



TOWN OF LONDONDERRY
ZONING BOARD OF ADJUSTMENT

268B Mammoth Road Londonderry, New Hampshire 03053 • Phone: 432-1100, ext.134 • Fax: 432-1128 •
email: lgandia@londonderrynh.org

SPECIAL EXCEPTION GUIDELINES

The following documents shall be submitted for a Special Exception for a Home Occupation:

1. Completed application signed by the owner;
2. Property sketch and floor plan showing the driveway and parking areas and demonstrating that the home occupation does not exceed 25% of the normal living area of the home, or if the home occupation is conducted in an accessory building, no more than fifty percent (50%) of the existing normal living area of the primary residence. The property sketch shall also indicate the location of on-site parking, access, fences, accessibility for residents and customers, and dumpster/trash location;
3. Description of the nature of the home occupation including, but not limited to, the anticipated number of customers/clients per day, hours of operation, deliveries and traffic generation;
4. If there are any specific state requirements or licenses involved with your occupation, please provide that information as well;
5. Abutter list (names and addresses confirmed with the Assessing department) and three sets of 1" x 2 ⁵/₈" mailing labels for each abutter; and
6. Application fee (to be determined by Planning & Economic Development department).

The following uses shall not be considered home occupations:

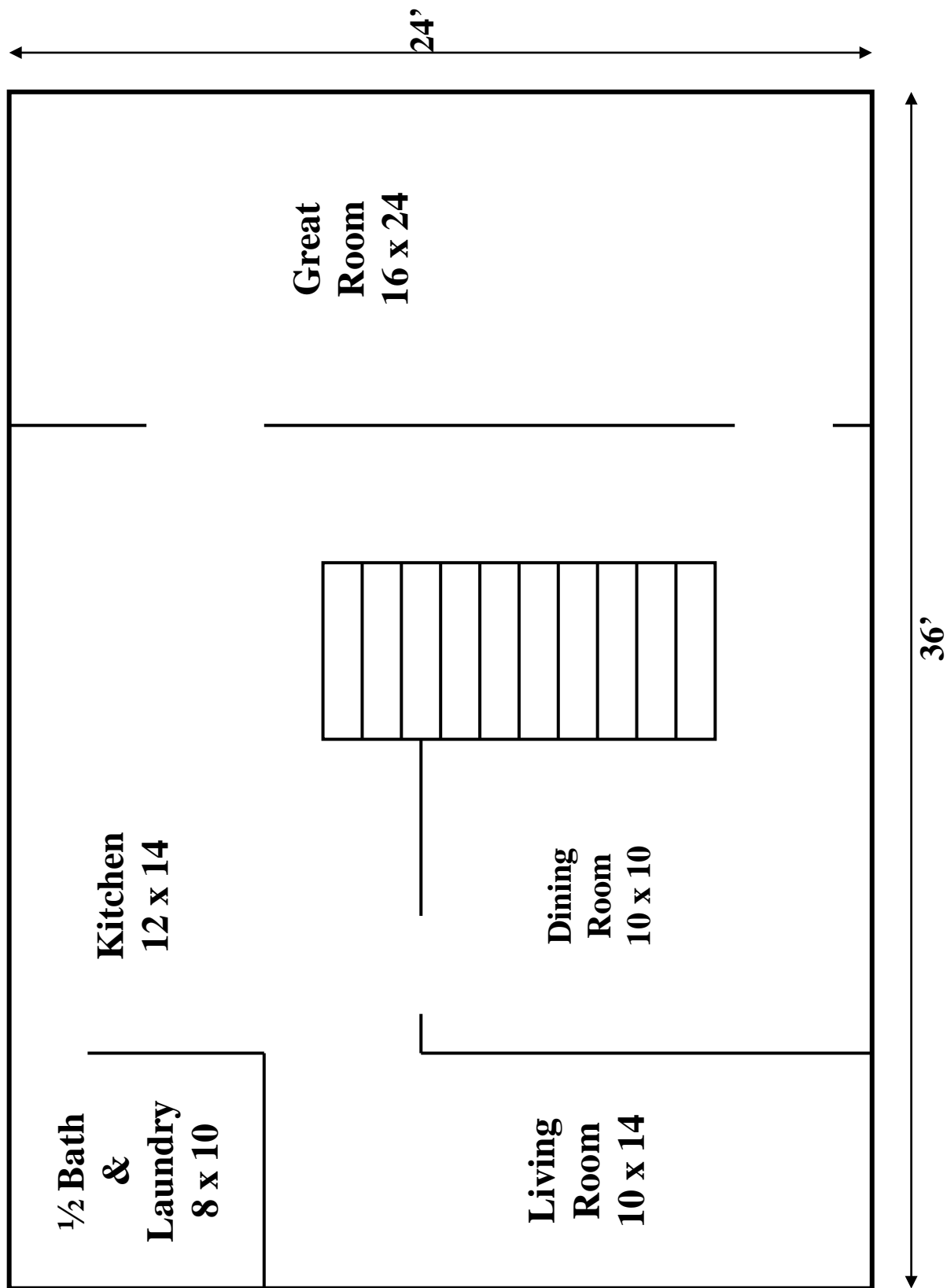
1. Any use that generates, stores or uses regulated hazardous substances, receives or ships hazardous materials regulated under Chapter 40-Code of Federal Regulations, or that generates or disposes of hazardous waste as regulated under Chapter 40 – Code of Federal Regulations;
2. Motor vehicle and machinery service, maintenance, repair and painting;
3. Motor vehicle and machinery sales;
4. Medical, dental or veterinary practices;
5. Kennels; and
6. Landscaping businesses.

Child Care Home Occupations must abide by LZO 5.12.5 Child Care Facilities as Home Occupations.

The Board also strongly recommends that you become familiar with the Zoning Ordinance, along with the NH Statutes TITLE LXIV, RSA Chapters 672-677 that cover planning and zoning.

EXAMPLE

First Floor

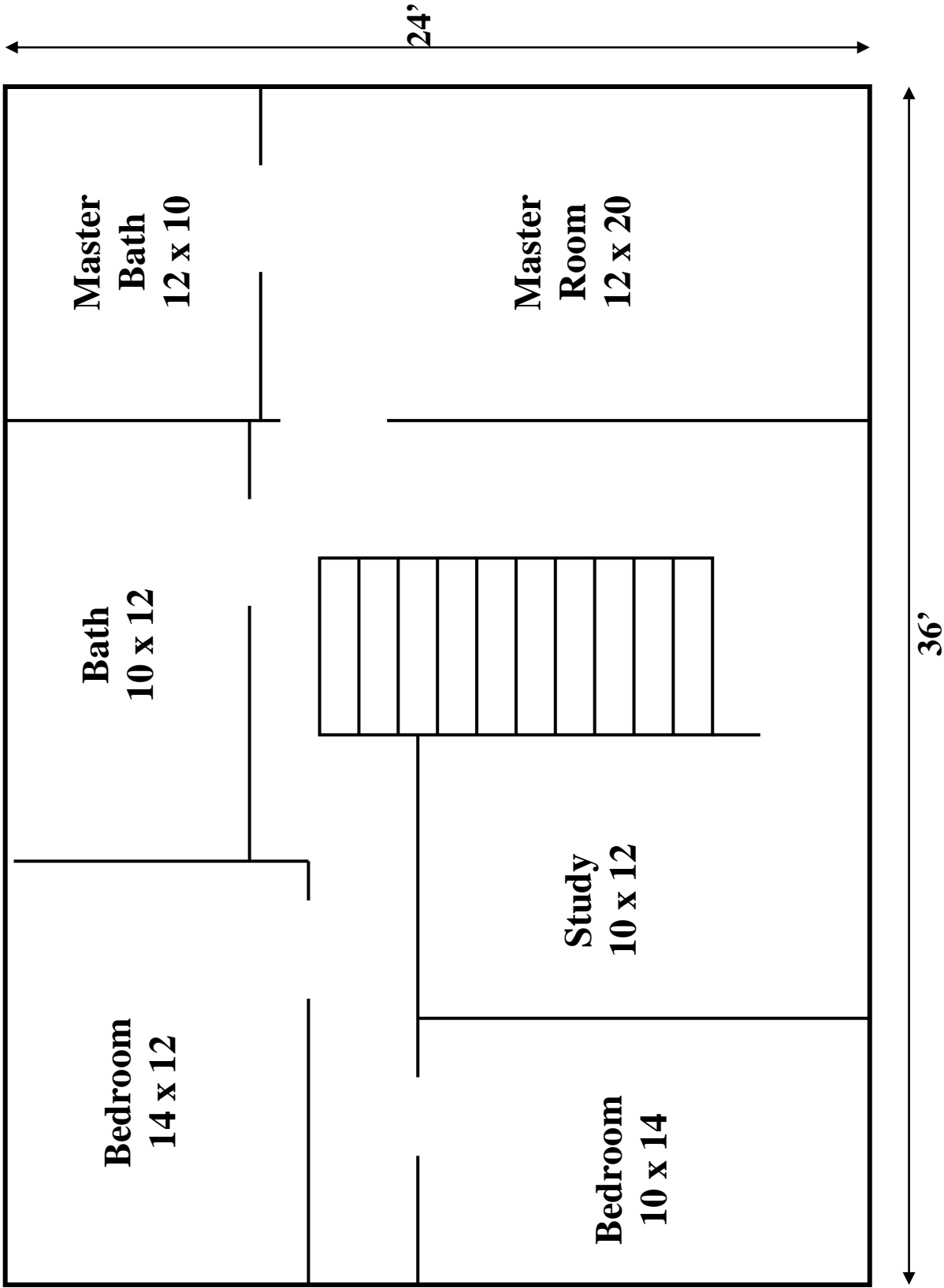


E X A M P L E

**Total Area = 1,728 Sq. Ft.
Using 10 x 12 Study and 10 x 14
Bedroom = 240 Sq. Ft. = 15%**

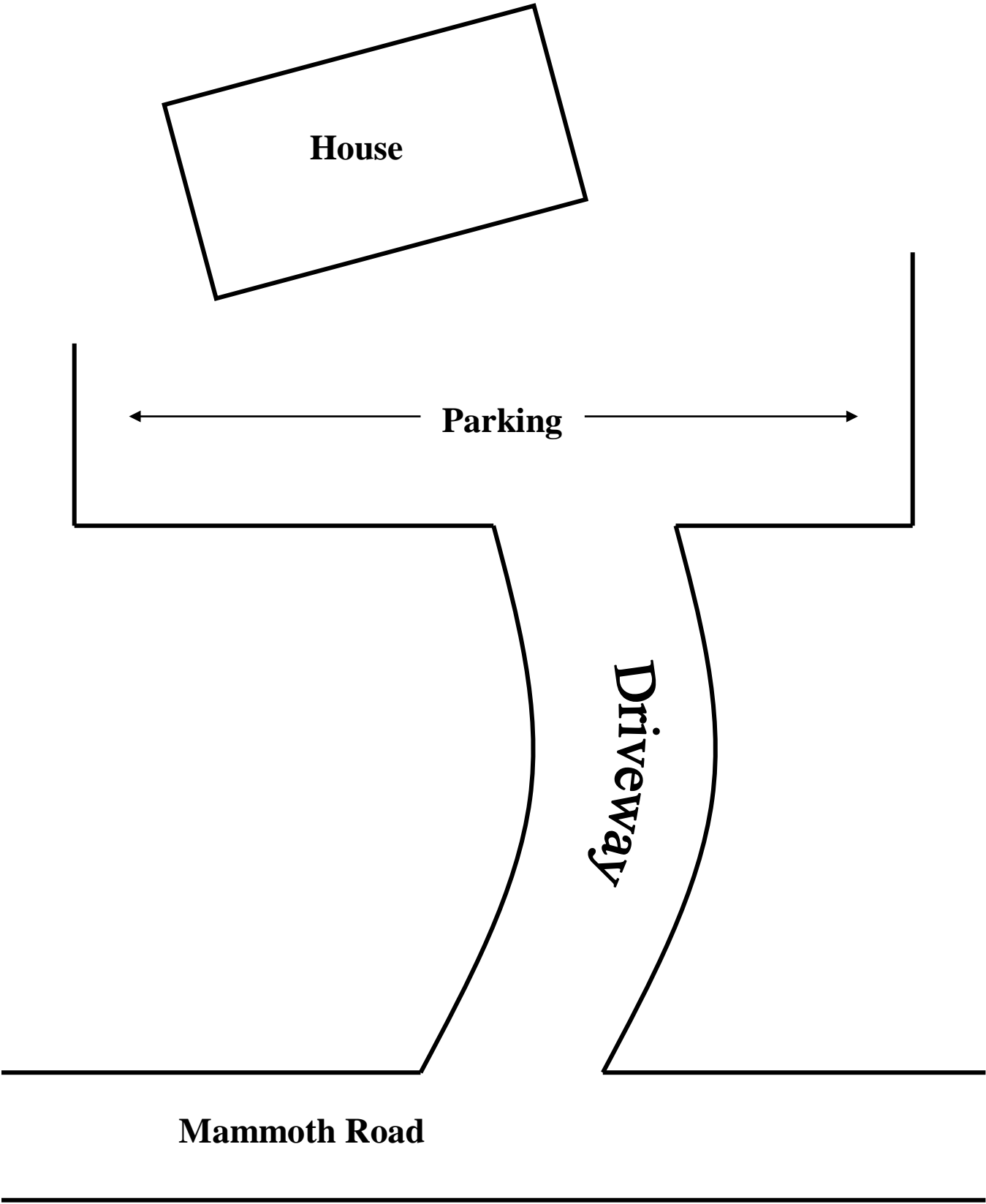
EXAMPLE

Second Floor



EXAMPLE

EXAMPLE





TOWN OF LONDONDERRY

ZONING BOARD OF ADJUSTMENT

268B Mammoth Road Londonderry, New Hampshire 03053 • Phone: 432-1100, ext.134 • Fax: 421-9617 • email: lgandia@londonderrynh.org

SPECIAL EXCEPTION LZO 5.12 **FOR A HOME OCCUPATION**

PLEASE READ THE GENERAL AND SPECIAL EXCEPTION GUIDELINES BEFORE COMPLETING APPLICATION

Location of property: Street address _____

Tax map _____ Parcel _____ Zone _____

Owner's name (s) _____ Tel. No. _____

Owner's address _____

Owner's Email address _____

Applicant's name (s) _____ Tel. No. _____

Applicant's address _____

Applicant's Email address _____

Representative's name _____ Tel. No. _____

Representative's address _____

Representative's Email address _____

Previous Zoning Board action on this property: _____

Description of proposed use, showing justification for a Special Exception as specified in the zoning ordinance, Section 5.12 (Please describe the business you are applying for and what it entails):

SPECIAL EXCEPTION LZO 5.12

APPLICATION FOR HOME OCCUPATION

1. Will the activities associated with home occupations detract from the rural character of the residential neighborhood, or create traffic, environmental or aesthetic impacts substantially different than the impacts created by other permitted uses in the neighborhood? Y ____ N ____
2. Is the home occupation shall be incidental and secondary to the use of the property as a residential dwelling? Y ____ N ____
3. Is the home occupation being conducted in a single-family or two-family dwelling unit (not permitted in multi-family dwelling units)? Y ____ N ____
4. Does the home occupation shall occupy no more than twenty-five percent (25%) of the existing normal living area of the primary residence or, if the home occupation is conducted in an accessory building, no more than fifty percent (50%) of the existing normal living area of the primary residence (up to a maximum of one thousand (1,000) square feet may be dedicated to the home occupation)? Y ____ N ____

Total living space: ____ sq. ft. Living space to be used: ____ Percentage: ____

5. Are only members of the occupant's immediate family residing on the property employed?
Y ____ N ____
6. Are you requesting permission for the employment of one additional employee on the site?
Y ____ N ____
7. Are there any exterior renovations or construction as part of a home occupation? Y ____ N ____
8. Is there any exterior storage of any products, equipment, machinery, or materials associated with the home occupation? Y ____ N ____
9. Does the traffic generated by the home occupation create safety hazards or be substantially greater in volume than would normally be expected in the neighborhood? Y ____ N ____
10. Is the off-street parking adequate for anticipated customers (no parking areas in excess of those necessary for normal residential purposes will be allowed)? Y ____ N ____
11. Is the home occupation conducted in accordance with all Town regulations, state laws and licensing requirements? Y ____ N ____
12. Sign: (please indicate whether a sign was requested and permitted and if it a free standing or wall sign)

_____ the sign is non-illuminated

_____ the sign does not exceed 3SF per side

13. Hours of operation: _____

Please be advised that the Zoning Board of Adjustment may impose additional conditions and restrictions it deems desirable or necessary to protect the residential character of the neighborhood.

If approval is obtained, the applicant must sign an approval form outlining the nature of the business and any restrictions put on by the Board. **If any changes are made** to the parameters of the home occupation as outlined in the presentation, **the applicant must make a new application** and appear again before the Board to request those changes.

I understand that I must appear in person at the public hearing scheduled by the Zoning Board of Adjustment.

If I cannot appear in person, I will designate a representative or agent in writing below to act on my behalf.

Owner's Signature

Owner's printed name

Owner's Signature

Owner's printed name

Dated

Total fee due (to be calculated by the Planning & Economic Development Department): \$ _____


LIST OF ABUTTERS

The following is a list of all abutting property owners concerned in this appeal. An abutter is any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration. The Planning Department can assist you in determining your abutters, but **YOU ARE RESPONSIBLE FOR OBTAINING THE CORRECT OWNER AND MAILING INFORMATION FOR THIS LIST FROM THE ASSESSOR'S OFFICE.** When verifying the correct owner and mailing information, you are required to use the assessing information not the Patriot Properties' information or the property record card as those items may not be up to date. **You are ultimately responsible for your own list of abutters.** This information is necessary to properly notify all interested parties with certified notices. Failure to provide complete information on abutters will result in the application being returned and may delay the scheduling of your hearing.

[illegible]

HOW TO USE THE ASSESSOR'S COMPUTER TO DO YOUR ABUTTER'S LIST



1. Make sure you are at the screen where "Parcel ID," "Street Name," "Owner Name" and "Print Record" are all listed vertically on the right hand side. If not, click on the down facing arrow "↓" on each screen until it brings you back.

2. Click on the "Parcel ID" square on the top right hand corner of the screen.
3. The first time you do this, the keyboard should pop up automatically. The next time you perform step "2," you will be brought to another screen; just look for the keyboard icon on the lower right hand screen and click on that. Then you will arrive at the keyboard itself.
4. Using the mouse, enter the parcel ID numbers as they have been written on the abutter's list, e.g. 012 001 24 (with spaces in between, no dashes).
5. Click on the "Enter" key to the far right.
6. When the property is listed on the next screen, click on "Go To" found in the middle of the screen. This will bring you to the actual card for that property, which is what you need to find.
7. When the card appears, **click on the owner's name**. This will cause a smaller insert to appear which will detail the owner's name and mailing address. **This is the information that needs to be copied down onto your application.** If the owner's mailing address is in Londonderry, you don't have to copy down "Londonderry, NH 03053." Just do this when their mailing address is outside of Londonderry.
8. Click on "Parcel ID" again to repeat the process and put in the next set of numbers.