + \$60 notice
Equitable Waivers	\$150 + \$15/per abutter + \$60 notice

## PLANNING BOARD FEES

Application Type	Fee
<b>Subdivision:</b>	\$150
Major Subdivision	+\$300 / per lot
Minor Subdivision	+ \$150/per lot
Annexation	\$150
Lot Line Adjustment	\$75
Voluntary Mergers	\$75
<b>Site Plan Review:</b>	\$150
Additional Over 2000 sq. ft	+\$75 / per 1000 sq. ft
5000 sq. ft additional and disturbed (outside of building footprint)	+\$75/ per 5000 sq. ft
Additional units after 2	\$100 / per unit

\* All fees are subject to a 10% yearly increase at the discretion of the Sunapee Selectboard

\*Adopted by the Sunapee Selectboard on August 21, 2023

**TOWN OF SUNAPEE  
ZONING BOARD  
2024 APPLICATION DEADLINES  
FOR PUBLIC HEARINGS**

<b><u>MEETING DATE</u></b>	<b><u>DEADLINE DATE</u></b>
JANUARY 4, 2024	DECEMBER 7, 2023
FEBRUARY 1, 2024	JANUARY 4, 2024
MARCH 7, 2024	FEBRUARY 1, 2024
APRIL 4, 2024	MARCH 7, 2024
MAY 2, 2024	APRIL 4, 2024
JUNE 6, 2024	MAY 2, 2024
JULY 4, 2024	JUNE 6, 2024
AUGUST 1, 2024	JULY 4, 2024
SEPTEMBER 5, 2024	AUGUST 1, 2024
OCTOBER 3, 2024	SEPTEMBER 5, 2024
NOVEMBER 7, 2024	OCTOBER 3, 2024
DECEMBER 5, 2024	NOVEMBER 7, 2024
JANUARY 2, 2025	DECEMBER 5, 2024

**ALL APPLICATIONS *MUST* BE IN BY 3 O'CLOCK ON THE DEADLINE DATE. THIS WILL BE STRICTLY OBSERVED.**

**THE CHAIRMAN RESERVES THE RIGHT TO CALL SPECIAL MEETINGS TO SATISFY RSA REQUIREMENTS REGARDING TIMELINES OF THE ZONING BOARD.**