

SANBORNTON ZONING BOARD OF ADJUSTMENT

P.O. Box 124

Sanbornton, New Hampshire 03269-0124

The Zoning Board of Adjustment is authorized to hear and decide upon appeals in the following matters:

1. **Appeal From An Administrative Decision** Where it is alleged that there is error in any order, requirement, decision, or determination made by a local board or officer in the enforcement of a zoning requirement.
2. **Application For Special Exception** To grant a Special Exception in accordance with the rules contained in the ordinance.
3. **Application For Variance** To authorize a Variance from the terms of the zoning ordinance if the variance will not be contrary to the public interest, the spirit of the ordinance is observed, substantial justice is done, the values of surrounding properties are not diminished; and literal enforcement of the provisions of the ordinance would result in an unnecessary hardship.

Copies of the *Town of Sanbornton Zoning Ordinance* are available for a fee at the Town Offices.

Application Instructions

In addition to completing the application form, applicants are required to furnish the following items:

1. A freehand or professionally drawn plot plan (8 ½" x 11" but no larger than 8 ½" x 14") of the property with dimensions, setbacks, and any other details pertinent to the application.
2. List of abutters to the property (any person whose property adjoins or is directly across the street or stream from the property under consideration). To avoid problems, please check at the Town Offices for correct addresses.
3. One business-size envelope addressed to each abutter and two (2) envelopes addressed to the applicant. If the property owner is other than the applicant, include two (2) additional envelopes addressed to the owner.

Each envelope must have postage for CERTIFIED mail: .44 + \$2.80 = \$3.24. Fill out certified slips for each envelope. Provide stamps on the envelopes. Meter-dated postage will not be accepted.

Fill out return address on each envelope to read: Zoning Board Clerk, PO Box 124, Sanbornton, NH 03269

4. A check made payable to the "Town of Sanbornton" in the amount of \$50.00 must accompany the application.
5. A copy of the tax map indicating location of property. This can be obtained at the Town Offices for a small copying fee.
6. Fill out the top portion of the application: identifying information, including zoning district, tax map and lot number, signature and date. Complete requested information for the type of request being made.

NOTE: Failure to fully prepare an application may result in hearing delay. Completed applications must be submitted at the Town Offices by the end of the first week in the month you would like your hearing scheduled, in order to allow sufficient time for legal notification. ZBA meetings are scheduled for the fourth Tuesday of the month. However, applicants should check with the ZBA Clerk to verify date of next meeting. If you need further assistance with your application, please contact: Ann Littlefield, ZBA Clerk (603) 581-8133 (please leave a message and phone number) or email: aeltfld@gmail.com