



HANOVER, NEW HAMPSHIRE 03755
Department of Planning and Zoning
P.O. Box 483 (603) 643-0708

**APPEAL FROM AN
ADMINISTRATIVE DECISION
(Building Code)
SUBMISSION REQUIREMENTS**

An appeal to the ZBA of any administrative decision or requirement shall be taken within 15 days of the date of such decision except when violations occur. In cases involving zoning violations the alleged offender shall have 7 days from the receipt of the Notice of Violation to appeal the decision.

ALL APPLICATIONS MUST BE RECEIVED BY NOON on the submission deadline dates. This checklist must accompany the application submittals to verify that the required materials are included. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

ONE ORIGINAL AND TEN COLLATED COPIES of the following are required for application submittal:

- ___ 1. Application signed by the property owner or accompanied by a letter of agent authorization signed by the property owner;
- ___ 2. Completed Notification List; (Form attached)
- ___ 3. Filing fee and Notification fee; (Please refer to attached Rate & Fee schedule)
- ___ 4. A detailed letter:
 - ___ Describing the request **and**
 - ___ Addressing the application criteria;
- ___ 5. Detailed, 24" x 36" plans showing the exact location of existing conditions **and** proposed changes. (Please contact Judy Brotman with questions about what should be included. 640-3213)
- ___ 6. A copy of the decision being appealed.

ALL PLANS MUST BE FOLDED AND COLLATED WITH THE OTHER MATERIALS

The Zoning Board of Adjustment typically meets on the fourth Thursday of the month at 7:00 pm in the Boardroom of the Municipal Building. However, the exact date, time and location may differ from the annual schedule. Certified notices will be mailed to the Notification List recipients in accordance with State Statutes and the Town's adopted ordinances.

**ZONING BOARD OF ADJUSTMENT
TOWN OF HANOVER, NH**

**APPLICATION FOR APPEAL FROM AN
ADMINISTRATIVE DECISION – BUILDING CODE**

FOR OFFICE USE ONLY

Application No.: _____
Fee total: _____
Date filed: _____
Received by: _____

1. Applicant Name: _____
Address: _____
Phone No.: _____
Email: _____

2. Property Owner Name: _____
Address: _____
Phone No.: _____

3. Project Location (Street Address): _____
Tax Map: _____ Lot No: _____ Zoning District: _____

4. Applicant alleges an error has been made in the decision, determination or requirement by the Building Inspector concerning the following:

Article: _____ Section: _____ of the Hanover Building Code Adopting Code:

5. THE UNDERSIGNED HEREBY GRANTS PERMISSION for members of the Zoning Board to enter property for purposes of reviewing the information provided in this application.

Owner / Agent Signature: _____ Date: _____

6. This application has been completed in accordance with the Zoning Ordinance of the Town of Hanover.

Owner / Agent Signature: _____ Date: _____

7. New Hampshire State law requires the Zoning Board to hold a hearing within 30 days of the filing date of this application unless the applicant agrees to extend that period. The undersigned hereby waives the 30-day time limit with the understanding that the application will be heard on: _____ (Projected Public Hearing date)

Owner / Agent Signature: _____ Date: _____

I hereby acknowledge receipt of this application.

Zoning Administrator: _____ Date: _____

Notification List

Complete mailing address of property owners, abutters*, applicants (if different from property owner), consultants, architects, soil scientists, land surveyors and engineers whose seal appears on any plat submitted with your application. Also include the names and addresses of any holders of conservation easements on the subject property or abutting properties. Please check the current tax mailing list in the Town Assessor's Office for abutters' mailing addresses. Date of address verification: _____ **(must be within 10 days of date of submittal.)**

* *"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.* [See RSA 672:3 Abutter.] *"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."* When the officers or association are unknown all unit owners must be listed.

Subject Property:	Owner	
Map _____ Lot _____		_____

	Abutters, Applicants, Consultants, etc. (see above)	
Map _____ Lot _____		_____

Map _____ Lot _____		_____

Map _____ Lot _____		_____

Map _____ Lot _____		_____

Notification List (continued)

Abutters, Consultants, etc. (see above)

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Map _____ Lot _____ _____

Zoning Board Application Fees:

Appeal an Administrative Decision	\$150.00 + notification fee	Notification Fee = actual cost of postage
Equitable Waiver	\$150.00 + notification fee	(First Class Mail rate + Certified Mail rate)
Hearing under RSA 674:41	\$150.00 + notification fee	
Rehearing	\$ 50.00 + notification fee	
Special Exception	\$150.00 + notification fee	
Variance	\$150.00 + notification fee	

Zoning Board Schedule: 2009

HEARING DATE: 01/22/09	HEARING DATE: 05/28/09	HEARING DATE: 09/24/09
Deliberation Date: 01/29/09	Deliberation Date: 06/04/09	Deliberation Date: 10/01/09
Submission Deadline: 12/31/08	Submission Deadline: 04/29/09	Submission Deadline: 08/26/09
HEARING DATE: 02/26/09	HEARING DATE: 06/25/09	HEARING DATE: 10/22/09
Deliberation Date: 03/05/09	Deliberation Date: 07/02/09	Deliberation Date: 10/29/09
Submission Deadline: 01/28/09	Submission Deadline: 05/27/09	Submission Deadline: 09/30/09
HEARING DATE: 03/26/09	HEARING DATE: 07/23/09	
Deliberation Date: 04/02/09	Deliberation Date: 07/30/09	HEARING DATE: 12/03/09
Submission Deadline: 02/25/09	Submission Deadline: 06/24/09	Deliberation Date: 12/10/09
		Submission Deadline: 10/28/09
HEARING DATE: 04/23/09	HEARING DATE: 08/27/09	
Deliberation Date: 04/30/09	Deliberation Date: 09/03/09	
Submission Deadline: 03/25/09	Submission Deadline: 07/29/09	

****The November and December hearings are combined.**