

ANTRIM ZONING BOARD OF ADJUSTMENT
P.O. BOX 517
ANTRIM, NEW HAMPSHIRE 03440
603-588-6785

APPLICATION & INSTRUCTIONS FOR AN APPEAL

The Board strongly recommends that before making any appeal, you become familiar with the Zoning Ordinance.

Following is a description of the different types of appeals which can be made to the Zoning Board of Adjustment.

VARIANCE:

A variance is an authorization, which may be granted under special circumstances, to use your property in a way that is not permitted under the strict terms of the Zoning Ordinance. For a variance to be legally granted you must show that your proposed use meets all five of the following conditions:

1. The variance is not contrary to the public interest.
2. The spirit of the ordinance is observed.
3. Substantial justice is done.
4. The values of surrounding properties are not diminished.
5. Literal enforcement of the ordinance would result in unnecessary hardship.
Unnecessary hardship means:
 - a. There is no fair and substantial relationship between the general public Purposes of the ordinance provision and the specific application of that provision to the property; and
 - b. The proposed use is a reasonable one.

APPEAL FROM AN ADMINISTRATIVE DECISION:

If you have been denied a building permit or are affected by some other decision regarding the administration of the 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 Zoning Board of Adjustment. The appeal will be granted if you can show that the decision was indeed made in error.

SPECIAL EXCEPTION:

Certain sections of the Zoning Ordinance provide that a particular use of property in a particular zone will be permitted by Special Exception if specified conditions are met. The necessary conditions for each Special Exception are given in the Ordinance. Your appeal for a Special Exception shall be granted if you can show that the conditions stated in the Ordinance are met.

For any appeal, the application form must be properly filled out. The application is intended to be self explanatory but be sure that you show:

Who owns the property? If the applicant is not the owner, this must be explained. Note: The owner or the agent of the owner must apply for a variance.

Where is the property located? Indicate the tax map and lot number.

Describe the property. Give area, frontage, side and rear lines, slopes and natural features.

What do you propose to do? Attach sketches, plot plans, pictures, construction plans or whatever may help explain the proposed use. Include copies of any prior applications concerning the property. (Plans and sketches must be drawn to scale.)

Why does your proposed use require an appeal to the Board of Adjustment?

Why should the appeal be granted?

Prepare a list of all abutting property owners and attach it to you application. You may look these up on the tax map at the town Office. The accuracy of the list is your responsibility.

The completed application should be filed with the secretary to the Board of Adjustment at the Town Office with a fee sufficient to cover the cost of advertising and preparing and mailing the legally required notices. Make checks payable to the Town of Antrim and remit with the application.

The Board will schedule a public hearing within 30 days of receipt of the properly completed application

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APPLICATION FOR APPEAL

ZBA File # _____	Date Received _____	By _____
(for office use only)		

1. Name & address of applicant: _____

Phone _____ E-mail _____

2. Name & address of owner(s) of record (if other than applicant): _____

Phone _____ E-mail _____

3. Location of property: _____

4. Zoning District: _____ Parcel # _____

NOTE: Fill in Section 1, 2 or 3 as appropriate. This application is not acceptable unless all required statements have been made. Additional information may be supplied on a separate sheet if the space provided is not adequate.

SECTION 1: APPEAL FROM AN ADMINISTRATIVE DECISION

Relating to the interpretation and enforcement of the provisions of the zoning ordinance.

Decision of the enforcement officer or Board to be reviewed: _____

_____ Date: _____

Article: ____ Section: ____ of the zoning ordinance in question: _____

SECTION 2: APPLICATION FOR A SPECIAL EXCEPTION

Description of proposed use showing justification for a special exception as specified in the zoning ordinance Article _____ Section _____

6 Criteria To Be Met To Grant This Request (Use Additional Sheets If Necessary):

1. The proposed use may be similar to one or more of the uses already authorized in the district and is an appropriate location for such a use because:

2. Such approval would not adversely affect the neighborhood, nor otherwise be injurious, obnoxious or offensive because:

3. The use will not create excessive traffic congestion, noise, or odors in the neighborhood where it is proposed because:

4. Such approval would be consistent with the intent of the zoning ordinance, after having given due consideration to recommendations received from the planning board, because:

5. Adequate and appropriate facilities will be provided for the proper operation of the proposed use:

6. If the proposed special exception is listed in Article XIII, D (Special Exception Uses) of the Antrim Zoning Ordinances, then it must meet all conditions of that article:

SECTION 3: APPLICATION FOR A VARIANCE

A variance is requested from Article _____ Section _____ of the zoning ordinance

to permit _____

5 Criteria To Be Met To Grant This Request (Use Additional Sheets If Necessary):

1. The variance is not contrary to the public interest because:

2. The spirit of the ordinance is observed because:

3. Substantial justice is done:
hardship as follows:

4. The value of surrounding properties are not diminished.

5. Literal enforcement of the ordinance would result in unnecessary hardship.

Unnecessary hardship means: Because of special conditions of the property that distinguish it from other properties in the area:

- a. There is no fair and substantial relationship between the general public purposes of the ordinance provision and the specific application of that provision to the property; **and**

- b. The proposed use is a reasonable one.

APPLICANT SIGNATURE (REQUIRED)

Applicant: _____ Date: _____

AGENT AUTHORIZATION (IF APPLICABLE)

I authorize _____ to act
agent and represent me before the Antrim Zoning Board of Adjustment; as my

Date: _____

Signed: _____

"I hereby authorize the Antrim Zoning Board of Adjustment and its agents to access my land for the purpose of reviewing this proposal, performing inspections deemed necessary by the Board or its agents to ensure conformance of the on site improvements and the approved plan and all Town of Antrim ordinances and regulations"

Date: _____

Signed: _____