

**APPLICATION FOR A RECOMMENDATION FOR A SPECIAL  
EXCEPTION IN THE RURAL/AG ZONE**

**TOWN OF WALPOLE, NH  
WALPOLE PLANNING BOARD**

**INSTRUCTIONS TO APPLICANTS APPEALING TO THE PLANNING BOARD**

**IMPORTANT: READ CAREFULLY BEFORE FILLING OUT ATTACHED APPLICATION**

**FILING FEE \$175.00 PLUS \$8.00 FOR EACH ABUTTER/PERSON ON NOTIFICATION  
LIST**

**MAKE A CHECK OUT TO THE TOWN OF WALPOLE/PLANNING BOARD**

If you have questions or difficulties in filling out the application, contact the WPB Secretary, Marilou Blaine at 603-904-4094 or [mariloublaine@comcast.net](mailto:mariloublaine@comcast.net) or the Planning Board Chairman, Jeff Miller at 603-756-4555 or [millerjc56@gmail.com](mailto:millerjc56@gmail.com) for assistance. The Board strongly recommends that before making any appeal, you become familiar with the Walpole Zoning Ordinance, and you may also find more information on planning and zoning in the New Hampshire Statutes TITLE LXIV:RSA Chapters 672-677.

**\*Special Exception:** Certain sections of the Zoning ordinance provide that a particular use of property in a particular zone will be permitted by Special Exception if specified conditions are met. The necessary conditions for each Special Exception are given in the ordinance. Your appeal for a Special Exception will be granted only if you can show that all of the conditions stated in the application section of the ordinance are met.

**A Special Exception in the Rural Agricultural District** requires approval of the Zoning Board of Adjustment after that board considers a recommendation from the Planning Board. This application requests a hearing from the Planning Board in order to receive the necessary recommendation. Please consult Article VIII.C.1. in the Walpole Town Ordinance for additional information regarding the Planning Board recommendation and additional requirements of the special exception.

**Note:** For any appeal, the application must be properly filled out. The application form is intended to be self-explanatory, but be sure you answer all questions on the attached sheet of paper and that you show:

1. **Who** owns the property. If the applicant is not the owner: this must be explained, and the owner's authorization obtained.
2. **Where** the property is located. Indicate the E-911 address, the mailing address, and Tax Map and Lot number(s).
3. **Description** of the property. Give area, frontage, side and rear lines, slopes and natural features, etc.
4. **What** you propose to do. Attach sketches, plot plans, photographs, construction plans or anything that may help explain the proposed use. Provide a visual drawing and/or map that accurately describes the proposal. It should be a minimum of 22 inches by 34 inches and should include surrounding area
5. **Why** your proposed use requires an appeal to the Zoning Board of Adjustment.
6. **Why** the Planning Board should recommend that the ZBA grant the special Exception. **See criteria on page 4.**
7. **Be prepared** to explain your proposal to both the Board and the Public.
8. **Attach** a complete list of names and addresses of all abutting property owners, as well as the applicant's name and address, the surveyor, holders of conservation preservation or agricultural preservation easements. An abutter means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. RSA 672:3

Deliver three copies of the completed application with all attachments, to the Planning Board Secretary or Planning Board Chairperson with a check payable to the Town of Walpole/Planning Board in the amount of \$175.00 plus \$8.00 for the applicant, each abutter, any holders of easements, and the surveyor. If the application is not properly completed, it may be returned to you for proper completion.

Public notice of the hearing will be posted and printed in a newspaper, and notice will be mailed to you and to all abutters and other parties whom the Board may deem to have an interest, at least five days before the date of the hearing. You must appear in person or by agent or counsel at the hearing to state your reasons why the appeal should be granted.

January 2022

APPEAL FOR A RECOMMENDATION FOR A SPECIAL EXCEPTION  
TOWN OF WALPOLE  
PLANNING BOARD

The undersigned hereby applies to the Planning Board for a Recommendation of the proposal to be given to the ZBA in accordance Walpole Zoning Ordinance Article VIII C.

Date \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

Name of Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Property Location – E911 Address \_\_\_\_\_

Map and Lot Number(s) \_\_\_\_\_

Zoning District – Rural/Agricultural

Dimensions: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ -

Width at Building Line \_\_\_\_\_ Area \_\_\_\_\_

Present Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

Please attach drawings, plot plans, rough sketch of the property, photos or other data that will better explain your proposed action.

State how the proposed use will meet the criteria for a recommendation from the Planning Board listed in the ordinance:

Industrial, manufacturing and commercial operations by Special Exception from the Board of Adjustment when fulfilling the following requirements:

Consideration of Planning Board recommendation on the project based on its determination following a Public Hearing that:

**Criterion # 1:** Property currently zoned for industrial, manufacturing and commercial operations is either unavailable or inadequate for the proposed use.

**Criterion # 2:** The proposed use is appropriate and consistent with the Town's Master Plan.

Affidavit: I certify that I am the owner or the authorized agent of the owner of the property upon which this appeal is sought and that all information I have provided is true, under penalty of law.

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Signature of Owner or Authorized Agent

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Date

**LIST OF ABUTTERS AND NOTIFICATION  
TOWN OF WALPOLE  
PLANNING BOARD**

**APPLICANT NAME                      MAILING ADDRESS                      MAP AND LOT NUMBER**

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**ABUTTER NAME                      MAILING ADDRESS                      MAP AND LOT NUMBER**

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**NAMES AND ADDRESSES OF SURVEYOR, HOLDERS OF CONSERVATION,  
PRESERVATION OR AGRICULTURAL PRESERVATION EASEMENTS**

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