



SECTION 1: **Appeal From An Administrative Decision**

Instructions to applicants appealing to the Zoning Board of Adjustment. Important: Read carefully before filling out the application on the reverse side.

The ZBA strongly recommends that, before making any request, you become familiar with the Chester Zoning Ordinance as it pertains to your request, and also with the New Hampshire Statutes TITLE LXIV, RSA Chapters 672-677, covering planning and zoning and particularly RSA Chapter 677 for more detail on rehearing and appeal procedures. You may view State Statutes on-line at www.state.nh.us and the Chester Zoning Ordinance at www.chesternh.org and both may be viewed at the Chester Town Offices.

If you have been denied a building permit or are affected by some other decision regarding the administration of the Chester 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 Board of Adjustment. The appeal will be granted if you can show that the decision was indeed made in error. Appeals from an administrative decision shall be filed within twenty (20) days of the date of the decision being appealed from.

A copy of the decision appealed from must be attached to this application. This application is not acceptable unless; submitted thirty (30) days prior to the meeting, all required statements have been made, and all fees paid. Additional information may be supplied on a separate sheet if the space provided is inadequate and attached to this application form.

If after your hearing has been scheduled, you find it is necessary to ask for a **“motion to continue”** you must make this request in writing to the ZBA eight (8) working days prior to the date or the motion will be denied. The ZBA may require, at your cost, additional fees to re-notice the public and abutters.

If your request is continued to the next meeting by the ZBA, the time and date will be announced, it is your responsibility to take note, as notice will not be mailed. The only public posting will be at Town Hall and the Post Office.

After the public hearing, the Zoning Board of Adjustment will reach a decision. You will be sent a written certified **Notice of Decision**.

After a special exception or variance permit has been authorized by the Board of Adjustment, and **if such permit has not been implemented within one (1) year of the date of such authorization, then such authorization shall become null and void and no permit shall be issued thereafter**. The Board of Adjustment, at the applicant’s request, may grant an extension to this time limitation. This request must be in writing before the year expires, two weeks prior to the next scheduled meeting and a copy of the original **Notice of Decision** must be attached.

PUBLIC HEARING APPLICATION REQUIREMENTS

Attached are applications and all related information concerning a request for a Public Hearing with the Zoning Board of Adjustment. The four requests that can be made are as follows:

SECTION 1: **Appeal From An Administrative Decision**

SECTION 2: **Application For A Special Exception**

SECTION 3: **Application For A Variance, Area or Use**

SECTION 4: **Application For An Equitable Waiver Of Dimensional Requirements**

The application is intended to be self-explanatory.

1. If the applicant is an agent of the owner, indicate as such, both must sign. Include a letter giving you, the applicant authority by the owner.
2. Include and attach plot plans, sketches, pictures or construction plans giving area, frontage, side and rear lines; describe the property, and the proposed use. Lack of an adequate plan could result in delay or misunderstanding of the written record.
3. Include copies of any prior applications concerning the property and information contained in subdivision or site plan review applications. Any conditions attached to a site plan review or subdivision approval must be attached.
4. **A copy of the building permit denial must be included.**
5. Attach a list of all abutting property owners, including the applicant and/or owner. If you have any difficulty, consult the Assessor's or ZBA office, **but the accuracy of the list is your responsibility.** (Abutter: any persons holding legal title to land, which adjoins or is directly across the street or stream from land under consideration.)

Public Hearings are held on the third (3rd) Tuesday of each month, unless otherwise noticed. Public notice will be posted, printed in the newspaper, certified notice will be mailed to the applicant and/or owner and abutters not less than five (5) days before the date fixed for the hearing of the appeal. The applicant and/or owner will also be mailed a certified notice of decision. A fee is charged to cover the cost of preparing and mailing **the legally required notices**. Make check payable to the **"Town of Chester"**. The **properly completed** signed application with attachments and check must be received **thirty (30) days in advance**. Failure to pay such costs shall constitute valid grounds for denial without a public hearing.

Mail to: Zoning Board of Adjustment
84 Chester Street
Chester, New Hampshire 03036-4305

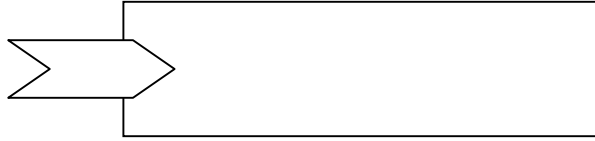
Deliver to: Chester Town Offices
84 Chester Street
Tel: 887-4343

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|-------------------|----------------------------------------------------------------------------------------------|---------------|
| Application fees: | Processing and publication of legal notice | \$ 200.00 |
| | Abutters, applicant and/or owner's certified notice | \$ 10.00 each |
| | Applicant and/or owner's Notice of Decision (overseas additional per current postal rate) | \$ 10.00 each |

To: Board of Adjustment

SECTION 1: Appeal From An Administrative Decision

ZBA Office Use Only
Date Filed-Stamp and Initial Here



Applicant:

Owner(s) of record: (indicate if same as applicant)

Mailing Address:

Mailing Address:

Telephone: _____

Telephone: _____

Property Location: Map _____ Lot(s) _____

No & Street _____

Relating to the interpretation and enforcement of the provisions of the zoning ordinance. Decision to be reviewed:

Ordinance Article (s) _____

Section (s) _____

Applicant Signature/Date

Owner(s) Signature/Date

