

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

**APPEAL OF AN ADMINISTRATIVE
DECISION – BUILDING CODE**

FOR OFFICE USE ONLY

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

Applicant _____
Mailing address _____

Phone _____ email _____

Property owner _____

Mailing address _____

Phone _____ email _____

Project location (street address) _____

Tax map _____ Lot _____ Zoning district _____

Applicant alleges an error has been made in the decision, determination or requirement by the Building Inspector concerning the following in Article _____, Section _____, of the Hanover Building Code Adopting Ordinance:

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 _____

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

Owner / Agent Signature _____ Date _____

FOR OFFICE USE ONLY

I hereby acknowledge receipt of this application.

Zoning Administrator _____ Date _____

APPEAL OF AN ADMINISTRATIVE DECISION (Building Code)

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**
Letter describing every ground upon which it is claimed that the decision, or determination made by an administrative official in the enforcement of any Town ordinance is erroneous.
- ☐ **Copy of the decision** being appealed

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

ZONING BOARD OF ADJUSTMENT SCHEDULE: 2025

- Hearings are usually held on the fourth Thursday of the month, in the Town Hall Boardroom, beginning at 7:00 PM
- Deliberations are usually held the week after the public hearing, on Thursday, in the Town Hall Boardroom, beginning at 7:00 PM
- Submission date is usually the last business day of the preceding month

MONTH	SUBMIT APPLICATION BY	HEARING DATE	DELIBERATIONS
JANUARY	December 31	JANUARY 23	January 30
FEBRUARY	January 31	FEBRUARY 27	March 6
MARCH	February 28	MARCH 27	April 3
APRIL	March 31	APRIL 24	May 1
MAY	April 30	MAY 22	May 29
JUNE	May 30	JUNE 26	July 3
JULY	June 30	JULY 24	July 31
AUGUST	July 31	AUGUST 28	September 4
SEPTEMBER	August 29	SEPTEMBER 25	October 2
OCTOBER	September 30	OCTOBER 23	October 30
NOVEMBER	October 31	NOVEMBER 20	December 4
DECEMBER	November 28	DECEMBER 18	January 8

The ZBA reserves the right to hold deliberations on the same night as the hearing and/or to reschedule, postpone, or continue hearings or deliberative sessions when warranted by the circumstances.