



# TOWN OF RAYMOND

Community Development Department  
Office of Planning & Zoning  
4 Epping Street  
Raymond, NH 03077

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## Procedure for Filing an Application for Special Exception

- 1) In order to file an application for special exception with the Zoning Board of Adjustment, you must first provide a thorough, written description of the proposed use for which a special exception is required by the Town of Raymond Zoning Ordinance. This description will allow the Code Enforcement Officer to conduct a Zoning Determination, enabling you to proceed with the application process.
- 2) The following items must be provided when filing an application for special exception with the Zoning Board of Adjustment:
  - a. **COMPLETED & SIGNED APPLICATION:** If the applicant is NOT the property owner, a notarized letter of permission from the property owner is required to be submitted with this application.
  - b. **APPLICATION FEE:** The application fee to the Zoning Board of Adjustment is as follows:
    - \$150.00 base application fee; plus
    - \$10.00 per abutter (to include everyone noted on the List of Abutters as outlined in Item 2(e) below).

Please make checks payable to the Town of Raymond.

- c. **ZONING DETERMINATION FROM CODE OFFICIAL:** As explained in Item 1 above, you must receive a zoning determination from the Code Official before your application to the Zoning Board of Adjustment will be accepted and processed.
- d. **CERTIFIED PLOT PLAN:** A certified plot plan bearing the indicia of a licensed land surveyor must be provided where applicable to an application for special exception (i.e. when a new structure is being proposed). A copy of a previously existing certified plot plan with any missing (since the plan was originally produced) and proposed structures properly hand-drawn to scale is acceptable, provided, however, that the original plan is on file with the Town of Raymond.
- e. **LIST OF ABUTTERS:** The Town of Raymond is required to mail notice to abutters (and other parties as identified below) of a public hearing held by the Zoning Board of Adjustment. It is the responsibility of the applicant to provide the Town of Raymond with a complete and accurate list of abutters. The list of abutters shall contain the following information:
  - Name, Address, Tax Map & Lot Number of the applicant(s);
  - Name, Address, Tax Map & Lot Number of abutting property owner(s);
  - Name and Address of all agents representing the applicant;
  - Name and Address of any holders of conservation, preservation, or agricultural preservation restrictions (if applicable); and
  - Name and Address of every engineer, architect, land surveyor or soil scientist whose professional seal appears on the plan (if applicable).

For more information, please refer to NH Revised Statutes Annotated 672:3 for a definition of the term “abutter,” and RSA 676:7 for legal notice requirements.

- f. **PHOTOGRAPHS (OPTIONAL):** You are encouraged (but not required) to submit photographs with your application to facilitate review by the Board.

3) **FINAL THINGS TO CONSIDER:**

- a. The Board encourages that you submit any and all relevant supplemental information with your application and not during the public hearing itself. Doing so allows the Board an opportunity to review all the facts in advance of the hearing. In addition, the Board may decline consideration of any supplemental information submitted during a public hearing. Submission of supplemental information during a public hearing may also result in the Board continuing the public hearing to a later date to allow it time to review all submitted materials.
- b. This application is not acceptable unless all required items noted above have been provided. Any missing information may result in an application being denied by the Board as incomplete.
- c. Governing Statute: RSA 674:33 (IV).