

**1. Special Exception Request**

Check here if description or additional pages are attached

The undersigned hereby requests that the Board of Adjustment grant a special exception, as provided for under Hillsborough Zoning Ordinance Section(s) \_\_\_\_\_ in order to permit the following:

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**2. Criteria**

Check here if description or additional pages are attached

In order to secure a special exception, the Zoning Board of Adjustment must determine by law that your special exception request satisfies the following criteria as specified under [Section 229-50.C.](#) of the Hillsborough Zoning Ordinance. Please provide a written response along with any other supporting documentation for each of the following criteria. Please note that all criteria must be satisfied and supported by the Board in order for a special exception to be granted. Should the space be provided be inadequate, please attach additional pages to this application.

**A. The special exception is specifically authorized in the Zoning Ordinance by (cite the particular section(s)):**

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**B. All special conditions for the special exception have been met as demonstrated by:**

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**C. No hazard or nuisance will be created because:**

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**D. The general welfare of the Town of Hillsborough will be protected because:**

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**E. The proposed special exception is in substantial agreement with the spirit and intent of the Zoning Ordinance or that a hardship exists because:**

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3. Additional Submittals

The following items are required to complete the application and must be attached:

\_\_\_\_\_ Three (3) copies of plat, survey, or site plan of the subject property for which the variance is requested clearly depicting the proposed variance prepared by a licensed surveyor, civil engineer, or architect. At least seven (7) reduced size (11"x17") plan sets is also required. Submittal standards for plats shall be those as detailed in the Subdivision Regulations and/or Site Plan Review Regulations. The applicant shall retain the right to petition the Zoning Board of Adjustment to grant waivers to any plat standards as defined. In addition to these requirements, the ZBA, at its discretion, may require additional information be provided.

\_\_\_\_\_ Affidavit of Ownership (copy of warranty deed).

\_\_\_\_\_ Completed **Form N** – Certified Notification List