

CANDIA BOARD OF ADJUSTMENT BY-LAWS

Adopted	April 26, 1982
Amended	July 25, 1988
Amended	June 20, 1991
Amended	August 20, 1992
Amended	December 17, 1992
Amended	October 17, 1996
Amended	July, 22, 2008
Amended	April 26, 2011
Amended	July 28, 2015
Amended	March 26, 2019

A True Copy of Record Attest:
Christina Desjardis
Candia Town Clerk
April 4, 2019

CANDIA BOARD OF ADJUSTMENT
BY-LAWS

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Article I: AUTHORITY

These By-Laws governing the procedures of the Candia Board of Adjustment are adopted under the authority of RSA 676:1 and Article 12.03 of the “Town of Candia Zoning Ordinance”.

Article II: MEMBERS

1. The Board shall consist of five (5) members who shall be appointed by the Board of Selectmen.
2. No more than three (3) alternate members may also be appointed by the Board of Selectmen.
3. The term of office for Board of Adjustment members and alternates shall be three (3) years, beginning after elections at annual Town Meeting and ending on the date of Town Meeting for the appropriate term.
4. All Board members and alternates must reside in Candia.
5. Alternates serving in the absence or disqualifications of a Board member shall have all the powers and duties of that regular member while sitting on a case or the deliberation thereof.
6. A vacancy before the expiration of a member’s term shall be filled by appointment by the Board of Selectmen for the length of the unexpired term. The Board shall make a recommendation to the BOS from their list of alternates.
7. Expired terms: The Board shall make a recommendation to the Board of Selectmen at least two (2) months prior to the expiration of a member’s term on either the reappointment or replacement of that member.
8. A member’s or alternate’s resignation from the Board shall be made in writing to the ZBA and the Board of Selectmen.
9. After a properly noticed public hearing, a Board member or alternate may be removed by the Board of Selectmen upon findings of neglect of duty, or malfeasance in office. Written notice of such finding shall be given to said Board member or alternate and a copy of same shall be filed with the Town Clerk.
10. A member or alternate unable to attend a meeting shall, at the earliest possible time, inform the Chairman so that an alternate may be designated to sit in his/her place.
11. New members and New Alternates: It shall be the duty of the Chair to acquaint new members and alternates with the Board’s procedures and to provide them with all pertinent reference materials.

Article III: OFFICERS

The officers of the Board shall be Chairman and Vice Chairman.

1. The officers shall be elected in the month of April by majority vote of the Board for a 1 year term and shall be eligible for reelection.

Article IV: DUTIES OF OFFICERS & LAND USE SECRETARY

1. Chairman: The Chairman shall preside over all the meetings and hearings: shall appoint such committees as directed by the Board; affix his/her signature where required in the name of the Board; and designate the alternate to serve in the absence or disqualification of a Board member.
2. Vice Chairman: The Vice Chairman shall preside in the absence of the Chairman and shall have the full powers of the Chairman on matters which come before the Board in the absence of the Chairman.
3. Land Use Secretary shall be responsible for:
 - A. Maintaining records of all meetings, hearings, transactions, and decisions of the Board.
 - B. Checking all applications for appeal and/or rehearing to assure that correct procedures have been followed.
 - C. Maintaining a record of all income and expenses and related budget matters.
 - D. Orienting new members and alternates, in consultation with Chairman.
 - E. The Land Use Secretary's signature may be affixed to the routing of procedural letters and forms that are part of these By-Laws except denial letters which require the Chairman's signature.
 - F. Carrying out such other duties as these procedures and/or the Board may direct.
 - G. Determining that all applications are complete.
 - H. Posting Public notice of meeting change/time (see P.3 V.5).

Article V: MEETINGS

1. Regular meetings shall be held on the fourth Tuesday of each month if there is business to be conducted currently at 7:00 p.m. in the town office building.
2. Other meetings may be held at the call of the Chairman provided public notice by posting at the Candia Post Office and the Town Office and notice to each member is given at least 24 hours (excluding Sundays and holidays), prior to such meeting.
3. A quorum for regular business shall consist of 3 members. The concurring vote of 3 members is required to reverse any action of the administrative official or to decide in favor of the applicant.
4. If any member finds it necessary to disqualify himself/herself from sitting on a particular case, he/she shall notify the Chairman so that an alternate may be requested to sit in his/her place. The Chairman shall announce the disqualification before that case is heard. The disqualified member shall absent himself/herself from the board table during the public hearing and deliberation on the case.
5. Change of date of regular meeting: If the date of the regular monthly meeting must be changed, notice shall be given at least twenty-one days before the rescheduled date by posting at the Candia Post Office and the Town Office and by putting a public notice in the paper. The notice shall contain the date change, the reason for the change, and the new deadline for accepting applications for that meeting.
6. Cancelled meeting: If a meeting at which posted and noticed public hearings were to be held must be cancelled due to unforeseen circumstances by the Board, all cases shall be rescheduled at the discretion of the Chairman either at the next regular meeting or at another meeting, and re-noticed at no expense to the applicant.
7. All meetings of the Board shall be open to the public. The use of recording devices is permitted.
8. Minutes of the meeting and information presented at public hearings shall be available for public inspection in the Town Office within (5) business days following the day of the meeting. Such materials may be copied but may not be removed from the office.
9. Order of business: The order of business for a regular meeting shall be:
 - a. Call to order, noting time
 - b. Roll call of members present
 - c. Approving minutes of previous meeting
 - d. Public hearing
 - e. Deliberation
 - f. Voting and disposition
 - g. Unfinished business
 - h. Communications and other business
 - i. Adjournment, noting time

The order of business may be varied at the discretion of the Chairman. The order of business for meetings held at the call of the Chairman shall be determined by the Chairman.

Article VI: APPLICATION PROCEDURE

1. Application to the Board shall follow the procedures and use the forms provided by the Board. Applicants shall be provided with a packet containing information on procedures, checklists and all required forms. See Appendix I.
2. The application must be received twenty-one days before the date of the meeting at which it will be heard, to allow time for the required posting and noticing.
3. No application for appeal shall be accepted unless it is deemed complete by the Clerk. A completed application shall contain the following:
 - A. Application form correctly filled out.
 - B. Abutters list.
 - C. Denial from the Building Inspector or Planning Board.
 - D. Plot plan, drawn to scale, or plat.
 - E. Notarized letter or affidavit allowing applicant to represent owner/owners.
 - F. Full payment of all fees.
4. If the Land Use Secretary determines that the application is complete, a case number shall be assigned starting with given calendar prefix, i.e. 08, 09, a public hearing date shall be set, and notice of the same given.
5. If the Land Use Secretary determines that the application is not complete, the applicant shall be notified in the most expedient manner as to what is incomplete or lacking.
6. If the Land Use Secretary believes that the same appeal had previously been before the Board, he/she shall immediately notify the applicant that his application cannot be accepted until the Board determines if circumstances have changed sufficiently to warrant acceptance of a reapplication. If reapplication is denied, written notice shall be give the applicant and a copy placed in the original case file.

Article VII: PUBLIC HEARING PROCEDURE

1. Notice: Notice of a public hearing for all appeals to the Board shall be given as follows:
 - A. A legal notice shall be placed to appear in the newspaper of general circulation within the town at least 10 days before the date of the hearing, not including the date of the notice or the date of the hearing. At the same time, the same notice shall be posted in the Candia Post Office and the Town Office.
 - B. The applicant or the owner, if different, and all abutters shall be notified by certified mail at least 10 days before the date of the hearing. See Appendix II.
 - C. All other town officials and or/boards deemed by the Chair to have an interest in the case shall be notified in writing of the hearing, and may be asked to appear to testify.
 - D. All notices shall contain the following information:
 1. Date, time and place of public hearing
 2. Case number
 3. Applicant's name
 4. Address and lot # of property
 5. Section of the Zoning Ordinance being appealed
 6. Brief description of the request
 - E. Copies of the notice to applicant and copy of the newspaper notice showing date it appeared shall be placed in the case file.
2. Hearing: The public hearing shall be conducted according to the following procedures:
 - A. The Chairman shall request the Land Use Secretary to report the case. The Land Use Secretary shall read the application, report on the manner in which notice was given and list any supporting documents submitted with the application.
 - B. The Chairman shall call the hearing to order. If applicable, the Chairman shall inform those in attendance of the disqualification of a Board Member from the case and designate the alternate, if one is present, to replace him/her. The Chairman shall also explain to those in attendance the following rules as to the conduct of the hearing:
 1. First, the applicant shall state his case to the Board and respond to their questions.
 2. Next, those appearing in favor of the appeal shall be allowed to speak.
 3. Then, those appearing in opposition to the appeal shall be allowed to speak.
 4. Then, rebuttals by both sides shall be allowed.
 5. All abutters and non-abutters who may be affected by the appeal, and others as the Chairman deems appropriate, may speak.
 6. Those speaking shall identify themselves, their address and state their relation to the appeal.
 7. Anyone present who desires a copy of the written decision of the Board shall give the Land Use Secretary their name and address at the close of the hearing.

- C. The Chairman shall conduct the hearing. Board members may ask questions at any time during the hearing. The Chairman shall request the testimony of those requested to appear.
 - D. After all testimony has been heard, the Chairman shall summarize the facts on the appeal and give the applicant the opportunity for a final statement.
 - E. The Chairman shall declare the case to be closed or to remain open if additional evidence had been requested to be submitted subsequent to the hearing or if the appeal is a Special Exception in which case the Chairman shall explain the requirements of Article XIII to the applicant.
 - F. The Chairman shall ask those wishing a notice of decisions to leave their name and addresses with the Land Use Secretary.
 - G. The Chairman shall call the next case.
3. Records: The Land Use Secretary shall record the facts of the case; the claims made by each side; and the names and interests of persons testifying. Said record shall be placed in the file.

Article VIII: DECISIONS

1. All decisions of the Board shall be based on findings that shall state all grounds for its decision and records of same shall be placed in the case file.
2. The Board shall approve, approve with conditions, deny or defer its decision within 30 days after the case has been declared closed. If not approved, the reasons for disapproval shall be stated on the notice. See Appendices III and IV.
3. If approved, the decision notice shall state that representation and/ or material submitted to the Board at the public hearing which are subject to the regulations of the Zoning Ordinances and shall be deemed conditions of the approval.
4. Notice of the decision shall be mailed to the applicant, owner, if different, and those who requested it at the public hearing. Notice shall also be given to the town officials and boards affected by the decision. A copy shall be placed in the case file, and the action shall be recorded in the lot # file.
5. Notice of the decision shall be made available for public inspection within 5 business days following the day after the meeting after the decision is made by posting the notice at the Town Office.
6. Approved variances and special exceptions shall expire unless used within one year from the date granted. The Board may for good cause shown extend such period by as much as one year.

Article IX: REHEARINGS

1. Within 30 days of the receipt of the decision of the Board, anyone affected thereby may request a rehearing.
2. Requests for a rehearing shall be in the form of a written request to the Board setting forth the grounds on which it is claimed the decision is unlawful or unreasonable.
3. At the first regular meeting after receipt of a rehearing request, the Board shall, within 30 days, by majority vote, grant or deny the rehearing request or suspend the decision pending further considerations.
4. To be granted a rehearing, the Board must first determine that good reason or new evidence which might affect the decision has been stated in the request.
5. If a rehearing is granted, the petitioner shall be notified in writing and the rehearing scheduled and noticed in the same manner as the original hearing after the costs of noticing have been paid by the petitioner.
6. If a rehearing is denied, the petitioner shall be so informed in writing stating the reasons for denial and informing him/her of his/her right to appeal to the Superior Court.

Article X: FEE SCHEDULE:

1. The Fee for all appeals to the Board shall be:

Application Fee:	_____	\$75.00
Noticing Fee:	_____	\$100.00
Abutters Fee:	_____	\$7.80 per abutter*

***noticing fee subject to postal rate changes**

2. All fees shall be paid in full before a public hearing can be scheduled.

Article XI: REIMBURSEMENT FOR ADMINISTRATIVE EXPENSES

1. The Board may impose reasonable fees to cover its administrative expenses and costs of special investigative studies, review of documents, cost of copying documents, mileage and other matters which may be required by particular appeals or applications.
2. Any fees required by the Board will be paid in advance based on an estimate agreeable to both the Board and the applicant. Said funds will be held by the Town until services are rendered and payment required.
3. The Board shall require and provide the applicant with detailed invoices showing reasonable task descriptions for services rendered. Upon request, the Board shall promptly provide a reasonably detailed accounting of expenses or corresponding escrow deductions with copies of supporting documentation.

Source: RSA 676:5 IV, et seq

Article XII: FINANCES

1. The Land Use Secretary shall keep a record of all income and expenses of the Board.
2. Budget: The Chair shall prepare and submit to the Board in November a financial statement showing that year's income and expenses and the proposed budget for the next year which requires approval from the Board before being presented to the Selectmen.
3. The Chair shall provide the Town Treasurer with a report of income, if required.
4. Expenses: Expenses, other than those directly related to cases or approved capital expenses, of more than \$50.00 require a signed approval from the Chairman.
5. Application fee: The application fee shall be reviewed as part of the budget process to insure that it is adequate to cover the cost of administration.

Rev 2008, 2015

Article XIII: LEGAL

1. Forms: All forms prescribed herein and revisions thereto shall be adopted by resolution of the Board and shall become part of these By-Laws.
2. Amendments: These By-Laws may be amended by a majority vote of the members at a regular meeting providing that such amendment is read at two successive meetings preceding the meeting at which the vote is to be taken. Amendments shall take effect upon passage.
3. Where filed: A copy of these By-Laws and amendments thereto shall be: placed with the Town Clerk for public inspection; given to all Board members and alternates; and placed in the Board's files.

Adopted	April 26, 1982
Amended	July 25, 1988
Amended	June 20, 1991
Amended	August 20, 1992
Amended	December 17, 1992
Amended	October 17, 1996
Amended	July, 22, 2008
Amended	April 26, 2011
Amended	April 5, 2015
Amended	March 26, 2019

Rev. 2008, 2015, 2019

APPENDIX I:A – APPEAL APPLICATION PROCESS

INSTRUMENTS TO APPLICATIONS APPEALING TO THE BOARD OF ADJUSTMENT

IMPORTANT: READ CAREFULLY BEFORE FILLING OUT ATTACHED APPLICATIONS

The Board strongly recommends that, before making any appeal, you become familiar with the Zoning Ordinance, and also with the New Hampshire Statutes, Title LXIV, RSA chapters 672-677, covering planning and zoning.

Three types of appeals can be made to the Zoning Board of Adjustment.

VARIANCE: A variance is a waiver or relaxation of a particular requirement of the zoning ordinance.

For a variance to be legally granted, you must show that your proposed use meets all five of the following criteria;

1. The Variance will not be contrary to the public interest;
2. The spirit of the ordinance is observed;
3. Substantial justice is done;
4. The values of surrounding properties are not diminished; and
5. Literal enforcement of the provisions of the ordinance would result in an unnecessary hardship.

(RSA 674:33)

If you are applying for a variance, you must first have some form of determination that your proposed use is not permitted without a variance. Most often, this determination is a denial of a building permit. A copy of the determination or denial must be attached to your application.

APPEAL FROM AN ADMINISTRATIVE DECISION:

If you have been denied a Building permit or are affected by some other decision regarding the administration of the Candia Zoning Ordinance, and you believe that the decision was made in error under the provisions of the ordinance, you may appeal the decision to the Zoning Board of Adjustment. The appeal will be granted if you can show that the decision was indeed made in error.

Appeals to the Zoning Board of Adjustment from administrative decisions pertaining to the Zoning Ordinance must be made within 30 days of the date of the decision, and a copy of that decision appealed from must be attached to your application.

SPECIAL EXCEPTION:

Certain sections of the Zoning Ordinance provide that: Particular use of property in a particular zone will be permitted by special exception if the specified conditions are met. The necessary conditions for each special exception are given in the Ordinance. You appeal will be granted if you can show that all the conditions stated in the Ordinance are met.

If you are applying for a Special Exception, you will probably also need a site plan or subdivision approval, or both, from the Planning Board. However, even if no Planning Board approval is needed, you must still include a plot plan with your application. Plans shall be drawn to scale, showing the location and dimensions of the lot, existing and proposed buildings and other structures and parking spaces, traffic access and circulation drives, open space, landscaping and other such information as may be necessary in order for the Board to make a decision.

SPECIAL EXCEPTION STANDARDS:

Special Exceptions shall meet the following standards:

1. No hazard to the public or adjacent property on account of potential fire, explosion or release of toxic materials;
2. No detriment to property value in the vicinity or change in the neighborhood on account of the location or scale of buildings and other structures, parking areas, access ways, odor, smoke, gas, dust, or other pollutant, noise, glare, heat, vibration, or unsightly outdoor storage of equipment, vehicles or other materials;
3. No creation of a traffic safety hazard or a substantial increase in the level of traffic congestion in the vicinity;
4. No excessive demand on municipal services, including, but not limited to water, sewer, waste disposal, police and fire protection, and schools;
5. No significant increase of storm water runoff onto adjacent property or streets.

APPENDIX I:A

PROCEDURE:

The Board meets and holds public hearings on the fourth Tuesday of every month. To insure that your appeal may be heard by the Board at its next regularly scheduled meeting, your completed application (including all exhibits and lists of abutters) must be received at least fourteen days before the date of the next meeting. If your completed application is received less than fourteen days before the Board's next meeting, the hearing on your appeal may be delayed until the following months' regularly scheduled meeting.

After you have submitted your application, accompanied by all other forms and paid the necessary fees, a public hearing will be scheduled. Public notice of the hearing will be printed in a newspaper of general circulation within the town, posted outside the Selectmen's office and mailed to you and to all abutters by certified mail at least five days before the date of the scheduled hearing.

After the public hearing, the Board will reach a decision. You and all other parties to the case will be sent a notice of decision.

Any person affected has a right to appeal this decision made by the Board. The motion for rehearing must be received within 30 days of the Board's decision. The motion for rehearing made in the form of a letter, must set forth all the grounds by which you claim the decision is unlawful or unreasonable. The Board may grant such a rehearing if, in its opinion good reason is stated in the motion. Whether or not a rehearing is held, you must have first requested one before you can appeal to the courts.

"You and all other parties will be invited to appear in person or by agent or counsel to state reasons why the appeal should or should not be granted." During the rehearing, the same procedure is followed as for the first hearing, including public notice and notice to the abutters. See RSA Chapter 677 for more detail on rehearing and appeal procedures.

If your appeal is approved by the Board, you will have one year to implement the use permitted by your variance or special exception. If you have not undertaken the use granted by a variance or special exception within one year, your variance or special exception will expire.

APPENDIX 1:B – Check List

CHECKLIST FOR APPLYING TO THE BOARD OF ADJUSTMENT TOWN OF CANDIA, NEW HAMPSHIRE

- _____ Decide if you need a variance or special exception and exact Article and Section of the Zoning Ordinance from which you seek relief. See attached instructions.
- _____ Fill out the application form completely. Be sure that you list the owner's name, what you propose to do, and why the Board should allow it.
- _____ On the form provided, list the names and addresses of all abutters, including the name and the address of the owner if he/she is not the applicant. These names can be obtained from the Selectmen's Office, but the accuracy of the list is your responsibility.
- _____ Provide a copy of the denial which forms that the basis of your application (this will usually be the Building Inspector's denial of your recent request for a building permit or the Planning Board's denial letter of your request for subdivision or site plan approval).
- _____ Provide a plot plan drawn to scale on graph paper provided that will clearly show what you propose to do.
- _____ If the applicant is not the owner, you must provide a notarized written statement of all owners authorizing you to act on the owners' behalf (it is requested that you use the form provided by the Board of Adjustment for this purpose).
- _____ Send or bring the completed application and abutters list and all other required additional information to the Land Use Office accompanied by a check made out to the Town of Candia for \$75.00 filing fee plus \$7.80* for each name on the abutters list, and \$100.00 for the cost of the newspaper notice.
***Noticing fee subject to postal rate changes.**
- _____ If you have not fully completed the application, including all the necessary exhibits and plot plans, or if you have not paid in full the required fees, your case will not be scheduled until all information is received and all fees paid.
- _____ Your completed application must be in the Land Use Office not later than 30 days before the next monthly meeting, if your appeal is to be scheduled for that meeting. Meetings are regularly scheduled to be held on the fourth Tuesday of every month.
- _____ Attend the hearing prepared to state your case. If you or someone authorized to speak for you does not appear, your case will not be heard and your appeal will not be considered.
- _____ Applicant will be responsible for advising the town if they are within the quarter mile Lamprey River watershed corridor.

Revisions: 1986, 1987, 1991, 1995, 1996, 2008, 2015, 2019

APPENDIX I: C - Application

Town of Candia
Zoning Board of Appeals

APPLICATION FOR APPEAL

OFFICE USE ONLY

FEE: \$175.00 plus abutters

CASE # _____
REC'D BY _____ DATE _____
TOTAL FEE PAID _____
HEARING DATE _____

APPLICANT: _____
(name) (address) (phone)

OWNER: _____
(name) (address) (phone)

LOCATION OF PROPERTY _____
(Tax Map, lot number and street name)

HAS THIS PROPERTY BEEN BEFORE A LAND USE BOARD PREVIOUSLY? Yes__ No__
If yes, identify which Land Use Board(s), Case No.(s) of decision.

THE UNDERSIGNED HEREBY REQUESTS:	Article	Section
() Appeal from an administrative decision from	_____	_____
() A special exception as provided in	_____	_____
() A variance to waive terms as stated in	_____	_____
() Other _____	_____	_____

TO PERMIT THE FOLLOWING: _____

Signature

Date

APPENDIX I: D - Abutters List

Town of Candia
Zoning Board of Adjustment

Abutters List

Abutter: Any person whose property adjoins
or is directly across the street or
stream from the land under
consideration by this board (RSA 372:3)

Case # _____ Map/Lot# _____
Date Rec'd _____
Fee \$ _____

Abutters list (type or print)

	<u>Map/Lot #</u>	<u>Name</u>	<u>Address</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

I, the undersigned, hereby certify that the names listed as abutters are accurate and correct, and include all persons who are abutters pursuant to the New Hampshire RSA 672:3. I acknowledge that it is my responsibility to insure that the names of all persons entitled to notice as abutters are included on the above list. I understand that while the town may assist me in preparing this list, its accuracy and completeness are solely my responsibility. I understand that I must pay a fee of \$7.80* for each name appearing on this list, including every abutter, the owner of the property and (if different from the owner) the applicant and ~~\$50.00~~ \$100.00 to cover the cost of the required newspaper notice. I also understand that these fees must be paid in full before the Board can hear my case. ***Noticing fee subject to postal rate changes.**

Signature

Date

APPENDIX I:E – Owner’s Affidavit

Case # _____

Town of Candia
Zoning Board of Adjustment
Owner’s Affidavit

I, the undersigned owner of property located at _____

do hereby authorize _____
to make the following request with respect to the above described property:

_____, _____, _____ New Hampshire,
Signature of Owner Date City or Town

County of _____. Personally appeared the above named _____

before me, _____, and acknowledged the foregoing to be his/her
(Justice of Peace/Notary Public)

voluntary act & deed.

(USE LOGO)

APPENDIX II PUBLIC - NOTICE

CANDIA ZONING BOARD OF ADJUSTMENT LEGAL NOTICE

AS AN ABUTTER OR INTERESTED PARTY, YOU ARE HEREBY NOTIFIED

Notice is hereby given that the Candia Zoning Board of Adjustment will conduct a public hearing on
_____ beginning at _____
Date _____ Time _____

Place _____

Concerning the following application:

Time Case # Applicant(s) & Owner(s) Location, Map/Lot #

Purpose Article & Section of the Zoning Ordinance

Applicant proposes to

For the Zoning Board of Adjustment

Secretary _____

Date _____

(USE LOGO)

APPENDIX III NOTICE OF DECISION – Granted

ZONING BOARD OF ADJUSTMENT NOTICE OF DECISION

HEARING DATE: _____ CASE #: _____

LOCATION: MAP/LOT #: _____

APPLICANTS: _____

OWNERS: _____

PURPOSE: _____

DECISION: _____

CONDITIONS:

ZONING BOARD OF ADJUSTMENT

Chairman

Date

Note: Any person affected has a right to appeal this decision. If you wish to appeal, you must act within thirty (30) days of the date on this notice. The motion for rehearing shall be in writing and must set forth all the grounds on which you will base your appeal, as per RSA 677.

Cc: file
Selectmen
BI/CEO
Planning Board
ZBA Members

(USE LOGO)

APPENDIX IV NOTICE OF DECISION - Denied

BOARD OF ADJUSTMENT

Case #: _____

You are hereby notified that the appeal of _____

For a _____ regarding Section _____ of the Zoning Ordinance has been **DENIED** for the reasons listed below, by a majority vote of the Board of Adjustment.

REASONS FOR DENIAL:

Board of Adjustment

By: _____

Date: _____

NOTE: Any person affected by this decision has the right to appeal by requesting a rehearing to the Board within 30 days of the date on this notice. The written request for rehearing must set forth all the grounds on which you will base your appeal.

RP/lg

cc: case file