

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

**APPEAL OF AN
ADMINISTRATIVE DECISION**

FOR OFFICE USE ONLY

Case No. _____
Fee total _____
Date filed _____
Received by _____

1. Applicant Name _____

Mailing Address _____

Phone No. _____

Email _____

2. Property Owner _____

Mailing Address _____

Phone No. _____

3. Project Location (Street Address) _____

Tax Map _____ Lot _____ Zoning District _____

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

Article _____ Section _____ of the Hanover Zoning Ordinance:

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 _____

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I hereby acknowledge receipt of this application.

Zoning Administrator _____ Date _____

APPEAL OF AN ADMINISTRATIVE DECISION

An appeal of an 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.

SUBMISSION REQUIREMENTS CHECKLIST

- ☐ Payment of **filing fee** \$300 + \$25 Legal Notice + \$16.04 per name on notification list*
(*NO exclusions; every name)
- ☐ **SEVEN copies of the following, COLLATED**
 - ☐ This **checklist** – completed by the applicant
 - ☐ **1st page of this application** – completed by the applicant
 - ☐ Application bears the signature of the property owner or authorized agent **OR** is accompanied by a letter of authorization signed by property owner or authorized agent
 - ☐ **Notification list** - provided by the applicant

Notification requirements are outlined in NH RSA 676:7 & in the Zoning Ordinance. The notification list shall be drafted not more than FIVE days prior to filing, and shall include the **names AND mailing addresses** of:

- ☐ Owner of the subject property
- ☐ Applicant (if different from the owner of the subject property)
- ☐ Abutting property owners. A list of abutting property owners & mailing addresses can be generated & printed from the Assessor's records at: axisgis.com/HanoverNH/ For properties under a condominium or other collective form of ownership, a list of the officers of the collective or association, is acceptable. When the officers are not known, each individual condominium owner must be listed. Please call 640-3213 for assistance.
- ☐ All holders of conservation, preservation or agricultural preservation restrictions as defined in RSA 477:45
- ☐ **A detailed letter**
Include a letter describing every ground upon which it is claimed that the decision, or determination made by an administrative official in the enforcement of any zoning ordinance complained of is erroneous.
- ☐ **Copy of the decision** being appealed

- ☐ Digital copy of **complete** submission emailed to bruce.simpson@hanovernh.org