

## BOARD OF ADJUSTMENT

If you have been denied permission from another Town agency to build or to otherwise change the use of your property, you may seek relief from the Board of Adjustment. The following information is to help you in presenting your proposal to the Board. Further information may be obtained by contacting the Chairman of the Board of Adjustment by appointment through the Board of Adjustment secretary.

### 1. General Information

- A) The Board of Adjustment meets the first Tuesday of each month.  
*(see attached schedule)*
- B) Applications may be obtained from the Board of Adjustment secretary. Copies of any of the Town ordinances and/or regulations are also available for a nominal charge. Please review the appropriate zoning ordinance (rural, residence A, etc.) for your project.
- C) The application fee is \$100.00 plus \$3.50 for each abutter and applicant.
- D) A complete application to include any supporting documentation and fee is filed with the Town Clerk. Notice of hearing will be published at least seven calendar days prior to the meeting, and the cutoff for application submission will be 5:00 p.m., 25 calendar days prior to the hearing date.  
*(By vote of 5-0 at the June 2, 1998 meeting)*
- E) The Chairman of the Board along with the Building Inspector will be available by appointment (see Board of Adjustment secretary) prior to the application submission deadline (see attached schedule).
- G) Please note that the Board generally makes a site inspection prior to making their decision. This usually takes place within a day or two of the initial public hearing. **Please plan ahead and have your proposed site “staked out” by the meeting date for viewing by the Board.** The Board, by vote, may waive site inspection.
- H) All approved appeals must observe the 30 day appeal process before applying to the Building Inspector for a permit.

## 2. Filling Out The Application

- A) It is *YOUR* responsibility to fill out the application. Please be accurate.
- B) It is *YOUR* responsibility to give complete names and addresses, including zip codes, of all abutters and:
  - 1) Include all land owners whose property adjoins or is directly across the street or stream from the land under consideration.
  - 2) You may find the Tax assessor helpful in obtaining names of abutters.

[RSA 672:3] Abutter

“Abutter” means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.

- 3) Applicant (and property owner if other than the applicant) must sign the application. ***In place of the property owner signing the application***, a letter addressed to the Board of Adjustment, authorizing the applicant to submit the application and for what purpose, would also be acceptable.
- C) Information to aid you in completing “Facts supporting this request” for a Variance are attached.

## 3. Information You Will Need At The Hearing

- A) Building or structure:  
(All of the information being requested is vital to the Board making a decision. Please be as detailed as possible.)
  - 1) You should have a readable sketch which includes:
    - a) *Lot dimensions, compass bearings, bounding streets, waterways, easements, right of ways, wetlands and existing structures*, as applicable, giving dimensions and distances in relation to the property in question.
    - b) Proposed structure showing *dimensions, placement on property, and parking spaces*, if applicable.

2. Have information available for approved water and sewerage facilities, if applicable.
3. If the proposal is for multi-family, commercial, or cluster housing use, fully engineered plans are strongly suggested including all of the information listed above.

B) Other Use:

1. Have as much information available as possible, which may include any or all of the information listed above for building, so that the Board will fully understand your proposal.

Signs - A diagram of the proposed sign showing all dimensions

Accessory Apartment - Please refer to section 4.4 of the Land Use Plan and complete the calculations as stated in section 4.4.7.

Special Exception - Complete the “conditions for granting a special exception” form.

**The Board of Adjustment does not advise or help you plan your project. It must make its decisions on the basis of the information you present and the decisions, if granted, will allow only what you request and may include restrictions to the use if the Board feels they are necessary. Please be as fully prepared as possible with accurate and precise information.**