

**TOWN OF PEMBROKE  
ZONING BOARD OF ADJUSTMENT  
APPLICATION FOR A VARIANCE**

CASE NO. \_\_\_\_\_

DATE FILED \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Owner of Property \_\_\_\_\_

Location of Property \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_

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

**If the property owner is not the applicant, the property owner MUST provide a  
notarized letter (original) authorizing the applicant to file an application.**

You are applying to develop your property in a way that is prohibited by the requirements in the Zoning Ordinance. Please state the Article \_\_\_\_\_ and Section \_\_\_\_\_ of the Zoning Ordinance from which you are requesting a variance.

Please give a detailed description of your proposal below.

---

---

---

---

---

---

---

Has this property received a Special Exception or Variance in the past? \_\_\_\_\_

If "YES", please provide copies of past Zoning Board of Adjustment Notices of Decision.

Please provide copies of the property tax card, plot plan, and any other information that you feel would be helpful for the Zoning Board to have when reviewing the application.



Please describe how the requested variance would comply with the following criteria:

1. The variance will not be contrary to the public interest;

---

---

---

---

---

2. The sprit of the ordinance is observed;

---

---

---

---

---

---

3. Substantial justice is done;

---

---

---

---

---

---

4. The values of surrounding properties are not diminished; and

---

---

---

---

---



5. Literal enforcement of the provisions of the ordinance would result in an unnecessary hardship.

(A) For purposes of this subparagraph, "unnecessary hardship" means that, owing to special conditions of the property that distinguish it from other properties in the area:

(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; and

(ii) The proposed use is a reasonable one.

---

---

---

---

---

---

(B) 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.

---

---

---

---

---

Applicant \_\_\_\_\_ Date \_\_\_\_\_

(Signature)



**TOWN OF PEMBROKE  
ZONING BOARD of ADJUSTMENT**

**FEE SCHEDULE WORKSHEET**

NAME \_\_\_\_\_ CASE # \_\_\_\_\_

<u>DESCRIPTION</u>	<u>FEE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
APPLICATION	\$100	_____	_____
NEWSPAPER LEGAL AD	\$120	_____	_____
CERTIFIED NOTICES	\$10 per Abutter	_____	_____
NOTICES OF DECISION TOTALS	\$10 EA	_____	_____

**ABUTTER LIST**

An abutter is defined as any person whose property adjoins or is directly across the street or stream from the land under consideration by the Zoning Board of Adjustment.

An abutter list must be provided that consists of the mailing address and map and lot numbers for all abutters.

Abutter information can be obtained from the Planning Department located upstairs in the Town Hall.

All fees must be paid at the time the application is submitted or the application will not be accepted.

Submissions must be made in accordance with the adopted Zoning Board of Adjustment submission deadline, which is posted at the Town Hall.

All applicants are encouraged to meet with the Code Enforcement Officer prior to submitting an application to avoid delays due to incomplete information.

The definition of “unnecessary hardship” set forth in subparagraph (5) shall apply whether the provision of the ordinance from which a variance is sought is a restriction on use, a dimensional or other limitation on a permitted use, or any other requirement of the ordinance.