

**APPLICATION FOR SPECIAL USE PERMIT**

**TOWN OF RANDOLPH**

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

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

\_\_\_\_\_

\_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

**SPECIAL USE PERMIT DEFINED** – A **special use permit** is a zoning device which relates to uses specifically listed as being allowed by a **special use permit**. It allows conditions to be imposed on those potentially troublesome uses in order to preserve the character of the neighborhood and reduce incompatible situations. A **special use permit** is not the same as a variance.

**WHEN TO USE THIS FORM** – The zoning law itself will specify which uses are to be allowed by **Special Use Permit** and the standards that must be met. An application must be made to the Zoning Board of Appeal whenever a special use is proposed.

1. Property Identification - Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Physical Location - Street Address: \_\_\_\_\_

Application Date: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Received by: \_\_\_\_\_

**2. PROJECT DESCRIPTION:** (Include diagram, parking to be provided, etc.)

a. General description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Dimensional description: (Illustrate on back of form or on graph paper)

c. Parking provided: \_\_\_\_\_

d. Buffers: \_\_\_\_\_

\_\_\_\_\_

e. Signs / Lighting: \_\_\_\_\_

\_\_\_\_\_

f. Flood Plain / Wet Lands / Grading: \_\_\_\_\_

\_\_\_\_\_

g. Other: \_\_\_\_\_

\_\_\_\_\_

3. CONDITIONS TO BE SELF IMPOSED – To preserve the character of the neighborhood and reduce incompatible situations, the following conditions will be self-imposed and are currently in place. Examples include: vegetation buffers, absence of noise, smoke, ext.; sufficient parking.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. HEARING – A public hearing is required within 62 days of this request. Please specify which days or times are inconvenient for you or your representative to attend such a hearing.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You will be notified in writing of the time and place for the hearing.

**BE ADVISED THAT NO WORK CAN BEGIN ON THE PROPERTY UNTIL  
THIS SPECIAL USE PERMIT APPLICATION IS GRANTED. THIS ALSO  
INCLUDES ANY TYPE OF GROUND EXCAVATION WORK.**

Signature of the applicant: \_\_\_\_\_

Date signed: \_\_\_\_\_

**4. REASONS FOR BUILDING PERMIT DENIAL:**

- a. Dimensional request (specify) \_\_\_\_\_  
Does not conform with section \_\_\_\_\_, requirements (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Building / Zoning Permit requested \_\_\_\_\_, 20\_\_\_\_
- c. Building / Zoning Permit was denied \_\_\_\_\_, 20\_\_\_\_

**5. CONSIDERATIONS:** – The burden of proof that the variance requested is necessary and should be allowed is upon the applicant, not on the local Zoning Board of Appeals. The following are some considerations courts have suggested which can be used to guide the Zoning Board of Appeals in determining practical difficulties. The more complete the answers, the easier a determination will be facilitated.

**Please answer Yes or No to each question and provide additional information when necessary or pertinent.**

- a. Does the Area Variance request differ substantially in relation to the existing zoning requirements? Yes \_\_\_\_ No \_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. If the Area Variance is allowed, will there be an increase in population density creating new burdens on available public facilities and services (e.g., fire, water, sewer, roads, etc.)?  
Yes \_\_\_\_ No \_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. If the Area Variance is allowed, will the resultant change in the character of the neighborhood create substantial detriment to the adjoining properties? Yes \_\_\_\_ No \_\_\_\_ Comments: \_\_\_\_\_

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- d. Do other feasible methods exist which the applicant might wish to pursue which achieves results similar to those sought in the preliminary request? Yes \_\_\_\_ No \_\_\_\_ Comments:

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- e. In view of the manner in which the difficulties arose and considering all of the above factors, will justice be served in allowing the variance? Yes \_\_\_\_ No \_\_\_\_ Comments: \_\_\_\_\_

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**6. HEARING** – A public hearing is required within 62 days of this request. Please specify which days or times are inconvenient for you or your representative to attend such a hearing.

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**You will be notified in writing of the time and place for the hearing**

Signature of the applicant: \_\_\_\_\_

Date signed: \_\_\_\_\_

In the granting of Area Variances, the Zoning Board of Appeals shall attach such conditions and safeguards as it deems appropriate. A plan for the proposed development of a site for the designated Area Variance shall be submitted with the request, and such plan shall show the location of all buildings, lots, parking areas, landscape and other pertinent information that the board deems necessary.

***USE THE BELOW GRAPH FOR THIS PURPOSE.***

