

**ZONING BOARD OF ADJUSTMENT  
Town of Salem, New Hampshire**

**VARIANCE APPLICATION**

**Name of Applicant:** John and Deana DelVecchio **Tele #:** 603-858-2800

**Representative/Agent:** Tara Aquilina, EIT **Tele #:** 978-423-1068

**Address of Applicant:** 18 Samoset Drive Salem, NH 03079

**Address of Property:** Same  
If same as above, write same.

**Owner of Property:** Same **Tele #:** \_\_\_\_\_  
If same as above, write same.

**Address of Owner:** Same  
If same as above, write same.

**Location of Property:** **Map #:** 55 **Lot #:** 6762

**Zoning Classification:** Rural District (RU)

**Are there any current Zoning Violations on the Property other than those that may be listed on this Application?** (If Yes, please fully describe below). **YES** \_\_\_\_\_ **NO** X \_\_\_\_\_

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

The undersigned hereby requests a variance from Article VIII, Section 490-801C (4) and asks that said terms of the Zoning Ordinance be waived to permit \_\_\_\_\_  
We request a Variance to expand the floor space of an existing 750 SF ADU to add a second floor that will result in a total floor space for the ADU of 1,806 SF, where 950 SF is the maximum allowed by the ordinance.

The undersigned alleges that the following circumstances exist to support this variance request.

- 1. The variance will not be contrary to the public interest because:**  
See attached Variance Arguments
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



2. The spirit of the ordinance is observed because:

[See attached Variance Arguments](#)

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3. Substantial justice is done because:

[See attached Variance Arguments](#)

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4. The values of surrounding properties will not be diminished because:

[See attached Variance Arguments](#)

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5. Literal enforcement of the provisions of the ordinance would result in an unnecessary hardship because: USE (A) or (B).

The "Special Conditions" of this property that distinguish it from other properties in the area are as follows:

[See attached Variance Arguments](#)

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(A) Owing to the special conditions of the property, set forth above, that distinguish it from other properties in the area:

(i) No fair and substantial relationship exists between the general public purposes of the ordinance and the specific application of that provision to the property because:

[See attached Variance Arguments](#)

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(ii) The proposed use is a reasonable one because:

[See attached Variance Arguments](#)

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-OR-



If the criteria in subparagraph (A) are NOT established, an unnecessary hardship will be deemed to exist, if and only if:

(B) Owing to the special conditions, set forth above, the property cannot be reasonably used in strict conformance with the ordinance, and a variance is therefore necessary to enable a reasonable use of it because:

See attached Variance Arguments

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By filing this application you are authorizing us to come onto your property to do necessary site inspections.

The undersigned acknowledges that to the best of their knowledge all of the above information is true and correct.

*Tara Aquilina*

Signature of Applicant

Tara Aquilina

Print Name of Applicant

11/12/2025

Date

Signature of Property Owner

*John DeVecchio*

Print Name of Property Owner

11/12/25

Date



# **ARGUMENTS RELATIVE TO VARIANCE REQUEST FOR RESIDENTIAL ASSESORY DWELLING UNIT EXPANSION ON LAND OWNED BY JOHN AND DEANA DELVECCHIO**

**Map 55, Lot 6762, 18 Samoset Drive**

## **A. Background**

The landowner proposes to expand the existing 750 square foot, 2-bedroom, single story accessory dwelling unit (ADU) at 18 Samoset Drive by constructing a second floor to the ADU. This will bring the total floor space of the ADU to 1,806 square feet (SF) where 950 SF is allowed by the ordinance. No additional bedrooms are proposed for the property.

The property is 8.5 acres in the Rural zone and currently consists of a 4-bedroom house with 2-bedroom ADU, for a total living area of 6,826 SF (per assessing records). There is also a detached garage and pool on the property. The property is served by onsite water and state-approved onsite septic.

The existing ADU was constructed from 2-bays of a 3-bay garage. Town records show the building permit was granted in August 2023.

The project will result in a more comfortable home for the owner's daughter and grandson by increasing the area over the existing structure while maintaining the same number of bedrooms. The expansion of the ADU will not result in any added impervious area.

## **B. Variances Requested**

We respectfully request the following variance to the Salem Zoning Ordinance:

- **Article VIII Section 490-801C (4)** to allow an ADU to have 1,806 SF of floor space where the ordinance allows a maximum of 950 SF.

The following arguments are presented in support of this variance request:

## **C. The Five Variance Criteria**

These arguments correspond to the criteria found on completed variance application forms.

### **1. The variance will not be contrary to the public interest because:**

- The requested variance will not result in a change to the character of the neighborhood. The expansion to the ADU will maintain a high-quality residential appearance that matches with the rest of the residence;
- It will not create any health or safety hazards because no additional bedrooms or use are proposed;
- It will not impact any wetlands;



**2. The spirit of the ordinance is observed because:**

- The expanded ADU will maintain neighborhood aesthetics and quality, as required by the ordinance;
- The proposed ADU is an allowed use in the Rural District;
- The expanded ADU will meet all dimensional requirements for the zoning district;

**3. Substantial justice is done because:**

- The construction of the expanded ADU would allow for residential family support for the property owner;
- The additional space meets all requirements of the building code and there is no apparent “gain” to the public by denial of the request given the large size of the property;

**4. The values of surrounding properties will not be diminished because:**

- Improvement to the property will increase subject property and abutting property values;
- The nature of use and the appearance of the structure will be consistent with the neighborhood and to the current property;

**5. Literal enforcement of the provisions of the ordinance would result in an unnecessary hardship. USE (A) or (B):**

**The “Special Conditions” of this property that distinguish it from other properties in the area are as follows:**

- This is a large 8.5 acre property that can easily support the minor increase in living area that is proposed;

**(A)Owing to the special conditions of the property, set forth above, that distinguish it from other properties in the area:**

**(A)(i) No fair and substantial relationship exists between the general public purposes of the ordinance and the specific application of that provision to the property because:**

- There is no benefit or gain to limiting the square footage to ADU given how large the property is;
- The expanded ADU can be constructed without need for an expanded footprint of the existing ADU, further demonstrating that this is a reasonable request for such a large property;

**(A)(ii) The proposed use is reasonable one because:**

- The use is reasonable because this is a large 8.5 acre (370,260 +/- SF) property that easily supports the minor 15.47 % increase in floor space that will result;
- Given the large property and no additional bedrooms proposed, there will be no negative impact to the surrounding area;

**If the criteria in subparagraph (A) are NOT established, an unnecessary hardship will be deemed to exist, if and only if:**



**(B) Owing to the special conditions, set forth above, the property cannot be reasonably used in strict conformance with the ordinance, and a variance is therefore necessary to enable a reasonable use of it because:**

- Not used.

END



# PLEASE PRINT THE NAMES & LEGAL ADDRESS OF ALL ABUTTERS

IN ACCORDANCE WITH RSA 672:3, AN ABUTTER IS DEFINED AS ANY PERSON WHOSE PROPERTY ADJOINS OR IS DIRECTLY ACROSS THE STREET OR STREAM FROM THE PROPERTY TO THIS APPLICATION.

The following is a list of their names and legal mailing addresses taken from the Town of Salem Assessor's records. **APPLICANT, ENGINEER AND/OR REPRESENTATIVE** must also be included.

MAP	LOT	NAME	ADDRESS	DO NOT WRITE IN -- TOWN BUSINESS
55	6762	John & Deana DelVecchio	18 Samoset Drive Salem, NH 03079	
46	6494	Town of Salem	33 Geremonty Drive Salem, NH 03079	
46	6801	Mark A & Sara J Kurczewski David F & Margaret Fuller Trustees Fuller Revocable Trust	24 Samoset Drive Salem, NH 03079	
46	6802 6803	Tae Y & Deanna M Kang	22 Samoset Drive Salem, NH 03079	
46	6818	Antoine M Antar	19 Samoset Drive Salem, NH 03079	
55	6804	Michael J & Cheryl A Hanninen	16 Samoset Drive Salem, NH 03079	
55	6811	Patricia Cameron Gerald M Ciardello	86 Lake Street Salem, NH 03079	
55	9967	Richard J & Paula Morrison	84 Lake Street Salem, NH 03079	
		SFC Engineering Partnership Inc.	183 Rockingham Road Unit 3 East Windham, NH 03087	

PROPERTY LOCATION: 18 Samoset Drive

MAP 55 LOT 6762

ZBA MEETING DATE 12/02/2025

PETITION # \_\_\_\_\_

*Java Agilim*

Signature of Applicant

11/14/2025

Date



**Town of Salem, New Hampshire**

Town Hall, 33 Geremonty Drive

Salem, New Hampshire 03079 603-890-2020

Permitting Hours Monday through Friday  
8:30-9:30am & 4:00-5:00pm**BUILDING PERMIT APPLICATION**Date November 13, 2025 Permit # \_\_\_\_\_Map 55 Lot 6762 Unit# \_\_\_\_\_ADDRESS 18 Samoset Drivewww.townofsalemnh.org (application valid for 60 days)

NAME OF OCCUPANT \_\_\_\_\_ PHONE # \_\_\_\_\_  
NAME OF OWNER John and Deana DelVecchio PHONE # \_\_\_\_\_  
CONTRACTOR'S NAME Owner PHONE # \_\_\_\_\_  
CONTRACTOR'S ADDRESS 18 Samoset Drive CITY Salem STATE NH ZIP 03079

Impact fees are due prior to occupancy: New Dwelling \$ \_\_\_\_\_ Road Improvement \$ \_\_\_\_\_  
Assessment fees for water and sewer are due prior to occupancy \$ \_\_\_\_\_

Zone Rural LOT LINES: Front 119.5' Side (L) 100.5' Side (R) 124.5' Rear 120' Corner Lot \_\_\_\_\_

Variance required? Yes ☒ No ☐ Floodplain? Yes ☐ No ☐ Wetlands? Yes ☐ No ☒ Historic District? Yes ☐ No ☒  
Town Water ☐ Town Sewer ☐ Private Well ☒ Private Septic ☒ Fire Sprinklers? Yes ☐ No ☐

RESIDENTIAL	COMMERCIAL	MISCELLANEOUS
<input type="checkbox"/> Single Family (E,P,H, F)	<input type="checkbox"/> New Commercial (E,P,F,H)	<input type="checkbox"/> Sign (P)
<input type="checkbox"/> Apartment (E,P,H)	<input type="checkbox"/> Commercial Foundation (E,P,F,H)	<input type="checkbox"/> Shed
<input checked="" type="checkbox"/> Residential Add./Alt. (E,H)	<input type="checkbox"/> Add./Alt. (E,P,F,H, ENV)	<input type="checkbox"/> Pool (E,H)
<input type="checkbox"/> Residential Raze (E,H,ENV)	<input type="checkbox"/> Municipal Add./Alt. (E,P,F,H)	<input type="checkbox"/> Repair
<input type="checkbox"/> Manufactured Home (E, H, F)	<input type="checkbox"/> Hotel/Motel (E,P,F,H)	<input type="checkbox"/> Deck (E,H)
<input type="checkbox"/> Residential Garage (E,H)	<input type="checkbox"/> Multi-Family (E,P,F,H)	<input type="checkbox"/> Casual Sales(P,F)
<input type="checkbox"/> Residential Foundation(E,P,H)	<input type="checkbox"/> Commercial Raze (E,P,F,ENV)	<input type="checkbox"/> Renew Permit (E,P,H)
<input type="checkbox"/> Shoreland CSPA (E,P,H)	<input type="checkbox"/> Change of Use (E,P,F,H)	<input type="checkbox"/> _____
	<input type="checkbox"/> Change of Occupant (E,P,F,H)	

**E=Engineering P=Planning F=Fire H=Health ENV=Enviro. Survey****\*\*Residential Addition & Alteration require smoke and carbon monoxide alarms to be upgraded\*\*(IRC 314/ 315)****\*\*\*Existing Residential Fire Sprinklers shall be extended into additions/alterations\*\*\*****\*\*\*PLANS ARE REQUIRED TO BE SUBMITTED\*\*\***Estimated Value: N/A Dig Safe \_\_\_\_\_ Fee: \_\_\_\_\_

Work Description and Uses: \_\_\_\_\_

Permit application is for variance purpose only. Variance request to expand the living area  
of an existing 750 SF ADU to add a second floor that will result in a total living area for the  
ADU of 1,806 SF, where 950 SF is the maximum allowed by the ordinance.

**Departmental Releases:**

Town Planner (P) \_\_\_\_\_

Town Engineer (E) \_\_\_\_\_

Fire Marshal (F) \_\_\_\_\_

Health Officer (H) \_\_\_\_\_

Variance Sign Off \_\_\_\_\_

I (print name) \_\_\_\_\_

agree to meet all requirements of the applicable building codes &amp; zoning ordinances &amp; will not backfill or cover any work until inspections have been done and the installations are approved.

Deana Aquilino  
Signature of Applicant

Matt Gidycz (JADL)  
Building Official

**Denied**



18 Samoset Dr Salem NH



Property Information

Property ID 2900  
Location 18 SAMOSET DR  
Owner DELVECCHIO JOHN J & DEANA



MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT

Town of Salem, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 09/29/2025  
Data updated 4/01/2025

Print map scale is approximate.  
Critical layout or measurement activities should not be done using this resource.





**PHOTO A:** View of ADU and primary home looking south.



**PHOTO B:** View of existing ADU (in foreground). Note single-bay garage is at the far left of the structure.





**PHOTO C:** View looking west at the ADU. Note that single-stall garage is in the foreground.







Salem, NH 2024 Tax Maps

Map 46

Subject Lot

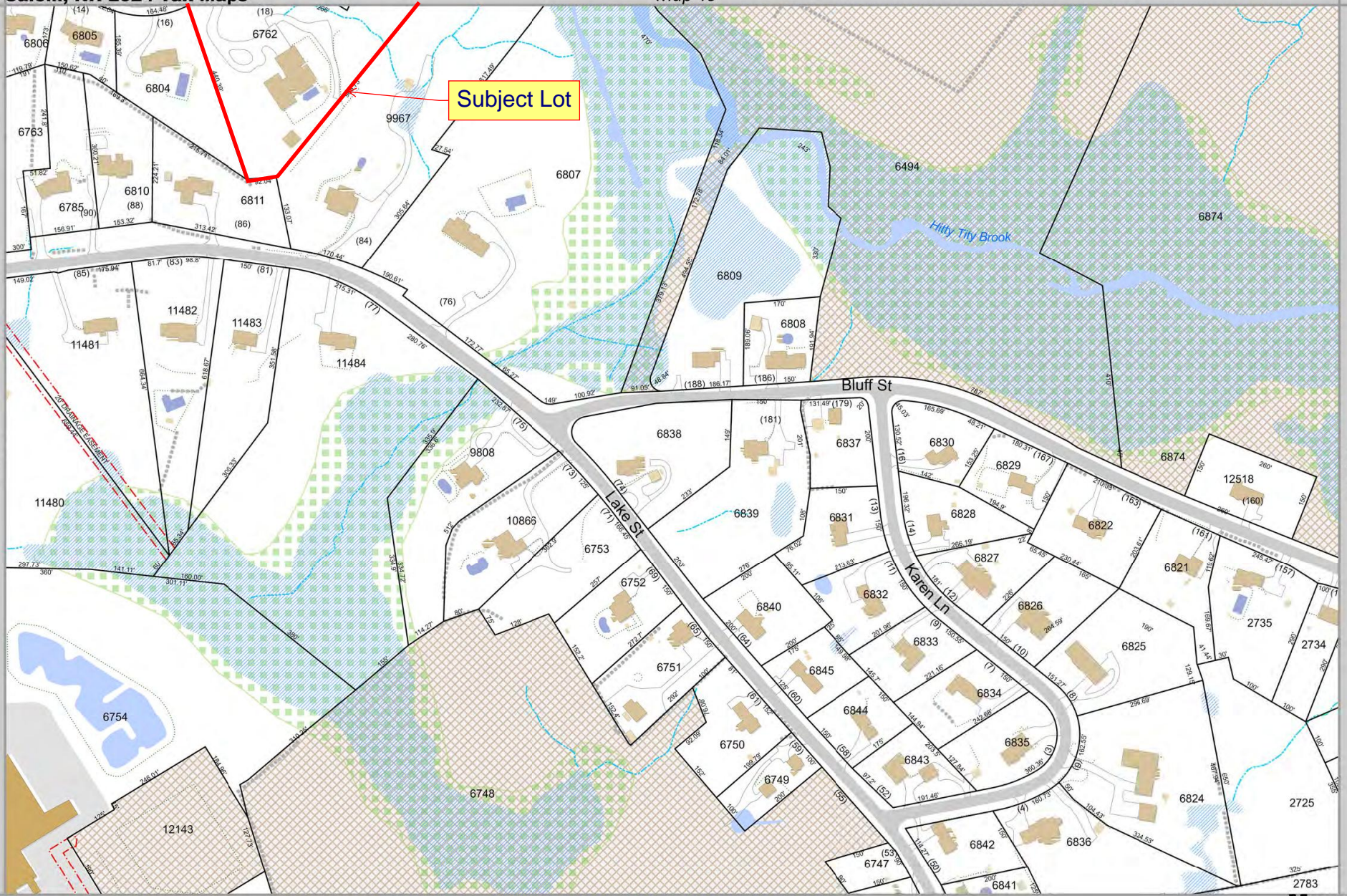
Map 54

FOR ASSESSING PURPOSES ONLY - NOT FIELD VERIFIED  
Map 56

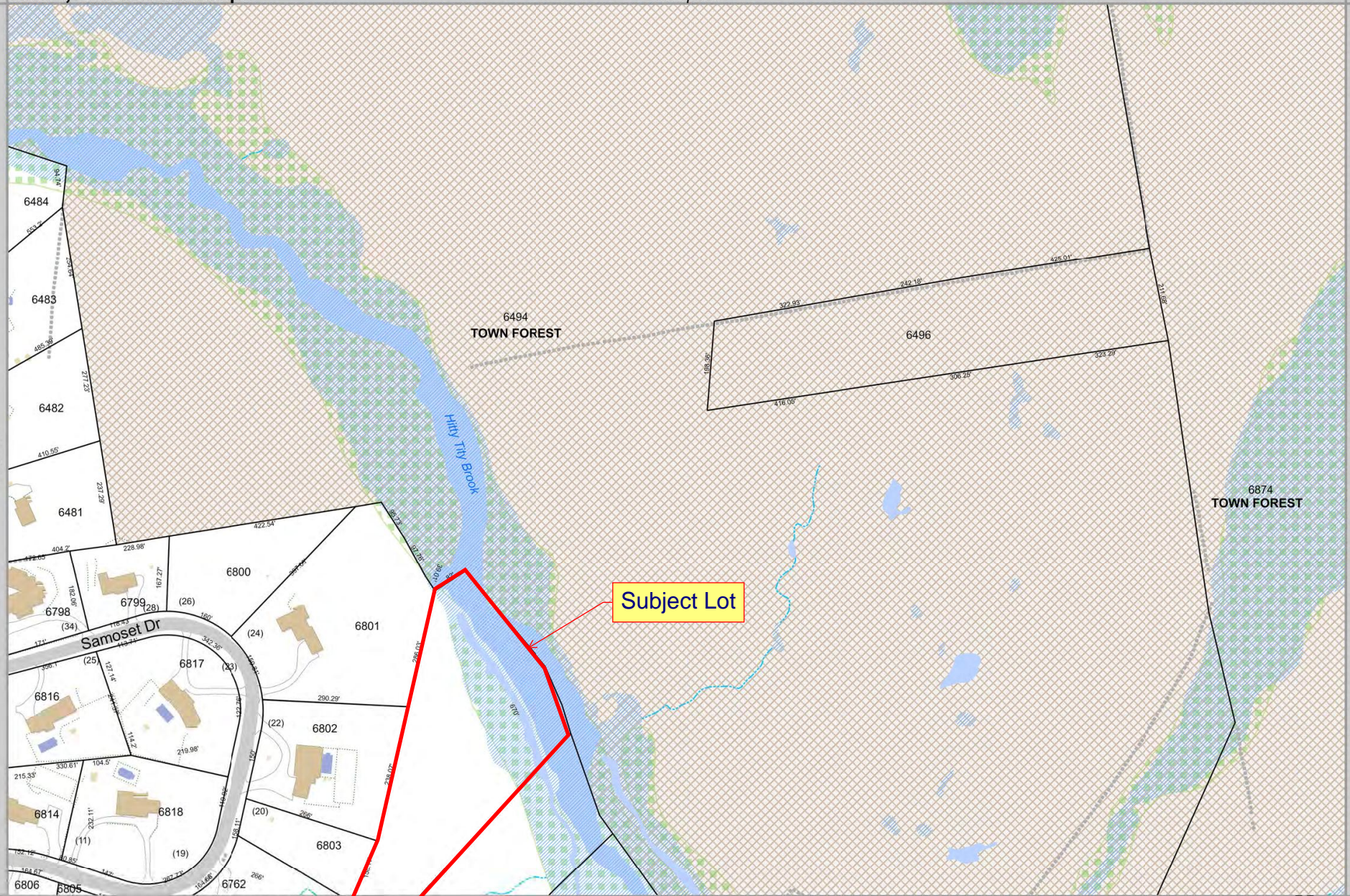
Prepared by Salem, NH GIS. Current April 2024 Scale 1" = 200'

Map 64

Map 55









18 SAMOSET DR

TAX CARD

Location 18 SAMOSET DR

Mblu 55/ / 6762/ /

Acct#

Owner DELVECCHIO JOHN J & DEANA

Assessment \$1,181,200

Appraisal \$1,181,200

PID 2900

Building Count 1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2025	\$943,400	\$237,800	\$1,181,200
Assessment			
Valuation Year	Improvements	Land	Total
2025	\$943,400	\$237,800	\$1,181,200

Owner of Record

Owner DELVECCHIO JOHN J & DEANA  
Co-Owner  
Address 18 SAMOSET DR  
SALEM, NH 03079-1532

Sale Price \$750,000  
Certificate  
Book & Page 5861/2019  
Sale Date 10/06/2017  
Instrument UNKQ

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
DELVECCHIO JOHN J & DEANA	\$750,000		5861/2019	UNKQ	10/06/2017
RUBY HOLDINGS LLC	\$675,200		5672/1700	1O	11/19/2015
RITTENBERG LEONARD TRUSTEE	\$870,000		4496/2294	UNKQ	06/15/2005
RIESER LOUIS & CONNIE J	\$867,500		3466/0087	00	04/10/2000
MULLICK SWADESH	\$0		2867/0522		02/20/1991

Building Information

Building 1 : Section 1

Year Built: 1969



Living Area: 6,826  
Replacement Cost: \$1,049,912  
Replacement Cost  
Less Depreciation: \$871,400

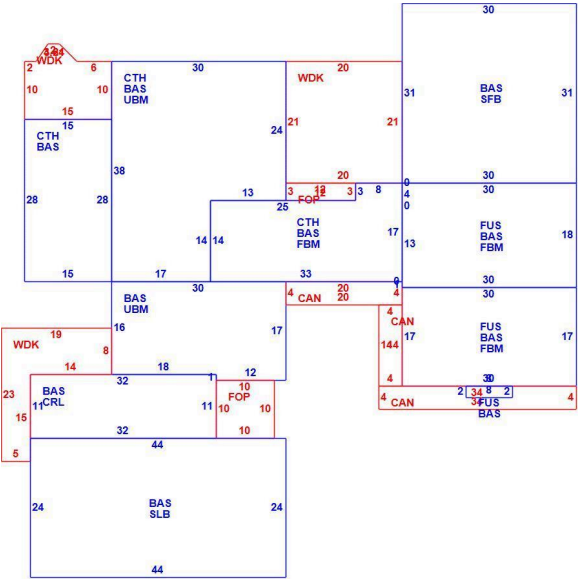
Building Attributes	
Field	Description
Style:	Modern/Contemp
Model	Residential
Grade:	Average +20
Stories:	2 Stories
Occupancy	2
Exterior Wall 1	Board & Batten
Exterior Wall 2	Stone/Masonry
Roof Structure:	Gable/Hip
Roof Cover	Asph/F Gls/Cmp
Interior Wall 1	Drywall/Sheet
Interior Wall 2	
Interior Flr 1	Carpet
Interior Flr 2	Hardwood
Heat Fuel	Gas
Heat Type:	Forced Air-Duc
AC Type:	Central
Total Bedrooms:	6 Bedrooms
Total Bthrms:	6
Total Half Baths:	2
Total Xtra Fixtrs:	3
Total Rooms:	11 Rooms
Bath Style:	Average
Kitchen Style:	Above Avg
Loc_Adj	

Building Photo



(https://images.vgsi.com/photos/SalemNHPhotos/\0031\IMG\_0525\_31866

Building Layout



(ParcelSketch.ashx?pid=2900&bid=2900)

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
BAS	First Floor	5,760	5,760
FUS	Upper Story, Finished	1,066	1,066
CAN	Canopy	272	0
CRL	Crawl Space	352	0
CTH	Cathedral Ceiling	1,864	0
FBM	Basement, Finished	1,536	0
FOP	Porch, Open, Finished	136	0
SFB	Basement,Raised	930	0
SLB	Slab	1,056	0
UBM	Basement, Unfinished	1,450	0
WDK	Deck, Wood	811	0



		15,233	6,826
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Extra Features

Extra Features				<u>Legend</u>
Code	Description	Size	Assessed Value	Bldg #
FPL1	FIREPLACE 1 ST	1.00 UNITS	\$2,500	1
FPO	EXTRA FPL OPEN	1.00 UNITS	\$1,000	1
FPL3	2 STORY CHIM	1.00 UNITS	\$3,300	1
GEN	GENERATOR	1.00 UNITS	\$7,900	1
KITH	KITCHEN	2.00 UNITS	\$5,000	1
SS	SHOWER STALL	1.00 UNITS	\$1,200	1

Land

Land Use

Use Code	1012
Description	SFR/IN-LAW
Zone	RUR
Neighborhood	65
Alt Land Appr	No
Category	

Land Line Valuation

Size (Acres)	8.5
Frontage	0
Depth	0
Assessed Value	\$237,800
Appraised Value	\$237,800

Outbuildings

Outbuildings						<u>Legend</u>
Code	Description	Sub Code	Sub Description	Size	Assessed Value	Bldg #
SPL1	POOL-INGR CONC			555.00 S.F.	\$8,000	1
SHD1	SHED FRAME			200.00 S.F.	\$1,200	1
FGR4	W/LOFT-AVG			900.00 S.F.	\$14,400	1
FGR1	GARAGE-AVE			1056.00 S.F.	\$27,500	1

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2025	\$943,400	\$237,800	\$1,181,200
2024	\$943,400	\$237,800	\$1,181,200
2023	\$759,100	\$237,800	\$996,900

Assessment			
Valuation Year	Improvements	Land	Total
2025	\$943,400	\$237,800	\$1,181,200
2024	\$943,400	\$237,800	\$1,181,200

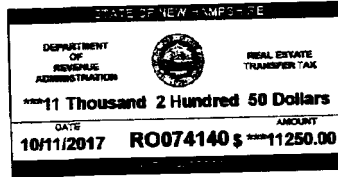


2023	\$759,100	\$237,800	\$996,900
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Return Recorded Document to:  
 John & Deana Del Vecchio  
 18 Samoset Drive  
 Salem, NH 03079

Res/Title, Inc  
 175 Metro Center Blvd.  
 Suite 4  
 Warwick, RI 02886-



## WARRANTY DEED

**Ruby Holdings, LLC**, a New Hampshire Limited Liability Company, having a mailing address of 16 Industrial Way, Atkinson, NH 03811

For consideration paid, grant to

**John J. DelVecchio and Deana DelVecchio**, husband and wife, with a mailing address of 11 Wheelwright Circle, Londonderry, New Hampshire 03053, as joint tenants with rights of survivorship

With **WARRANTY COVENANTS**

A certain tract or parcel of land, with the buildings thereon, situate in Salem, County of Rockingham and State of New Hampshire, bounded and described as follows:

Beginning at a point on Samoset Drive, thence S 59° 52' 00" E a distance of 266.0 feet, more or less, to a point; thence turning and running N 30° 08' 00" E a distance of 670.72 feet, more or less, to a point; thence turning and running S 13° 15' 20" E a distance of 52.30 feet, more or less, to a point; thence turning and running N 73° 00' 00" E a distance of 92 feet, more or less, to a point at the centerline of Hitty Titty Brook; thence along said brook S 12° 39' 26" E a distance of 438.05 feet, more or less, to a point; thence turning and running S 54° 00' 43" W a distance of 968.75 feet, more or less, to a point; thence turning and running N 67° 42' 00" W a distance of 91.88 feet, more or less, to a point; thence turning and running N 02° 47' 07" W a distance of 440.59 feet, more or less, to a point at Samoset Drive; thence along a curve with a length of 164.48 feet and a radius of 212.50 feet to the point of beginning.

Containing 8.5 acres, more or less.

Being shown as Lot SPM-78-12 on an unrecorded plan entitled "Subdivision Plan for Mullick Subdivision, Samoset Drive and Lake Street, Salem, NH" prepared for Subhas & Swadesh Mullick, November 1985, by Fredette Associates, approved by the Salem

2017 OCT 11 AM 11:51

044846

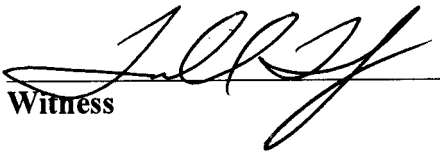
ROCKINGHAM COUNTY  
 REGISTRY OF DEEDS

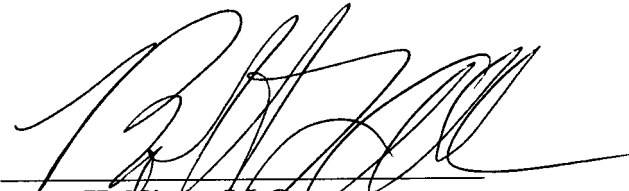


Planning Board on November 26, 1985. The original of this plan can be found at the Salem City Hall, Salem, New Hampshire.

Meaning and intending to describe and convey the same premises conveyed to grantors herein by deed of the Leonard Rittenberg Revocable Trust, dated November 19, 2015 and recorded at the Rockingham County Registry of Deeds in Book 5672, Page 1700.

Witness my hand this 6TH day of October, 2017.

  
Witness

  
Ruby Holdings, LLC  
By: Robert L. Allen, its Manager

STATE NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

October 6, 2017

Then personally appeared before me the above named, Robert L. Allen, as Manager of Ruby Holdings, LLC, and acknowledged the foregoing to be his free act and deed, for its intended purpose.



  
Notary Public  
My Commission Expires:



November 12, 2025

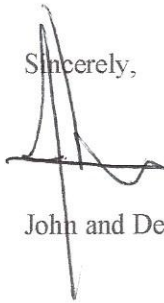
Town of Salem  
33 Geremonty Drive  
Salem, NH 03079

Re: **Letter of Authorization**  
**18 Samoset Drive- Map 55, Lot 6762**

To Whom it May Concern:

John and Deana DelVecchio hereby authorizes SFC Engineering Partnership to represent us throughout the design and permitting process for our property at 18 Samoset Drive in Salem, NH.

Sincerely,

A stylized handwritten signature, likely belonging to John DelVecchio, consisting of a large, sweeping 'J' and a horizontal line.A handwritten signature in cursive script, clearly legible as 'Deana DelVecchio'.

John and Deana DelVecchio



**TOWN OF SALEM – ZONING BOARD OF ADJUSTMENT**  
**APPLICATION CHECKLIST** rev. 10-18-2016

**For Applications to be considered complete and placed on an Agenda, you must have the following:**

**\*Please Note: Numbers 1 through 7 will need 13 copies of each\***

1. **APPLICATION FORM** – signed and completed by owner and/or representative \_\_\_\_\_
2. **ABUTTERS LIST** – including Applicant, Engineer, Surveyor, or Representative \_\_\_\_\_
3. **DENIED BUILDING PERMIT APPLICATION** (completed) so you can apply for a Variance, Appeal, or Special Exception \_\_\_\_\_
4. **CERTIFIED PLOT PLAN** (prepared by a professional Engineer or Surveyor) clearly showing the proposed use, and **PLAN MUST SHOW:** \_\_\_\_\_
  - A. Location of existing and proposed structures, additions, and their dimensions in square feet \_\_\_\_\_
  - B. Distances on all sides between buildings and property lines \_\_\_\_\_
  - C. Information on septic system, leach field and well – existing or proposed \_\_\_\_\_
  - D. All other pertinent information, including but not limited to conservation easements, current use enrollment, and any other restrictions of encumbrances of record \_\_\_\_\_
  - E. 11" x 17" copies are acceptable if readable \_\_\_\_\_
  - F. Please provide digital (pdf) version of plans if possible \_\_\_\_\_
5. **TAX MAP AND TAX CARD** (these documents may be obtained at the Assessor's Department). Please **highlight** the applicable lot on the Tax Map pertaining to the application. \_\_\_\_\_
6. Current **RECORDED DEED** with copy of any covenants (book & page) \_\_\_\_\_
7. If you are not the property owner, a **LETTER FROM THE OWNER** authorizing applicant to file on owner's behalf. \_\_\_\_\_
8. **TWO SETS OF MAILING LABELS** w/addresses of abutters, holders of any conservation, preservation, development or agricultural preservation restrictions of record, applicant, attorney and/or representative and every engineer, architect, land surveyor or soil scientist whose professional seal appears on the plan. Also, photos and/or drawings of proposed use may be helpful. \_\_\_\_\_
9. **PLEASE COLLATE ALL MATERIAL IN THIS ORDER:** Application, abutters list, denied building permit application, plot plan (folded), tax map and tax card, deed, PERMISSION LETTER (IF APPLICABLE), and all other pertinent information that will be included to make a packet complete. **You should have 13 packets.** These packets must be presented to the Planning Director or the Planning Division secretary on or before **12:00pm** of the filing deadline. \_\_\_\_\_
- If **WETLANDS** are reflected on the Plan, state on the Plan who delineated the wetlands and provide the date of the delineation. If your appeal involves wetlands, the wetlands must be flagged prior to the ZBA members' site visit.
- House number and address of the property must be seen clearly from the road. By filing this application you are authorizing the ZBA to come onto your property to do necessary site inspections.



- If the site is "land only", please post a card on the property noting the property address and be certain it can be seen clearly from the road.

**FEES:**        \$150.00 (this includes \$125.00 application fee, along with \$25.00 Legal Notice Fee)  
                 plus \$5.00 per Abutter Notification (include applicant, Attorney and/or representative)  
                 Rehearing: \$50.00 Continuation: \$50.00

Applicants are encouraged to meet with the Planning Director or his designee prior to submitting applications to ensure all required material is available.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

You should be prepared to make a full presentation to the Board of Adjustment at the public hearing and you must address all criteria in Section 490-901K. Any information submitted the night of the meeting should be given to the five Board members, five Alternates and the Secretary who will put it in the file folder.

Your Variance is valid for two years. You must obtain a building permit within two years or your Variance will expire.

If you have any additional questions, please contact Planning Director Jacob LaFontaine at 890-2083 or [jlafontaine@salemnh.gov](mailto:jlafontaine@salemnh.gov)