

# SANBORNTON ZONING BOARD ADJUSTMENT

P.O. Box 124  
Sanbornton, NH 03269-0214

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 an error in 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 value of surrounding properties are not diminished; and literal enforcement of the provisions of the ordinance would result in unnecessary hardship.

Copies of the Town of Sanbornton Zoning Ordinance are available for a fee at the Town Office or online at [www.sanborntonnh.org](http://www.sanborntonnh.org)

## 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 with the Zoning Enforcement Officer for current addresses.
3. A mailing fee of \$20 plus \$10 per abutter must accompany the application. If the property owner is someone other than the applicant, include an additional \$20 for mailings. A check made payable to the "Town of Sanbornton" for the total amount must accompany the application.
4. A check made payable to the "Town of Sanbornton" in the amount of \$50.00 dollars must accompany the application.
5. A copy of the tax map indicating location of the property. This can be obtained at the Town Office or the Town's website at [www.sanborntonnh.org](http://www.sanborntonnh.org)
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 a hearing delay. Completed applications must be submitted to the Town Office by the first Tuesday of the month for which 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 the date of the next meeting. If you need further assistance with your application, please contact: Audry Barriault at [abarriault@sanborntonnh.org](mailto:abarriault@sanborntonnh.org)

Revised 3.10.2023