

ZONING ORDINANCE

Town of Sugar Hill, NH

As adopted: November 1986

Amended: March 1988, 1991, 1992, 1993, 1994, 1996, 1997, 1998, 2001, 2003, 2006

TABLE OF CONTENTS

ARTICLE	TITLE	PAGE
1	PREAMBLE AND TITLE	3
2	EXISTING USES	4
3	DISTRICTS AND DISTRICT REGULATIONS	5
4	GENERAL PROVISIONS	20
5	NON-CONFORMING USES AND STRUCTURES	22
6	CLUSTER DEVELOPMENT	25
7	OUTDOOR RECREATIONAL FACILITIES	27
8	HOTELS, MOTELS, INNS, AND TOURIST HOMES	28
9	WATER RECREATION AND STORAGE FACILITIES	29
10	HOME OCCUPATIONS	30
11	LIGHT COMMERCIAL USE	32
12	MOBILE HOMES	34
13	SIGNS, FENCES, AND MAILBOXES	35
14	MULTI-FAMILY DWELLINGS	37
15	OFF-STREET PARKING REQUIREMENTS	38
16	DEFINITIONS	40
17	ADMINISTRATION AND ENFORCEMENT	50
18	MISCELLANEOUS PROVISIONS	56
APPENDIX A	OUTLINE OF PROCEDURES TO OBTAIN A BUILDING PERMIT	57
APPENDIX B	ZONING MAP FOR TOWN OF SUGAR HILL	58

ARTICLE 1 **PREAMBLE AND TITLE**

Section 101 **PREAMBLE**

In pursuance of the authority conferred by New Hampshire Revised Statutes Annotated, Chapter 674, Section 16, and in conformity with the Comprehensive Plan for the Town of Sugar Hill and for the purpose of promoting the health, safety and general welfare of the inhabitants of the Town of Sugar Hill, now therefore the following ordinance is hereby enacted by the voters of the Town of Sugar Hill, New Hampshire.

Section 102 **TITLE**

This ordinance shall be known and may be cited as the "Zoning Ordinance of the Town of Sugar Hill, New Hampshire, 1986."

Section 103 **APPLICATION OF THIS ORDINANCE**

No structure shall be constructed, erected, placed, or maintained and no land use commenced or continued within the Town of Sugar Hill except as specifically or by necessary implication authorized by this Ordinance. In the adoption of this Ordinance, which excludes certain uses of land, the voters have considered the unique topography of the Town, its soils, the lack of central water and sewer systems and the present character of the Town.

Section 104 **USE OF DEFINITIONS**

All uses listed in this ordinance, whether permitted or allowed by Special Exception, shall be construed only as defined within the ordinance (see Articles 7, 9 and 16). If a term used in this Ordinance has no definition herein, it shall be construed using its common, ordinary meaning.

ARTICLE 2 RELATIONSHIP TO OTHER LAWS

Section 201

Nothing in this Ordinance, and no permit granted under this Ordinance, shall be deemed to excuse compliance with, or as a waiver or relaxation of, the requirements contained in applicable state or federal laws, regulations, and other Town ordinances. All permits granted under this Ordinance shall be considered conditional upon continued compliance with such requirements, even if not expressly stated. Knowledge of, and compliance with, such requirements remains the complete responsibility of the owners and occupants of the land, and not of the Town or its officials. Whenever a requirement of this Ordinance differs from a requirement contained in a state or federal law or regulation, or other Town ordinance, the provision which imposes the greater restriction or higher standard shall be controlling.

ARTICLE 3

DISTRICTS AND DISTRICT REGULATIONS

Section 301

Establishing Districts

The Town of Sugar Hill is hereby divided into the following districts as shown on the official zoning map:

GR	General Residence
RR1	Rural Residence, One
RR2	Rural Residence, Two
SF	Shorefront Overlay

Section 302

Zoning Map

The districts as established in Section 301 are shown on a map on file in the offices of the Town of Sugar Hill, which map is a part of this ordinance. This map is titled "Town of Sugar Hill Zoning Map -- Town Wide". For the purpose of identification, the signatures of the members of the Planning Board and the date of adoption are indicated.

Section 303

District Boundaries

Any district boundary line which appears on the Zoning Map to follow a street or road shall be construed as following the centerline of said street or road. Any district boundary line which appears to follow the shoreline of a body of water shall be construed as following said shoreline. Any district boundary line which appears to run parallel to a street or road but not at the centerline, shall be construed as running 1000 horizontal feet from the centerline.

Section 304

District Objectives and land use Control

The following tables establish the objectives of each of the districts established above and the provisions of the regulations that apply respectively in each district. Any use designated as a "Permitted Use" in the table relating to a particular district may be commenced in such district pursuant to Section 305 of this ordinance. Any use designated as a "Special Exception" in the table referring to a particular district may be commenced in such district pursuant to Section 306 of this regulation. Explanation of lots, dimensional requirements, accessory uses and application of District Regulations affecting all uses are found in Sections 307-312 inclusive.

Section 304.1 **General Residential**

Table 304.1
"GR" General Residence

Objective:

Within any community, it is necessary to provide for a wide range of dwelling units from single family to multifamily. At the same time, in a community whose economy is based in great measure on its scenic beauty, it is also necessary to make provisions for the conservation of these scenic vistas while at the same time allowing for controlled growth of services for transient visitors to the town and the development of a community base of light commercial uses and home industries. The General Residential District is centered around those areas of Sugar Hill where the greatest amount of development has already taken place. State highways and improved town roads are the primary means of access to this district thus making this area more readily accessible for police and fire protection. In addition, these highways and roads make this area desirable as a locale for light commercial development and home occupations.

Uses:

Permitted Uses (See Section 104, Use Of Definitions)

1. Single family dwelling
2. Conservation area
3. Museums
4. Municipal buildings and services
5. Cluster development (Article 6)

Allowed by Special Exception (See Section 104, Use of Definitions)

1. Multifamily dwelling (Article 14)
2. Schools -- public and private
3. Parks and playgrounds
4. Churches
5. Essential services
6. Outdoor recreational facilities (Article 7)
7. Motels, hotels and tourist homes (Article 8)
8. Restaurants
9. Community Buildings
10. Water recreation & water storage facilities (Article 9)
11. Medical clinics, hospitals, and assisted living facilities
12. Private cemeteries
13. Home occupations (Article 10)

14. Light commercial (Article 11)
15. Forestry
16. Agriculture

Area and Dimensions

Minimum Lot Size:	2.0 Acres *
Minimum Road Frontage:	200 Feet
Minimum Front Yard:	75 Feet from the center line of the road
Minimum Side Yard:	25 Feet
Minimum Rear Yard:	25 Feet

*Minimum lot size for all uses except multifamily dwellings, motels, hotels, tourist homes and cluster developments. For multifamily dwellings, see Article 14 for additional dimensional requirements. For cluster developments, refer to Article 6 for dimensional requirements.

See definitions or referenced article for additional information or provisions.

Section 304.2 **Rural Residential**

Table 304.2
"RR 1" Rural Residence, One

Objective:

Within the community, there are certain areas which although not as close to community services such as fire and police protection are still accessible with relative ease. The roads in this area may not, however, lend themselves to heavy use. As a result, it is desirable to keep this area primarily residential in nature. Along with rural residential use, other prime uses of the area are forestry and agriculture. In addition, as a Special Exception certain other uses which are desirable in a rural area are provided for.

Uses:

Permitted Uses (See Section 104, Use of Definitions)

1. Single family dwelling
2. Mobile homes (Article 12)
3. Agriculture
4. Forestry
5. Conservation area
6. Municipal buildings and services
7. Cluster development (Article 6)

Allowed by Special Exception (See Section 104, Use of Definitions)

1. Multifamily dwelling (Article 14)
2. Schools - private
3. Parks and- playgrounds
4. Churches
5. Essential services
6. Outdoor recreational facilities (Article 7)
7. Tourist homes (Article 8)
8. Water recreation & water storage facilities (Article 9)
9. Home occupations (Article 10)
10. Light commercial (Article 11)
11. Private Cemeteries

Area and Dimensions

Minimum Lot Size:	3.0 Acres *
Minimum Road Frontage:	200 Feet
Minimum Front Yard:	75 Feet from the center line of the road
Minimum Side Yard:	25 Feet
Minimum Rear Yard:	25 Feet

* Minimum for all uses except multifamily dwellings and cluster developments. For multifamily dwellings, see Article 14 for additional dimensional requirements. For cluster developments, refer to Article 6 for dimensional requirements.

See definitions or referenced article for additional information or provisions.

Section 304.3

Table 304.3
"RR2" Rural Residence, Two

Objective:

The Rural Residence, Two District is made up of those areas within the town where access is relatively difficult. These areas are remote from the developed area and services of the town and are, in general, not served by any roads. With large undeveloped tracts of land, this area of town lends itself well to agriculture and forestry. Also provided for are other uses which are desirable in a remote rural area with limited access.

Uses:

Permitted Uses (See Section 104, Use of Definitions)

1. Single family dwelling
2. Mobile homes (Article 12)
3. Agriculture
4. Forestry
5. Conservation area
6. Municipal services and buildings

Allowed by Special Exception (See Section 104, Use of Definitions)

1. Essential services
2. Outdoor recreational facilities (Article 7)
3. Water recreation & water storage facilities (Article 9)
4. Private cemeteries
5. Home occupations (Article 10)

Area and Dimensions

Minimum Lot Size:	5.0 Acres
Minimum Road Frontage:	200 Feet
Minimum Front Yard:	75 Feet from the center line of the road
Minimum Side Yard:	25 Feet
Minimum Rear Yard:	25 Feet

See Definitions or referenced article for additional information or provisions.

Section 304.4

Table 304.4
“SF” Shorefront District

Objective:

Most of the land immediately adjacent to Sugar Hill's lakes, ponds and rivers is overlaid by soil types which are characterized by erosion and drainage hazards. These lands require conservation and land management practices which minimize environmental and aesthetic degradation.

The following restrictions are applicable to land within the designated Shorefront District. They are designed to protect and enhance water quality, prevent overcrowding of shore land in the interest of public health and safety and to preserve the natural beauty and wildlife habitat of the waterfront areas in the Town. The following restrictions are in addition to applicable provisions of the Comprehensive Shoreland Protection Act, RSA 483-B.

Location of the Shorefront District:

The Shorefront District is an environmental overlay district superimposed over the zoning districts shown on the Zoning Map. This overlay district extends from the normal high water level on all lakes and ponds over ten (10) acres and the Gale River to a point 150 feet inland.

Uses:

Permitted Uses (See Section 104, Use of Definitions)

1. Outdoor recreational facilities
2. Accessory uses such as a beach, dock, and driveway (provided that any and all necessary federal, state, and local permits have first been obtained)

Allowed By Special Exception

1. Shorefront common area
2. Erosion control
3. Cutting & removal of trees and natural vegetation

Area And Dimensions

Minimum lot size:	Same as underlying district
Minimum road frontage:	Same as underlying district
Minimum shore frontage (if applicable):	200 Feet
Minimum front yard:	Same as underlying district

Minimum side yard:	Same as underlying district
Minimum rear yard (from normal high water level):	75 Feet
Leach field (from normal high water level):	125 Feet
Driveway (from normal high water level):	75 Feet

Section 304.5 **Shorefront District-Other Requirements**

304.51 Shorefront Common Areas-Special Exception Standards

In some subdivisions, it may be desirable to provide for access to waters bordered by the Shorefront District via a lot which is shared in common by all of the lots in the subdivision. In such an instance, the following standards shall apply:

- A. Minimum shore frontage shall be 200 feet plus 20 feet for each additional lot sharing common ownership.
- B. Off-street parking shall be provided on the common lot at the rate of one space for each lot sharing common ownership.
- C. For common areas shared by 20 or more lots, toilet facilities shall be provided complete with a sewage disposal system approved by Water Supply and Pollution Control Division.

Section 305 **Permitted Uses**

Permitted Uses are only those uses that are specifically listed under permitted uses in tables 304.1 through 304.4, and their accessory uses as set forth in Section 311. All such uses shall meet the standards established by this ordinance. Unless a variance, a special exception, or action on an appeal from an administrative decision is required, the necessary permit may be issued by the Zoning Officer under Section 1701. Permitted uses are subject to Article 4, “General Provisions.”

Section 306 **Special Exceptions**

Certain uses of land and buildings may be allowed as a Special Exception only by approval of the Board of Adjustment, if general and specific standards contained in this ordinance are complied with. Before allowing such Special Exception, the Board of Adjustment shall first determine that the proposed use will conform to the following standards:

306.1 Such proposed Special Exception use shall not adversely affect:

- A. The character of the area in which the proposed use will be placed.
- B. The highways and sidewalks or use thereof located in the area.
- C. Town Services and facilities.

306.2 Such Proposed Special Exception use shall comply with all other applicable specific standards in this ordinance.

306.3 If the Board of Adjustment approves an application for a Special Exception, it shall impose relevant conditions as it finds reasonable and appropriate to safeguard the neighborhood or otherwise serve the purposes of this ordinance, including, but not limited to, the following:

- A. Yards larger in area or in any specified dimension than those required by the ordinance.
- B. Screening of all or part of the premises of the proposed use by walls, fencing or planting.
- C. Modification of the design of any building involved in the proposed use.
- D. Parking facilities greater than those otherwise required under this ordinance.
- E. Limitation of the number of occupants or employees upon the premises, and restrictions of the method and/or time of occupation and use, and of the size or extent of facilities.

- F. Limitations upon the size, location, and/or lighting of signs more restrictive than otherwise imposed by this Ordinance, including the prohibition of signs where, in the opinion of the Board, their display would be contrary to the purposes of the Ordinance.

Section 307

Lots

307.1

- A. Lots which abut on more than one street shall provide a total of 200 feet of continuous road frontage on any combination of Town roads or approved Private Roads that meet Town specifications. Lots fronting on a private right-of-way created as part of a subdivision approval shall have the required frontage on said right-of-way. Further, said right-of-way shall conform in size and dimensions to the requirements in effect in the Sugar Hill Subdivision Regulations at the time that lot is created.
- B. Notwithstanding paragraph A above, the Planning Board may, as part of a subdivision approval, authorize the creation of a single lot without the required frontage, served by a right-of-way which does not meet the road dimension and construction standards of the subdivision regulations. However no such right-of-way shall ever serve more than one lot without being brought into compliance with such standards. Furthermore the Planning Board may impose such alternative dimension and construction standards as it deems necessary to assure public safety, and may refuse to allow the creation of such a lot if it results in multiple rights-of-way within the same general area, or otherwise creates an illogical development pattern.

307.2 All structures, except signs, mailboxes, and fences as provided in Article 13, whether attached to the principal structure or not, and, whether open or enclosed, including porches, carports, balconies, or platforms above normal grade level, shall not project into any minimum front, side, or rear yard.

307.3 No new lot shall be created by subdivision, and no building intended for human occupancy shall be constructed upon any existing lot, unless the lot satisfies the access requirements of RSA 674:41, as it may be amended from time to time. A lot which has access to a street by means of a private right-of-way approved by the Planning Board under Section 307.1, Paragraph B, above, shall be considered to satisfy this requirement.

307.4 The use of lots which are located partly in the Town of Sugar Hill and partly in another town, or whose road access is located through another town, shall be governed by the provisions of RSA 674:53.

Section 308 **Dimensional Requirements**

The following dimensional standards shall apply:

308.1 Minimum Lot Size and Road Frontage

- A. For any use the minimum lot size and road frontage shall be as specified in Section 304.
- B. No building housing a main use, nor any part of such a building shall be erected on any lot which has road frontage or lot size less than that specified in Section 304.
- C. Notwithstanding the above provisions, a use may be established, or building erected, on a Lot of Record, as defined in Section 1602, existing at the effective date of this Ordinance, so long as the lot meets the access requirements of Section 307.3, and provided that all standards contained in this Ordinance, other than lot size and road frontage requirements, are met.

308.2 Front Yard

- A. Any lot line contiguous to a street is deemed to be a front line. A lot bordering on two streets shall be deemed to have two front lot lines and two side lines. A lot bordering on three streets shall be deemed to have three front lines and one side line.
- B. No accessory building may occupy any part of a front yard.
- C. Measurement of Front Yard. Notwithstanding provisions for front yards elsewhere in these regulations, on streets with less than a 50 foot rights-of-way, the front yard requirement shall be measured from the center line of the existing roadway and shall be a minimum of 75 feet. In all other cases the front requirement shall be measured from the existing right-of-way.

308.3 Height Restrictions

- A. The height of any structure shall be measured from the average finished grade. In no instance shall a structure be more than thirty-five (35) feet above said average grade.
- B. Flagpoles are excepted from the above height restriction.
- C. Chimneys, spires, lightning rods, or like structures not used for human occupancy may exceed the height restriction on the building of main use.
- D. Radio, TV antennae, or satellite dish antenna systems for private, non-commercial reception may extend above the height limit only by Special Exception granted by the Zoning Board of Adjustment pursuant to Section 306.

Section 309 **Performance Standards**

The following performance standards shall be met by all uses in the Town of Sugar Hill, whether or not a permit is required under this Ordinance. All uses not conforming to these standards shall be considered a nuisance. No use shall:

- 1. Noise: Emit noise which is noxious, injurious or objectionable at or outside the property line. This regulation is not intended to restrict normal permitted business or residential activities that comply with the Sugar Hill Noise Ordinance.
- 2. Odor: Emit any odor which is injurious to the health and safety of persons in the adjoining area or deprives a person of the reasonable use of his property.

3. Dust or Dirt: Emit any dust or dirt which is injurious to the health and safety of persons in the adjoining area or deprives a person of the reasonable use of his property.
4. Smoke: Emit any smoke in excess of the Ringlemann Chart No. 2.
5. Noxious Gases: Emit any noxious gases which endanger the health, comfort, safety or welfare of any person, or which have a tendency to cause injury or damage to property, business, or vegetation.
6. Vibration: Cause a vibration which creates a displacement of 0.002 of one inch.
7. Vision Impairment: Lighting or signs which create glare which could impair the vision of a driver of any motor vehicle or result in an unreasonable intrusion on adjoining property which deprives the owner thereof of its reasonable use.

Section 310

Exterior Lighting

Exterior lighting in conjunction with any use shall be installed and operated in such a way that provisions are made in directing the lighting, screening, or other means so that adjacent residential uses shall be suitably protected. In any proposed use with unusual lighting requirements, the owner shall be required to present a plan for protecting the adjacent area to the Zoning Officer or the Board of Adjustment for approval prior to installing said lighting.

Section 311

Accessory Uses

311.1 Accessory uses are uses which are customarily incidental to, and subordinate to, an existing and lawful main (primary) use on the same lot. Such accessory uses are permitted, even if not listed in Section 304, and shall include but not be limited to the following:

- A. Garage or parking space for occupants and visitors provided that the garage area not exceed 10 percent of the lot area or 50 percent of the dwelling area whichever is smaller.
- B. The outdoor parking of not more than one vehicle maintained primarily for hire. Such vehicle to be parked in the side or rear yard. Such vehicle may not be parked if it exceeds ten (10) feet in height.
- C. The outdoor storage or parking of major recreational equipment including travel trailers, pick-up coaches, motor homes, boats and boat trailers, snowmobiles, or similar equipment provided said equipment is parked or stored in the side or rear yard, does not exceed ten (10) feet in height, and is not used for living, sleeping, housekeeping, or business purposes while parked or stored on the premises.
- D. The raising of domestic animals, not for gainful business.
- E. Home recreational activities, including tennis courts, swimming pools, patios, and the like.
- F. Fences and mailboxes provided that they meet the provisions of Article 13.
- G. A child care center as defined in Article 16.
- H. Other outdoor storage, provided however that any storage material other than new equipment, new building material, or other new products displayed for sale shall be screened or fenced so as not to be visible from public ways.

Section 312

Application of District Regulations

Any lot of record existing at the effective date of this ordinance may be used for the erection of a structure conforming to the use regulations for the district in which it is located as long as the area and dimensions of such lot conform to the minimum requirements of this ordinance.

Section 313

Uses Addressed By Specific State Statutes

313.1 Notwithstanding RSA 674:16, V, airports, and the takeoff and landing of private aircraft in the Town of Sugar Hill shall be considered to be uses prohibited in all districts by this Ordinance.

313.2 Governmental Uses, including Municipal Services, as defined in Article 16, shall be governed by RSA 674:54. Governmental uses proposed by the Town of Sugar Hill shall be considered to be subject to this Ordinance, unless expressly exempted from it by vote of the Town.

313.3 Junkyards, as defined by RSA 236:112, as amended, shall be considered to be a prohibited use in all districts.

ARTICLE 4 **GENERAL PROVISIONS**

The following shall apply to all districts except where listed.

Section 401 **Lots In Two Zoning Districts**

Where a district boundary line divides a lot, a use allowed in the less restricted part of such lot shall be allowed provided that such use, whether primary or accessory, does not extend more than thirty feet into the more restricted part and that the lot has frontage on a street in the less restricted district. If either of these provisions is not met, the lot shall be governed by the provisions for the more restricted district. Determinations of compliance with this section shall be made by the Zoning Officer, subject to appeal under Section 1705.1.

Section 402 **Principal Buildings On Lots**

There shall be only one (1) principal building on a lot used for residential purposes. This includes a single family dwelling and a multifamily dwelling. For non-residential land use, there may be more than one principal building on a lot, if the Zoning Board of Adjustment approves a Special Exception therefor subject to the standards required in Section 306 for Special Exceptions.

Section 403 **Reduction of Lot Area**

When property is subdivided into lots, no lot shall be so reduced in area that the area, yards, frontage, or other requirements of these regulations shall be smaller than herein prescribed for each district, except as set forth below. The provisions of this section shall not apply when a portion of a lot is taken for a public purpose.

403.1 When a parcel of land in any district cannot be divided into two (2) lots, complying with minimum lot size for the district, then there can be a subdivision into not more than two (2) lots subject to the following:

- A. One lot shall meet the minimum lot size for the district.
- B. The remaining lot shall be limited to the following uses: Home Recreational Facilities (Section 703); Swimming Pool (Section 902); Gardens or Woodlots included within the definition of Farm, Agriculture, Farming and Forestry (Section 1602); and a residential Parking Area.
- C. Such remaining lot shall not be used for any main land use, including but not limited to no dwelling unit of any kind; no residential use; no commercial use; no light industry; and no special exception, except for a use described in subsection B above.

- D. The use restrictions on the remaining lot, as set forth in Paragraphs B and C above, shall be explicitly set forth in a document approved by the Planning Board, to be recorded in the Registry of Deeds at the same time as the subdivision plat is recorded.

Section 404 **Projection In Yards**

Every part of a required yard shall be free of all structures from grade level to the sky. Signs, fences, and mailboxes as provided in Article 13, are excepted from this requirement.

Section 405 **Location of Driveways**

All driveways that intersect a town highway must be approved by the Planning Board or its agent as provided in RSA 236:13 as amended or such similar statute. If the driveway intersects a state highway, then a permit must be obtained from the New Hampshire Department of Transportation as provided by law.

Section 406 **Abandonment of Structures**

407.1 Within six months after work on excavation for a building has begun, the excavation thus remaining shall be covered such as with building construction or filled to normal grade by owner and piles of unused or excess excavated material are to be removed.

407.2 Within six months after a permanent or temporary building or structure has been destroyed, demolished or abandoned, all structural materials shall be removed from the site and the excavation thus remaining shall be covered over as with building construction or filled to normal grade by the owner.

407.3 No structure in the process of completion or demolition and no ruins from fire or other casualty shall be abandoned in a hazardous or disorderly state. Such structure shall be considered to be abandoned when work to remedy the improper condition shall not have been initiated within 90 days of the occasion of the casualty, or if initiated work shall have been discontinued with the owner's consent for 30 or more consecutive days or for more than 30 out of 60 days.

Section 407 **Obstruction Of Vision**

On a corner lot regardless of the district, within the triangular area formed by the intersection of two street property lines and a third line joining them at points twenty-five (25) feet from said intersection, there shall be no obstruction to vision between the height of two-and-one-half (2 1/2) feet and ten (10) feet above average grade of each street.

Section 408 **Temporary Uses And Structures**

Temporary permits may be issued by the Zoning Officer for a period not to exceed six (6) months for the following uses and structures; namely, trailers or portable structures used for office, storage and locker purposes incidental to construction projects on the condition that the owner shall agree in writing to remove the structure or use upon expiration of the permit and further, that the structure shall not be used as a dwelling. Such permits may be renewed upon application for an additional six (6) month period(s) as long as construction is still active.

Section 409 **Removal Of Natural Material**

In any district the removal of earth, meaning sand, gravel, rock, soil or construction aggregate, shall comply with the requirements and a permit shall be obtained as provided in RSA Chapter 155-E as amended or such similar statute.

Section 410 **Septic System Requirements for Increasing the Number of Bedrooms in an Existing Dwelling Unit, Change from Seasonal Occupancy to Full Time Occupancy or Increasing Load on Existing Septic System**

The expansion of any dwelling unit to increase the number of bedrooms or a change in occupying any dwelling unit from seasonal to a full-time basis, or the expansion of any structure which would increase the load on an existing sewage disposal system, in all districts, shall comply with the following.

- A. The landowner shall comply with RSA 485-A:38 "Approval to Increase Load on a Sewage Disposal System." The landowner shall submit an application for approval of the sewage disposal system to the Water Supply & Pollution Control Division and shall obtain operating approval; and
- B. The landowner shall obtain a Zoning Permit under Section 1701; and
- C. The landowner shall obtain a building permit under. Section 1702.

ARTICLE 5 **NON-CONFORMING USES AND STRUCTURES**

Section 501 **Existing Use**

Any building, or any use of any building or land, which was in existence at the time of the adoption of this Ordinance, or of any amendment thereto, may be continued without complying with the provisions herein, if such use or building, at the time it came into existence, was in compliance with all applicable laws, ordinance and regulations then in effect. Such structures shall be known as "Non-Conforming Structures" and such uses as "Non-Conforming Uses."

Section 502 **Change or Expansion of Non-Conforming Use or Non-Conforming Structures**

No non-conforming use shall be changed to another non-conforming use. Nor shall it be enlarged or extended by more than 20% of the extent of use existing as of the time of the adoption of this ordinance and only if said use would be a permitted use or a special exception use in another district. No non-conforming structure, shall be enlarged or extended by more than 20% of its size or floor space existing at the time of the adoption of the ordinance. In case of dimensional non-conformance, no non-conforming section of the structure shall be enlarged or expanded by more than 20% of its size or floor space existing at the time of the adoption of this ordinance. Any non-conforming dimensional addition may not further infringe on lot line setbacks as defined in the current zoning regulations.

Section 503 **Change of Non-Conforming Use**

If a non-conforming use is changed to a conforming use and continued for a period of four (4) months or more, such change shall constitute the abandonment of the prior non-conforming use.

Section 504 **Abandonment of Non-Conforming Use**

A non-conforming use shall be presumed to be abandoned if the use has been discontinued for a period of two years or more. A determination shall in the first instance be made by the Zoning Officer, and any person aggrieved may appeal that decision to the Zoning Board of Adjustment.

Section 505 **Damage to a Non-Conforming Structure**

If a non-conforming structure is damaged by fire, explosion or other catastrophe, the Zoning Officer may issue a zoning permit for the rebuilding and restoration of such building which may not be greater in size or floor space and in the original location of the original structure except as provided in Section ~~507~~ **502**. Application for a building permit to restore the structure must occur within two years of the date of damage. Otherwise the non-conforming use shall be presumed to have been abandoned.

Section 506 **Damage to a Non-Conforming Use**

If a building housing a non-conforming use is damaged by fire, explosion or other catastrophe, the zoning officer may issue a zoning permit for the rebuilding and restoration of such building which may not be greater in size or floor space than the original structure except as provided in Section 507. Application for a building permit to restore the structure must occur within two years of the date of damage. Otherwise, the non-conforming use shall be presumed to have been abandoned.

Section 507 **Resolution of Uncertainties**

Any uncertainty over the application of this Article to particular property shall be resolved by administrative decision made by the Zoning Officer. Such an administrative decision may be

appealed to the Zoning Board of Adjustment under Section 1705.1(A). The Board of Adjustment shall have the authority to attach conditions as set forth in Section 1705.1(G).

Section 508 **Construction Approved Prior To Adoption**

Nothing contained herein shall require any change in plans, construction, or designated use of a building for which a building permit has been heretofore issued provided such building or structure conforms to the terms of its building permit.

ARTICLE 6 **CLUSTER DEVELOPMENT**

Section 601 **Intent**

Cluster development is intended to enable and encourage flexibility of design in single-family subdivisions in the GR and RR1 districts. By allowing reduced lot sizes, housing areas shall be developed so as to promote the most appropriate use of land; to facilitate economical and efficient provision of public services; to allow land use patterns which preserve trees, outstanding natural topography and geologic features and to prevent soil erosion; and to preserve the natural and scenic qualities of the open land in the Town for conservation and recreation.

Section 602 **Issuance of a Zoning Permit**

Cluster development is a permitted use as listed in the tables for each of the districts. As a cluster development is a subdivision, then the review of the proposed cluster development is by the Planning Board as provided in the Subdivision Regulations for the Town of Sugar Hill. The Zoning officer may issue a Zoning Permit for a Cluster Development only after the Subdivision has been approved by the Planning Board.

Section 603 **Area and Dimensions**

A Cluster Development shall be subject to the following minimum lots of land and yard requirements based upon the district in which it is located. The requirements listed herein supersede those of Sections 304.1 and 304.2.

603.1 General Residential District

- Minimum Lot Size: 1.0 acres
- Minimum Road Frontage: 125 feet
- Minimum Front Yard: 50 feet
- Minimum Side Yard: 35 feet
- Minimum Rear Yard: 35 feet
- Minimum Number of Lots: 5 lots

603.2 Rural Residential District, One

- Minimum Lot Size: 1.0 acres
- Minimum Road Frontage: 125 feet
- Minimum Front Yard: 50 feet
- Minimum Side Yard: 35 feet
- Minimum Rear Yard: 35 feet
- Minimum Number of Lots: 5 lots

Section 604**Open Space**

The total size of the development shall be at least equal to the number of single-family units planned multiplied by the normal minimum lot size for the district as specified in Sections 304.1 and 304.2. The difference between the sum of the actual lot sizes and the overall size of the development shall be maintained as a parcel of open space. The Planning Board shall evaluate the siting, configuration, contiguity, location and proposed uses of the open space parcel within the development, to assure that the open suitably provides one or more of the public benefits of open space, including but not limited to outdoor recreation, conservation of identified natural features, animal or plant habitat, or scenic enjoyment by the public. A document setting forth the use restrictions applicable to the open space parcel, to be enforceable by the Town, shall be reviewed by the Planning Board, and shall be recorded in the Registry of Deeds at the time of the recording of the subdivision plat.

ARTICLE 7 **OUTDOOR RECREATIONAL FACILITIES**

Section 701 **Intent**

Outdoor recreational facilities are allowed by Special Exception in all districts in order to promote a diversity of recreational options for both residents and the tourist population upon whom the Town's economy is so heavily dependent. At the same time, it is desirable to protect and maintain the quiet, residential nature of the town.

Section 702 **Requirements**

Outdoor Recreational Facilities may be allowed by Special Exception in all districts provided that the following conditions are met:

702.1 The use shall not generate unreasonable effects from traffic, parking, noise, vibration, glare, fumes, odors, or electrical interference and shall be non-polluting in terms of air, water and soil. See Section 309 for Performance Standards.

702.2 No structures shall be allowed as part of the facility except playing surfaces, maintenance buildings, locker rooms or restrooms.

702.3 The use shall make only incidental use of motor driven equipment, lights, and noise generating or amplifying equipment.

702.4 There shall be only one on-premise sign subject to all of the provisions contained in Article 13 of this Ordinance.

702.5 The Board of Adjustment may limit the hours of the use if it significantly affects the character of the neighborhood.

702.6 There shall be adequate off-street parking for customers and employees. The use must meet all of the requirements for same as specified in Article 15 of this Ordinance.

702.7 A campground, as defined in Article 16, is a prohibited use in all districts.

Section 703 **Home Recreational Facilities**

Recreational facilities which are for private use as an accessory use to a residential dwelling are exempted from the requirements of this article.

ARTICLE 8 **HOTELS, MOTELS, INNS AND TOURIST HOMES**

Section 801 **Intent**

In order to provide for the many travelers who make their way through the town, lodging facilities of various types are allowed.

Section 802 **Requirements**

Lodging Facilities may be allowed as a Special Exception in the General Residential and Rural Residential One Districts provided that the following conditions are met in addition to the conditions of Section 306:

802.1 If the use is to be located in the RR1 District, the use shall be allowed only as an accessory use on a residential lot. In the General Residential District, the lodging use may be a primary use.

802.2 Except in the case of tourist homes (see definition), the minimum lot area shall be equal to the minimum lot area for the district plus the number of lodging units multiplied by 0.5. This restriction shall supersede the provision for minimum area contained in Section 304.1.

802.3 Adequate off-street parking facilities must be provided as required under the provisions of Article 15 of this ordinance.

802.4 Only one on-premise sign shall be allowed as provided in Article 13 of this Ordinance.

802.5 A lodging facility shall be allowed by Special Exception as an accessory use on a residential lot (i.e. a tourist home, see definitions) provided that the sleeping rooms for guests not exceed six (6); that such rooms are part of the primary residential building or are contained within a smaller accessory building; and that the essential residential look of the lot is not compromised

ARTICLE 9

WATER RECREATION AND STORAGE FACILITIES

Section 901

Standards

Any facility for the storage of water including public swimming pools, man-made or improved ponds, reservoirs and fish hatcheries shall be allowed by the Board of Adjustment by Special Exception provided that such facility comply with the following standards in addition to the standards of Section 306:

901.1 The facility shall be of adequate size for such use.

901.2 The facility shall be enclosed by a fence of at least four (4) feet in height and adequate to prevent uncontrolled access by small children. This condition may be waived by the Board of Adjustment if, in their estimation, the facility poses no particular threat to health and safety.

901.3 This Article shall not be construed to allow facilities for the bottling, trucking or commercial sales of water.

Section 902

Private Swimming Pools

Private swimming pools which are an accessory use to a single family dwelling are expressly exempted from the requirement of a Special Exception. Fencing to control access may be required by the Zoning Officer as a condition for granting the building permit.

ARTICLE 10 **HOME OCCUPATIONS**

Section 1001 **Purpose**

Home occupations may be allowed as a Special Exception by the Board of Adjustment in order to provide diversity in the employment available to Town residents, to support the variety of uses characteristic of small towns, and allow for reasonable growth. At the same time, the Ordinance intends to insure that the quiet, un-crowded and scenic features of the Town are preserved, that neighborhood character is maintained and that any nuisance to neighborhood residents is minimized.

Section 1002 **Standards**

In order to insure compatibility with other permitted uses, and to make clear that the home occupation is to be an accessory use to the primarily residential use of the main building, all home occupations shall comply with the following standards in addition to the Special Exception provisions or Section 306:

1002.1 There shall be no exterior evidence of the conduct of a home occupation, except where other standards allow. The principal character of residential use shall not be changed by the home occupation.

1002.2 A home occupation shall be conducted only within the enclosed living area of the dwelling unit or within an accessory structure, limited in area by the following:

- A. The home occupation located in a dwelling unit shall not occupy more than 25 percent of the total floor area of the dwelling unit.
- B. The home occupation to be located within an accessory structure shall occupy no more than 50 percent of the combined floor spaces of the main dwelling unit and accessory structure.
- C. The percent of floor area occupied may be increased by the Board of Adjustment for accessory structures which exist on the effective date of this Ordinance.
- D. Total floor area is defined as follows: the sum of the horizontal area of all floors of a building, measured from the exterior faces of the walls and not including cellars, attics, porches, etc. not used as part of the principal use.

1002.3 The home occupation shall be carried on by persons who live in the home full time. Two employees living off the premises are permitted.

1002.4 Adequate off-street parking must be provided for employees, customers and residents. Article 15 of this Ordinance details the requirements for off-street parking.

1002.5 One sign, not to exceed six square feet, shall be allowed for the home occupation. This requirement supersedes the provisions for signs contained in Article 13 of this Ordinance.

1002.6 No unreasonable storage or display of materials, goods, supplies or equipment related to the home occupation shall be visible from the abutting property or roads.

1002.7 A planted screen of sufficient length to interfere with the view thereof from the adjoining property shall be required, except where the view is blocked by change in grade or other natural or man-made features. Where because of the intense shade or soil conditions, the planted screen cannot be expected to thrive, a wooden fence or masonry wall may be substituted. All planted screens required shall consist of plants at least 30 inches high when planted, maintained in a healthy condition, and so pruned as to provide maximum opacity from the ground to a height of five feet. All tree plantings and planted screens required shall be installed prior to occupancy or commencement of use. Where compliance with the preceding sentence is not possible because of the season of the year, the building inspector shall grant an appropriate delay, but shall issue no permanent zoning permit until completion of all required plantings. In lieu of a required planted screen, a landscaped earthen berm, at least four (4) feet in height, and thirty (30) feet in width may be installed. Height in all of the above cases shall be defined as being measured from the surface of the area being screened.

Section 1003 **Change of Use from One Type of Home Occupation to Another**

If a permit is approved by the zoning Board of Adjustment for a particular Home Occupation and subsequently another or additional Home Occupation is desired, there must be an application to the Zoning Board Of Adjustment to amend the original special exception permit. All standards listed above shall apply to the new use. In the case where more than one Home Occupation is requested on the same lot, the sum of the existing and proposed Home Occupation use shall not exceed the limits contained in this Article.

No change of use shall commence until such amendment has been approved by the Zoning Board Of Adjustment as to employees, floor space and signage.

Article 11 **LIGHT COMMERCIAL USES**

Section 1101 **Purpose**

A light commercial use may be allowed by the Board of Adjustment as a Special Exception on any lot in either the General Residential Zone or the Rural Residential Zone. The purpose of this use is to provide for services and employment opportunities for Town residents.

At the same time, the ordinance intends to insure that the quiet, uncrowded, and scenic features of the Town are preserved, that the neighborhood character is maintained and that any nuisance to the neighborhood residents is minimized.

Section 1102 **Standards**

In order to minimize the potential conflict with other uses in the neighborhood, to limit the building size and amount of commercial highway traffic on the Class Five highways, and to preserve its residential and scenic character, all light commercial uses shall comply with the following standards in addition to the Special Exception provisions of Section 306:

1102.1 The number of employees shall not exceed ten (10), subject to the right to request an increase by application to the Board of Adjustment. Any increase shall not adversely affect any of the requirements set forth in this ordinance and shall be subject to all provisions herein.

1102.2 The Light Commercial use shall be contained in a maximum of four (4) buildings. The total floor space of the building(s) shall not exceed 16,000 square feet.

1102.3 Any Light Commercial use which may result in an increase in traffic volume or an increase in the weight of vehicles shall be restricted to frontage on a state maintained highway and a Special Exception shall not be granted for a Light Commercial use fronting on a Class Five highway if there is a possibility that these increases may result.

1102.4 There shall be adequate off-street parking for residents, customers and employees. The proposed use must meet all of the applicable requirements set forth in Article 15 of this ordinance.

1102.5 There shall be only one on premise sign, subject to all of the provisions contained in Article 13 of this ordinance.

1102.6 The bulk storage of hazardous materials shall be prohibited. The exception shall be the storage of gasoline, heating fuel, and diesel fuel for use in the buildings on the lot and in vehicles directly involved in the conduct of the light commercial use. Materials shall be considered hazardous if so designated by the U.S. Department of Transportation.

1102.7 Light Commercial uses shall be limited to those uses allowed by definition in this ordinance (see 1102.8 below) or allowed by necessary implication based upon other provisions

of this ordinance. In all cases, the Board of Adjustment shall make a specific finding as to how the use is allowed under the provisions of the ordinance. In addition, the Board shall make specific findings of fact that the proposed use complies with and satisfies the specific standards contained in Section 1102 as well as the standards contained in Section 306 (Special Exceptions) and Section 309 (Performance Standards). There shall be evidence in the record submitted by the applicant with regard to all standards that apply.

1102.8 The following uses, as defined in Article 16, are included as Light Commercial uses which are allowed by Special Exception under this article:

Animal hospital	Warehouse
Kennel	Barbershop
Laboratory	Hairdresser
Office	Beauty parlor
Retail store	Shoe repair
Sports club	Photographic studio
Stable	Contractor
Light assembly and fabricating operations	
Facilities for the storage of construction equipment and/or building supplies	
Service Establishment	

The following uses, as defined in Article 16, are prohibited in all districts:

- Automobile service stations
- Motor vehicle repair services
- Automobile sales lot for new or used cars
- Trailer sales
- Mobile home sales
- Funeral Home

Section 1103 **Change of Use From one Type Of Light Commercial Use To Another**

If a permit is approved by the Zoning Board of Adjustment for a particular Light Commercial Use and subsequently another additional Light Commercial Use that is substantially different is desired, there must be an application to the Zoning Board of Adjustment to amend the original special exception permit. All standards above shall apply to the new use. In the case where more than one Light Commercial Use is requested on the same lot, the sum of the existing and proposed Light Commercial Use shall not exceed the limits in Article 11. No change of use shall commence until such amendment has been approved by the Zoning Board of Adjustment as to employees, floor space and signage.

ARTICLE 12 **MOBILE HOMES**

Section 1201 **Intent**

In order to allow for a broad range of housing types within the Town, mobile homes are allowed as a permitted use on individual lots in the Rural Residential One and Two Districts.

Section 1202 **Restrictions**

The placement of a mobile home on an individual lot shall in no way be restricted in the Rural Residence One and Two Districts provided that all of the general provisions of this Ordinance including those pertaining to Zoning Permits and Building Permits, and Certificates of Occupancy and Use are met.

ARTICLE 13 **SIGNS, FENCES AND MAILBOXES**

Section 1301 **Purpose**

Signs, fences, and mailboxes are structures which by their very nature and use are most frequently placed in the area reserved for minimum yard requirements (front, side, or rear). In order to expedite their placement by the property owner, no variance shall be required for the placement of a sign, fence, or mailbox in a minimum front, rear, or side yard area provided the following standards are met.

Section 1302 **Standards For Signs**

1302.1 The following signs are allowed:

- A. One on-premise sign relating to the sale or use of the land. Such sign not to exceed 32 square feet.
- B. Off-premise directory signs. Such signs to be rectangular in shape and not to exceed two square feet each.

1302.2 Signs shall not be placed in nor project over public rights-of-way. Excluded from this requirement are official street signs and traffic directions.

1302.3 Signs shall not be illuminated in any manner which causes undue distraction, confusion, or hazard to pedestrian or vehicular traffic.

1302.4 Flashing signs shall be prohibited.

1302.5 Signs shall be constructed of durable materials and maintained in good repair.

Section 1303 **Standards For Fences**

1303.1 No fence shall be placed on or project into a public right-of-way.

1303.2 No fence shall be placed which in any way restricts the vision of the right-o-f-way by operators of vehicular traffic. On corner lots, no fence over two and one half (2 1/2) feet shall be placed within twenty-five (25) feet of such intersection.

1303.3 Fences are to be constructed of durable materials and maintained in good condition.

Section 1304 **Standards for Mailboxes**

1304.1.1 Mailboxes are to be placed in accordance with the regulations of the postal service.

- 1304.2 No mailbox shall project into the traveled way.
- 1304.3 No mailbox shall be placed in a manner which restricts the view of the right-of-way by operators of vehicular traffic.
- 1304.4 All mailboxes shall be of durable construction and maintained in good condition.

ARTICLE 14 **MULTIFAMILY DWELLINGS**

Section 1401 **Intent**

In order to provide for a wide range of housing types for both permanent and seasonal residents of the Town, Multifamily dwellings are allowed by Special Exception in the General Residential and Rural Residential One Districts.

Section 1402 **Requirements**

A Special Exception for a Multifamily Dwelling may be granted by the Zoning Board of Adjustment provided that the following conditions are satisfied in addition to the provisions of Section 306:

1402.1 The minimum area of the lot is equal to the number of individual single-family units in the building multiplied by the minimum area requirement contained in Sections 304.1 and 304.2. This new minimum area formula shall supersede the requirements for minimum area of Sections 304.1 and 304.2. All other requirements of Sections 304.1 and 304.2 shall remain in force.

1402.2 Only one multifamily building shall be placed on a given lot.

1403.3 Adequate off-street parking shall be provided as specified in Article 15 of this ordinance.

1404.4 A fire lane of at least 15 feet in width shall be provided in all driveways and parking areas in all multifamily dwellings serving three or more families.

ARTICLE 15 **OFF-STREET PARKING REQUIREMENTS**

Section 1501 **Intent**

To insure the free movement of ordinary public and private traffic in the street at all times, to reduce congestion in the streets and to permit the rapid but safe passage of fire-fighting equipment, as well as other emergency vehicles of all sorts, to facilitate the maneuvering of public emergency equipment in the streets, to facilitate the removal of snow, and for all similar related purposes it is declared to be the intent of this article that all structures and land uses be provided with sufficient off-street parking space to meet the parking needs of all persons making use of the premises.

Section 1502 **Required Spaces to be Shown on Plan**

No zoning permit shall be issued for the erection of a new building, the expansion of an existing building, the change of use of any existing building, or the development or expansion of a land use, unless the plans show the location and size of the off-street parking space required to comply with the regulations as set forth in Section 1504, and the means of access to such space from public streets. In considering any such plans submitted for approval, the Zoning Officer shall take into account the safety of the proposed parking area in relation to traffic on the public right-of-way as well as the safety and adequacy of the area itself with respect to the vehicles and pedestrians making use of it.

Section 1503 **Existing Structures And Uses**

The off-street parking requirements as set forth in Section 1504 shall apply to all buildings and land uses; provided, however, that buildings and uses in existence at the effective date of this ordinance, or for which building permits were granted by that date, shall be exempt from such requirements, but only to the extent of any parking space deficiency existing as of that date

This provision shall apply as long as no change, addition, or modification of the building or use referenced above is made. At the time of the application for change, addition, or modification of the building or use exempted above, said exemption shall no longer be in force and the requirements of Section 1504 shall apply.

Section 1504

Schedule of Requirements

1504.1 In all districts, the off-street parking facilities shall be provided as follows:

<u>Use</u>	<u>Minimum Requirement</u>
Single Family Dwelling	2 per unit.
Multifamily Dwelling	1.5 per unit for the first bedroom and 0.5 for each additional bedroom with the total equaling the next highest full space.
Agriculture	2 plus 1 additional for each accessory building.
Schools	1 per employee based on the highest expected average employee occupancy.
Churches	1 for every 4 seats.
Municipal Buildings	1 per employee based on the highest expected average employee occupancy.
Motels, Hotels, Tourist Homes	1 per employee based on the highest expected average employee occupancy plus 1 per lodging unit.
Restaurants	1 for every 2 seats.
Medical Clinics	1 per employee based on the highest expected employee occupancy plus 1 per 150 sq. feet of floor space.
Hospitals & Rest Homes	1 per employee based on the highest expected average employee occupancy plus 1 per 2 beds.
Home Occupations	1 per employee based on the highest expected employee occupancy plus 1 per 150 sq. feet of floor space plus 2 per dwelling unit.
Light Commercial	1 per employee based on the highest expected employee occupancy plus 1 per 150 sq. feet of floor space plus 2 per dwelling unit.

1504.21 For buildings and land uses which fall into more than one of the categories listed in 1504.1, reasonable and appropriate off-street parking requirements shall be determined by the Zoning Officer by applying the requirements of 1504.1 to the individual component parts of such

building or land use, the sum of which shall be the total amount of parking facilities to be provided.

1504.22 For buildings and land uses which do not fall within any of the categories listed in 1504.1, reasonable and appropriate off-street parking requirements shall be determined by the Zoning officer by applying the closest applicable categories of 1504.1 to such building or land use.

1504.23 The administrative decision of the Zoning Officer in either 1504.21 or 1504.22 may be appealed to the Zoning Board of Adjustment, which shall consider all factors entering into the parking needs of each such building or land use.

Section 1505 **Location of Off-Street Parking Facilities**

Required off-street parking facilities shall be provided on the same lot or premises with the building or land they serve. In addition, they shall meet all local and state requirements regarding the location and placement of driveways.

Section 1506 **Parking Space Dimensions**

Each parking space shall measure at least 12 feet wide by 18 feet long. Larger dimensions may be required for some uses.

ARTICLE 16

DEFINITIONS

Section 1601

Word Definitions

The word person includes a firm, association, organization, partnership, trust, company, or corporation as well as an individual.

The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.

The word shall or will is mandatory, the word may is permissively.

The words used, or occupied include the words intended, or arranged to be use or occupied.

Section 1602

Term & Use Definitions

Accessory Building or Use: A building or use subordinate and customarily incidental to the main building or use on the same lot. The term "accessory building" when used in conjunction with a farm, shall include all buildings customarily used for farm purposes.

Agriculture: See Farm.

Airport: A place which is maintained for the landing and takeoff of aircraft. Shall include public and private heliports. This use is not allowed in any district.

Animal Hospital: A facility for the medical care of animals. For the purpose of this ordinance, such facility shall be considered a light commercial use and is allowed by special exception in the General Residential and Rural Residential, One districts.

Assisted Living Facilities: A residential facility designed to provide normal care for, the elderly or disabled. May be allowed as a Special Exception under the medical clinics, hospitals, and assisted living facilities heading for the General Residential District.

Automobile Service Station: A facility for selling fuel, repairing and maintaining the automobiles of others. This use is prohibited in all districts. The maintenance and repair of one's own vehicle on one's property is allowed as an accessory use provided that the main use of the property is allowed under the terms of this ordinance.

Automobile Sales Lot: A facility for the regular display and sales of automobiles, trucks, and heavy motorized equipment. This use is prohibited in all districts. An individual may sell his own vehicle from his property provided that no more than one vehicle at a time is available for sale.

Building: A constructed unit forming a shelter for persons, animals, or property and having a roof and being permanently located on the land. where the context allows, the word "building" shall be construed as though followed by the words "or part thereof".

Building Height: Vertical distance measured from the average elevation of the proposed finished grade to the highest point of the roof.

Camping Trailer: A non-self-propelled structure mounted on wheels, requiring for occupancy the unfolding or erection of articulated parts, and designed for travel, recreation, and vacation use.

Campground: An area or place where tents, camping trailers, recreational vehicles and the like are placed for the purpose of providing temporary shelter. This use is prohibited in all districts.

Cemetery, Private: A place where human remains are buried which is maintained by a private individual or group. May be allowed as a Special Exception in all districts.

Cemetery, Public: A place where human remains are buried which is maintained by the Town of Sugar Hill. Permitted in all districts as a municipal service.

Child Care Center: A facility for providing day care for young children. May be allowed as a home occupation by Special Exception in any district.

Church: A place of public worship. Allowed by Special Exception in the General Residential and Rural Residential, One districts.

Clinic: An office building used by members of the medical professions for the diagnosis and outpatient treatment of human ailments. Allowed by Special Exception in the General Residential District. This term includes a Halfway House if operated by an agency of the State.

Cluster Development: A purely residential subdivision of a tract where, instead of subdividing the entire tract into house lots of conventional size, a similar number of single family dwelling units may be clustered on lots of reduced dimensions. The remaining land in the tract which has not been built upon is reserved as open space. Allowed in the General Residential and Rural Residential, One districts. (See Article 6.)

Community Building: A structure owned and/or maintained by a recognized Sugar Hill organization for use by the community. Such use shall be permitted as a Special Exception in the General Residential District provided that its use does not conflict with the intent of this Ordinance.

Complying Structure: A structure or part thereof which is in compliance with the Zoning Ordinance provisions covering bulk dimensions, height, area, yards, density, off-street parking requirements and use.

Conforming Use: A use which occupies a building or land that does conform to the use regulations for the district in which it is located.

Conservation: A careful preservation and protection; planned management of a natural resource to prevent exploitation, destruction, or neglect.

Conservation Area: An area or tract set aside in its natural state to remain preserved as is for future generations. Allowed in all districts.

Coverage: That percentage of the lot area covered by the building. Where no coverage is specified, coverage of a lot shall be limited by front, side, and rear yard requirements.

Drive-In Restaurant: Any place or premises used for the sale, dispensing of serving of prepared food, refreshments or beverages to patrons in automobiles for consumption outside of the place or premises. Not allowed in any district.

Dwelling, Single-Family: A detached residential dwelling unit other than a mobile home, designed for and occupied by one family only. Allowed in all Districts.

Dwelling, Multifamily: A residential building designed for and occupied by two or more families with the number of families in residence not exceeding the number of dwelling units provided. All such buildings whether owned by a single individual, a tenants association, or the individual residents of each unit shall be considered multifamily dwellings. Multifamily dwellings are allowed by Special Exception in the General Residential and Rural Residential One districts.

Dwelling Unit: A room, or rooms connected together, constituting a separate, independent housekeeping establishment for owner occupancy, rental or lease, and physically separated from any other rooms which may be in the same structure, and containing independent cooking, sanitary and sleeping facilities. It shall include prefabricated and modular units, provided these units meet the standards of the building code then in force but shall not include mobile homes, motel, hotel, tourist home, or similar structures.

Essential Services: The erection, construction or major alteration by public utilities or governmental agencies other than the municipal government of underground or overhead electrical, gas, sewer, steam, or water transmission or distribution systems, including poles, wires, mains, drains, sewers, pipes, conduit cables, and similar equipment and accessories in connection therewith, and including buildings reasonably necessary for the furnishing of adequate service by such public service or other governmental agency or for the public health and safety or general welfare. Essential Services are allowed in all Districts by Special Exception.

Family: Any number of persons related by blood or marriage, or any number of persons not related by blood or marriage living together as a single non-profit housekeeping unit.

Farm, Agriculture, Farming: These terms shall have the meaning set forth in RSA 21:34-a, as amended, provided however, that in any district in which agriculture is a permitted use, the following shall require a special exception in accordance with the provisions of Section 306:

A. Any new establishment, re-establishment after disuse, or significant expansion of an operation involving the keeping of livestock, poultry, or other animals; and

B. Any new establishment, re-establishment after disuse, or significant expansion of a farm stand, retail operation, or other use involving on-site transactions with the public.

Forestry: The growth and harvesting of forest products excluding clear-cutting. This does not include clearing of trees in conjunction with building development or site improvement or incidental cutting for private use. Allowed use in any district.

Frontage or Road Frontage: The width of a lot measured along its common boundary with the street line.

Funeral Home: An establishment with facilities for the preparation of the dead for burial or cremation, for the viewing of the body and for funerals. Not an allowed use in any district.

Group Home: See Halfway House.

Halfway House: A center for formerly institutionalized individuals that is designed to facilitate their readjustment to private life. May be allowed as a Special Exception under the medical clinics, hospitals, and rest homes heading in the General Residential District provided that the facility is operated and/or maintained by a recognized agency of the State of New Hampshire.

Home-Occupation: An accessory use of a dwelling unit or of an accessory structure on a residential lot which involves the manufacturing of goods or a service establishment. Allowed by Special Exception in all districts.

Hospital: A place for the diagnosis, treatment and care of human ailments., Allowed in the General Residential District by Special Exception.

Hotel: A building which contains living accommodations and may constitute the temporary abode for a person or persons whose primary residence is elsewhere. This shall include hotel, motel, and inn. There shall be included in this use all uses customarily and historically accessory thereto for the comfort, accommodation and entertainment of guests including the service of alcoholic beverage. Allowed by Special Exception in the General Residential District.

Inn: See Hotel.

Kennel: An establishment for the care, boarding and breeding of dogs. May be allowed as a light commercial or home occupation by Special Exception. Allowed by Special Exception as a Home Occupation in all districts or as a Light Commercial Use in the General Residential and Rural Residential, One districts.

Kindergarten: A school or class for young children. See School. Allowed by Special Exception in the General Residential and Rural Residential, One districts.

Laboratory: A place equipped for experimental testing in a science or for testing and analysis. May be allowed as a Light Commercial Use by Special Exception in the General Residential and Rural Residential, One districts.

Library: A place in which books, manuscripts, musical scores, or other literary and artistic materials are kept for use and only incidentally for sale, operated for non-profit, non-commercial purposes. Allowed as a municipal building in all districts.

Light Commercial: An operation of a commercial nature which includes business and professional offices, retail stores, light assembly and fabricating operations, facilities for the storage of construction equipment and/or building supplies, and service establishments. Allowed by Special Exception in the General Residential and Rural Residential, One districts.

Lodging Facilities: Sleeping facilities with or without cooking facilities. The term includes Motels, Hotels, and Tourist Homes.

Lot: A parcel of land occupied or to be occupied by only one main building and the accessory buildings or uses customarily incidental to it. A lot shall be of sufficient size to meet minimum zoning requirements for use, coverage, area and to provide such yards and other open spaces as are herein required. Such lot shall have frontage on an improved public street, or other means of access, approved by the Board of Adjustment, provided that in no case of division or combination shall any residual lot or parcel be created which does not meet the requirement of these regulations. All lots shown on a subdivision plan which have received final plat approval from the Planning Board shall be separate lots regardless of whether there is separate ownership or common ownership of contiguous lots.

Lot Area: The horizontal area of the lot lying within the lot lines, exclusive of any area in a street.

Lot, Corner: A lot situated at the intersection of and abutting two streets.

Lot Of Record: A lot which is part of a subdivision recorded in the office of the Grafton County Registry of Deeds prior to the effective date of this Ordinance, or a lot or parcel described by metes and bounds, the description of which has been so recorded prior to the effective date of this Ordinance.

Main Building or Use: A building or use which houses or constitutes the principal activity on the premises.

Mobile Home: Any vehicle, or similar portable structure, constructed upon a permanent chassis, mounted or designed for mounting on wheels, used or intended for use for dwelling or other purposes, including structural additions. Any such vehicle or structure shall be deemed to be a

mobile home whether or not the wheels have been removed therefrom and whether or not resting upon a temporary or permanent foundation. Parked and unoccupied travel trailers, pick-up coaches, camping trailers, and motor homes are deemed not to be mobile homes. Sectional homes, modular homes, and prefabricated homes which have no permanent chassis and are not designed to be moved once placed are also not considered mobile homes. Allowed in the Rural Residential, One and Rural Residential, Two districts.

Motor Home: A portable, temporary dwelling to be used for travel, recreation, and vacation. It shall be construed as an integral part of a self-propelled vehicle.

Municipal Buildings: See municipal services.

Municipal Services: Land and buildings used for the furnishing of services by the Town of Sugar Hill. Shall include cemeteries, meeting halls, and facilities for providing services essential to the community. (Note: Although -the use of land and buildings by the town is not subject to zoning requirements under New Hampshire law, it is the intent of the voters of Sugar Hill to require Town compliance with this Ordinance.) Allowed in all districts.

Museum: A nonprofit, non-commercial establishment operated as a repository of a collection of nature, scientific, historic, or literary curiosities or objects of interests or works of art, not including the regular sale or distribution of the objects collected. Allowed in the General Residential District.

Non-Conforming Structure: A structure which was lawful prior to the adoption of this Ordinance and its amendments which no longer conforms to the regulations of the district in which it is located. This includes both buildings and signs.

Non-Conforming Use: A use which was legal prior to the adoption of this ordinance and its amendments which does not now conform to the regulations for the district in which it is located.

Non-Residential Use: All uses of buildings, structures and land except single-family dwellings, multifamily dwellings and mobile homes.

Office: Place where the business of a commercial, industrial, service, or professional organization is transacted. Allowed by Special Exception as a Light Commercial Use in the General Residential and Rural Residential, One districts. Allowed by Special Exception as a Home Occupation in all districts.

On-Lot Water and Sewer: The providing of water from a source such as a drilled well and the disposal of sewage by such , means as septic tank and drainage field located on the same lot as the building or use. Adequate on-lot water and sewer shall be required for all uses before a Certificate of Occupancy and Use may be issued. Adequate levels are to be determined by, the zoning officer. Such determination may be appealed to the Zoning Board of Adjustment.

Open Space: Those areas within a tract that are to be held or used in common for purposes other than dwelling units or streets.

Outdoor Storage: Storage not in a structure, provided that any storage material other than new equipment, new building material, or other new products displayed for sale shall be screened or fenced.

Parking Space, Off-Street: For this ordinance, a parking space shall consist of adequate space for parking an automobile with room for opening doors on both sides (12 feet minimum) together with properly related access to a public street.

Parks and Playgrounds: Land used for outdoor recreation including but not limited to tennis courts, swimming pools, playing fields, equipment for recreational use by children and adults, paths, drives, gardens, area left in a natural state for public use, and other similar uses, owned and operated for non-commercial, non-profit purposes. Buildings may be allowed for the necessary related uses such as rest rooms, maintenance facilities and administration facilities. Allowed by Special Exception in the General Residential and Rural Residential, One districts.

Pick-Up Coach: A constructed unit designed primarily to be mounted on a pick-up or truck chassis and with sufficient equipment to render it suitable as a temporary dwelling for travel, recreation, and vacation uses.

Playgrounds: See parks and playgrounds.

Plat: A map showing proposed layout of streets and lots to scale.

Private Road: A road not maintained by the town or the state which corresponds in its location and lines with a street on a subdivision plat approved by the Planning Board.

Produce Stand: A structure designed for use in selling flowers, garden supplies, and agricultural produce. Allowed as an accessory use to a lot which is primarily agricultural in nature.

Removal of Natural Material: The removal of loam, sand, gravel, stone or other fill material for sale in commercial quantities.

Residential Use: Includes single family and multifamily dwellings and mobile homes. (See Single Family -and Multifamily Dwelling.)

Restaurant: Restaurant shall include diner, cafe, and cafeteria and shall not include drive-in restaurants. It shall be an eating establishment which is primarily designed for its patrons to eat at tables, booths, or a counter. Take-out refreshments are only incidental to the main purpose of the establishment as is the serving of alcoholic beverages. Allowed by Special Exception in the General Residential District.

Retail Stores: Includes a shop or store for the sale of retail goods or personal service shop. It shall exclude any drive-in service, free-standing retail stand, gasoline service, motor vehicle repair service, new and used car sales and service and trailer and mobile home sales and service.

Allowed by Special Exception as a Light Commercial Use in the General Residential and Rural Residential, One districts. Allowed by Special Exception as a Home Occupation in all districts.

Roads: See Streets and Private Roads.

School: A facility for teaching. The term includes a Kindergarten. May be allowed in some districts by Special Exception. A public school shall be defined as being supported primarily through municipal taxes. All other schools shall be considered private. Public Schools are allowed by Special Exception in the General Residential District. Private Schools are allowed by Special Exception in the General Residential and Rural Residential, One districts.

Service Establishment: Shall include barber, hairdresser, beauty parlor, shoe repair, photographic studio and contractor. Excluded are gas stations, motor vehicle repair services, sales and service of new or used cars, trailers, or mobile homes. Allowed by Special Exception as a Light Commercial use in the General Residential and Rural Residential, One districts. Allowed by Special Exception as a Home Occupation in all districts.

Sign: Any structure or part thereof or device attached thereto or painted or represented thereon, which displays or includes any letter, word, model, banner, flag,, pennant, insignia, device, or representation used as, or which is in the nature of, an announcement, direction or advertisement. For the purposes of this ordinance, the word "sign" shall not include street or traffic signs or warnings, or the flag, insignia, or pennant of any nation, group of nations, state, city, or other governmental unit. (See Article 13).

Special Exception: A use of a building or lot or other requirement allowed under this ordinance only by the issuance of a Special Exception by the Zoning Board Of Adjustment. The landowner has the burden of establishing that the proposed requested Special Exception meets the requirements of general and/or specific standards for the issuance of that Special Exception as contained in this ordinance.

Sports Club: A facility for individuals to take part in a sports activity whether indoors or outdoors, public or private. May be allowed by Special Exception as a Light Commercial Use in the General Residential and Rural Residential, One districts.

Stable: A use of land which includes a riding academy, an indoor riding arena, the hiring of saddle horses, the breeding and/or raising of horses or a livery stable. A stable use may be allowed by Special Exception as a Home Occupation in all districts or as a Light Commercial Use in the General Residential and Rural Residential, One districts.

Storage Facility: See Warehouse.

Street: Shall include a Class V or better highway; a private road on a subdivision plat approved by the Planning Board; or a Class VI highway provided that the requirements of RSA 674:41, I(c) are complied with.

Structure: Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground.

Tourist Home: A lodging facility which is primarily a residential use but includes lodging facilities as an accessory use. Such lodging facilities are limited to no more than six (6) guest rooms. Allowed by Special Exception in the General Residential and Rural Residential, One districts.

Travel Trailer: A vehicular, portable, non-self-propelled structure built on a chassis and designed to be used as a temporary dwelling for travel, recreation, and vacation use. Identified as ".Travel Trailer" by the manufacturer and having a body not exceeding 8 feet in width and 32 feet in length.

Use, Permitted: Use specifically allowed in a district, excluding illegal uses and non-conforming uses.

Variance: Such departure from the terms of this ordinance as the Board of Adjustment, upon appeal in specific cases, is empowered to authorize under the terms of Section 1801 and applicable statutes of the State of New Hampshire.

Yard: Space on a lot not occupied by a building or structure.

Warehouse: A structure for the storage of merchandise or commodities belonging to either the owner or others. May be allowed by Special Exception as a Light Commercial Use in the General Residential and Rural Residential, One districts.

ARTICLE 17 **ADMINISTRATION AND ENFORCEMENT**

Section 1701 **Zoning Permit**

1701.1 Written application for a zoning permit must be filed with the Town for any of the following, and except as provided in applicable statutes of the State of New Hampshire, until a permit has been obtained from the Zoning Officer (or, if the permit is denied, until the Zoning Board of Adjustment has directed that a permit be issued), none of the following shall be commenced:

- A. The erection or use of any new building, exterior sign, or other structure.
- B. The alteration, restoration, moving, or demolition of any building, or part thereof, excluding alterations constituting normal maintenance, or the change of the primary use of the property from one use to another, as set forth in the use tables in Section 304.
- C. Any use of the premises which would constitute a departure from the terms of this Ordinance, including, without limiting the generality of the foregoing, a change in the nature of the use of any building or premises to a non-conforming use, the expansion of any non-conforming use except as provided in Section 507, or any change in lot size or shape which would result in a violation of area or dimensional regulations.

1701.2 Application for a zoning permit shall be upon an appropriate form to be prescribed by the Town and shall be accompanied by such of the following as the Zoning Officer may require:

- A. Plans drawn to scale, showing the actual shape, dimensions, and location of the lot to be used, of existing building upon it, of alterations proposed for existing buildings, and of proposed new buildings.
- B. Information as to the existing and intended use of each building, lot, or part thereof, and as to the number of families, lodgers, or other occupants any building upon the premises is designed to accommodate.
- C. Any other information with respect to the lot and the applicant's use thereof, as well as relative to other lots in the neighborhood which, in the judgment of the Zoning Officer, is necessary to determine whether the action or use for which a permit is sought is a conforming action or use under the terms of this Ordinance.

1701.3 The Zoning Officer shall determine whether an application for permit is in compliance with a permitted use or action as defined by this Ordinance. If the Zoning Officer determines that it is, the application for permit shall be granted. If the Zoning Officer determines that it is not,

the application shall be denied. The Zoning Officer shall act upon any application within 30 days after all of the information required by Section 1701.2 has been filed.

1701.4 Issuance of a zoning permit pursuant to this Ordinance constitutes approval by the Town of the proposed use only under the terms of this Zoning Ordinance.

1701.5 The issuance of a zoning permit for any use for which it is required shall precede or be in conjunction with the issuance of a building permit.

1701.6 A zoning permit shall become void if a building permit is not issued and construction is not begun thereunder within twelve (12) months from the date of issue of the zoning permit, or, if no building permit is required, a zoning permit shall become void if the rights conferred thereby are not exercised within twelve (12) months from the date of issue of the zoning permit. Zoning permits may be extended for no more than an additional 12 months by the Zoning Officer on receipt of a written request for extension at least fourteen (14) days prior to the expiration of the original permit.

1701.7 For uses or structures which do not conform to this Ordinance in the absence of a Special Exception or Variance, the Zoning Officer may issue a zoning permit only upon approval by the Zoning Board of Adjustment of the Special Exception or Variance.

1701.8 If any use or structure is begun or erected which does not conform to this Ordinance, or to the provisions of any permit, decision, special exception or variance issued under this Ordinance, the Zoning Officer, in addition to other types of enforcement authorized by law, may revoke the zoning permit.

Section 1702 **Building Permit**

1702.1 A building permit shall be required for any new construction. It shall be issued by the Board of Selectmen for any permitted use provided that the following conditions are met:

- A. A valid zoning permit has been obtained from the Zoning Officer.
- B. If the buildings require sewage, the applicant shall supply an approval for construction from the New Hampshire Water Supply and Pollution Control staff.
- C. In addition, approval of the sewage system by the Board of Selectmen shall be required.

1702.2 A building permit shall be void if:

- A. Operations are not begun within twelve (12) months from the date of issuance of the permit.
- B. At the termination of two (2) years from the date of the permit, the exterior of the building remains in an uncompleted condition. The Board of Selectmen or duly

authorized agent shall order completion or removal at the expense of the owner of such uncompleted buildings, unless an extension of the permit is granted by the Zoning Board of Adjustment.

Section 1702-A **Certificates of Occupancy and Use**

No new building or new portion of any existing building shall be occupied except for construction purposes, nor any new use undertaken, until such time as a Certificate of Occupancy and Use has been granted by the Zoning Officer. Such certificate shall not be granted until such time as all of the conditions and terms of the building permit, zoning permit, or other approvals for the use have been met. The Zoning Officer may establish a fee or schedule of fees to cover the inspections and other administrative costs.

Section 1703 **Zoning Officer**

The administrative and enforcement officer for this Ordinance shall be known as the Zoning Officer and shall be the Board of Selectmen or their duly appointed representative. The Zoning Officer shall administer the Zoning Ordinance literally and shall not have the power to permit any use of land or buildings which is not in conformance with this Ordinance.

Section 1704 **Enforcement and Penalty**

1704.1 This Ordinance shall be enforced by the Zoning Officer if any building or use of land is, or is proposed to be, erected, constructed, reconstructed, altered, converted, maintained, or used in violation of this Ordinance. The Zoning Officer shall institute, in the name of the Town, any appropriate action, injunction, or other proceeding to prevent, restrain, correct or abate such construction or use or to prevent in or about the premises any act, conduct, business, or use constituting a violation, and shall have all enforcement powers provided by statute including but not limited to RSA 676:15, 676:17, 676:17-a and 676:17-b.

1704.2 Any person who violates this Ordinance shall be fined as provided by applicable law. No action may be brought under this provision unless the alleged offender has had at least seven (7) days notice by certified mail that a violation exists.

Section 1705 **Board of Adjustment**

There shall be a Board of Adjustment and its members shall be appointed by the Selectmen and the Moderator acting as a body, or shall be elected if so voted by the Town Meeting, for terms as provided by law. Up to five (5) alternate members shall be appointed in the manner set forth in RSA 673:6.

1705.1 The Board of Adjustment shall have the following powers as well as such other powers as may be conferred upon such boards by State Law:

- A. As set forth in RSA 676:5, to hear and decide appeals if it is alleged there is error in any order, requirement, decision, or determination made by the Zoning Officer or

Planning Board in the construction, interpretation or application of the terms of this Ordinance.

- B. To hear and decide Special Exceptions to the terms of this Ordinance upon which the Board of Adjustment is required to act as provided under the specific terms of this Ordinance.
- C. To authorize upon appeal in specific cases such Variances from the terms of this Ordinance as will not be contrary to the public interest, if, owing to special conditions, a literal enforcement of the provisions of the Ordinance will result in unnecessary hardship, and so that the spirit of the Ordinance shall be observed and substantial justice done.
- D. To authorize equitable waivers of dimensional requirements if the applicant satisfies the burden of proof upon all criteria set forth in RSA 674:33-a.
- E. In exercising its powers under this Section, the Board of Adjustment may reverse or affirm, wholly or in part, or may modify the order, requirement, decision, or determination appealed from and may make such order or decision as ought to be made and, to that end, shall have all the powers of the Zoning Officer from whom the appeal is taken.
- F. The concurring vote of 3 members of the board shall be necessary to reverse any action of the Zoning Officer, or to decide in favor of the applicant on any matter on which it is required to pass under this Ordinance.
- G. In exercising its powers under this Section, the Board of Adjustment may attach such conditions and safeguards as may be appropriate to ensure compliance with the standards of this Ordinance, or with the standards for the type of permit or approval involved.
- H. Notwithstanding Paragraph C above, the Board of Adjustment may grant a variance from the terms of a zoning ordinance without finding a hardship arising from the condition of a premises subject to the ordinance, when reasonable accommodations are necessary to allow a person or persons with a recognized physical disability to reside in or regularly use the premises, provided that: (i) Any variance granted under this paragraph shall be in harmony with the general purpose and intent of this Ordinance; and (ii) In granting any Variance under this paragraph, the Board of Adjustment may provide, in a finding included in the Variance, that the Variance shall survive only so long as the particular person has a continuing need to use the premises.
- I. Appeals to the Board of Adjustment under this Section may be taken by any person aggrieved within 30 days of the decision being appealed, and not afterward.

1705.2 The following rules shall apply in all proceedings before the Board of Adjustment:

- A. All appeals and applications to the Board of Adjustment shall be in writing on forms prescribed by that Board. Every appeal or application shall refer to the specific provision of the Ordinance involved, and shall set forth the decision appealed from, or the Special Exception, Variance, Equitable Waiver or other permit sought, together with a complete description of how the applicant believes the specific applicable standards of this Ordinance are satisfied by the use, or proposed use, of the property.
- B. Whenever a notice of appeal is filed for a Variance or an application made for a Special Exception, the Board of Adjustment shall hold a public meeting and notice shall be given as required under New Hampshire Statutes.
- C. The Board of Adjustment shall adopt rules in accordance with the provisions of this Ordinance. Meetings of the Board shall be held at the call of the Chairman and at such other times as the Board may determine. All meetings of the Board shall be open to the public. The Board shall keep minutes of its proceedings showing the vote of each member upon each question or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Selectmen and shall be a public record.
- D. The Board of Selectmen shall establish such appropriate fees as will compensate the Town for the cost of processing and reviewing all appeals and applications submitted to the Board of Adjustment. The applicant shall pay the established fee upon submission of the appeal or application.
- E. The provisions contains. herein are intended to comply with applicable provisions of New Hampshire Revised Statutes Annotated, Title LXIV, as amended. Any such amendment shall constitute a similar amendment herein without further action.

Section 1706 **Variance**

1706.1 The Board of Adjustment may, on an appeal, grant a Variance from a specific provision of this Ordinance if the Board first determines, based on specific findings of fact included in its decision, that the following five requisite standards are met:

- A. That the Variance, if authorized, will not diminish the value of surrounding properties.
- B. That the granting of the Variance will not be contrary to the public interest, nor injure the public or private rights of others.
- C. That denial of the Variance would result in unnecessary hardship, in that there exist unique or particular physical characteristics of the property, or of its setting in its environment, and either:
 - (1) that due to such characteristics, there is no possibility that the property can be used in strict conformity with the provisions of this Ordinance, and that the authorization of a Variance is therefore necessary to enable the reasonable use of the property, OR
 - (2) that due to such characteristics, the Ordinance provision, as applied to that property, interferes with its reasonable use, and that no fair and substantial relationship exists between the general purposes of the Ordinance provision, and the specific application of that provision to that particular property.
- D. That by granting of the Variance, substantial justice will be done.
- E. That the Variance will not be contrary to the spirit of the Ordinance.

1706.2 In authorizing a Variance, the Board of Adjustment may attach such conditions and safeguards as it deems necessary to protect the neighborhood and community, including but not limited to a time limit when the Variance will expire if not utilized.

Section 1707 **Fee**

The fee for any permit issued under this Ordinance shall be established by the Board of Selectmen. Such fee shall accompany each application for permit.

ARTICLE 18 **MISCELLANEOUS PROVISIONS**

Section 1801 **Severability Clause**

The invalidity of any section or provision of this ordinance shall not invalidate any other section or provision thereof.

Section 1802 **Effective Date**

This Ordinance shall take effect immediately upon its adoption.

Section 1803 **Amendments**

This ordinance and its accompanying maps may be amended in accordance with the provisions of the applicable statutes of the State of New Hampshire.

Section 1804 **Validity**

Whenever the provisions of this Ordinance or rulings made under the authority hereof differ from those of other ordinances or regulations of the Town, that provision or ruling which imposes greater restriction or higher standard shall govern.

Section 1805 **Repeal**

Upon the valid adoption of this Zoning Ordinance pursuant to RSA Chapter ~~31~~ **674**, the existing Zoning Ordinance and all amendments thereto are hereby repealed. In the event that the "Zoning Ordinance of the Town of Sugar Hill, New Hampshire, 1986" is not adopted, then the existing Zoning Ordinance and all amendments thereto shall continue to be in full force and effect.

APPENDIX A

The following is an outline of the procedures which may be required in erecting or modifying a structure on, or changing the use of, a given lot. All permits and approvals listed here are in the order in which they must be obtained.

1. Subdivision Approval (if necessary) -- Planning Board (may require Site Plan Review).
2. Zoning or Use Permit -- Zoning Officer (Selectmen) (may require Site Plan Review).
3. Variance or Special Exception (if necessary) -- Board of Adjustment (May require Site Plan Review).
4. Building Permit -- Building Inspector (Selectmen).
5. Certificate of Occupancy or Use -- Zoning Officer (Selectmen).

APPENDIX B

Zoning Map For The Town of Sugar Hill

A Copy of the zoning map for the Town of Sugar Hill is available at the Selectmen's office. For the purposes of this Ordinance, any district boundary line which appears to follow a street or road shall be construed as following the centerline of said street or road. Any district boundary line which appears to follow the shoreline of a body of water shall be construed as following said shoreline. Any district boundary line which appears to run parallel to a street or road but not at the centerline shall be construed as existing one thousand (1000) feet from the centerline.