TOWN OF WOLFEBORO

ZONING BOARD OF ADJUSTMENT

APPEAL OF ADMINISTRATIVE DECISION

Dear Applicant:

You have applied for an APPEAL OF ADMINISTRATIVE DECISION. **Appeals must be filed within 30 days of the initial decision.** When this application is completed and submitted with the necessary information and fees, the secretary of the Zoning Board of Adjustment will schedule a public hearing. You or your representative shall present the information that you feel supports your appeal.

The Board strongly recommends that you become familiar with the Zoning Ordinance. For relief to be legally granted, you must provide to the Board the reasons that you feel the decision rendered is incorrect.

A majority of the Board must be convinced that your facts are correct. It is up to you, the applicant, to present this evidence.

Please find attached the following forms to assist you to you or your authorized representative prepare for your presentation and hearing with the Board of Adjustment:

-- NOTICE OF ZONING DECISION -- to be filled out by the Wolfeboro Codes Officer

-- APPEAL OF DECISION – to be filled out by the applicant

-- FACTS SUPPORTING APPEAL REQUEST -- to be filled out by the applicant.

-- APPLICATION REQUIREMENTS AND PLAN CHECKLIST

-- YOU MUST ALSO PROVIDE A COPY OF THE DECISION YOU ARE APPEALING

This information is provided to you so that your presentation to the Board will be complete and the hearing will proceed smoothly. Upon completion of this information please provide a copy to the Board of Adjustment Secretary for a review of completeness and to schedule a hearing.

If you have questions regarding this process you are invited to call the Board Secretary at 569-5970

Sincerely,
Wolfeboro Board of Adjustment

TOWN OF WOLFEBORO

ZONING BOARD OF ADJUSTMENT

NOTICE OF ZONING DECISIONOF CODES OFFICER

Section I -- (To be prepared by the Wolfeboro Building Official)

To: Name: _____

Address: _____

_____

Your request for a permit to (specify use):_____
_____
_____

on property located at:_____

is DENIED for the following reason: _____
_____
_____

You have the right to appeal this decision under Article 175.187 of the Wolfeboro Planning and Zoning Ordinance after completing the Section II of this form.

_____ _____
Building Official Date

FACTS SUPPORTING APPEAL REQUEST

Section II -- (To be prepared by Applicant)

Date: _____

NOTE: Additional information may be supplied on separate sheet if the space provided is not inadequate.

TO: Zoning Board of Adjustment
Town of Wolfeboro
P.O. Box 629
Wolfeboro, New Hampshire 03894-0629

1. Having been denied a permit by the Code Official for the reason specified in Section I: NOTICE OF ZONING DECISION (Copy Attached). I hereby appeal the decision and request the Board of Adjustment to schedule a public hearing to consider this appeal.

2. I realize that providing the complete information requested below is the responsibility of the undersigned applicant and must be provided before a public hearing can be scheduled by the Board. I understand that it is my responsibility to present this appeal to the Board.

a. Type of Appeal: Administrative Decision_____

b. Basis for Appeal is Article_____, Section_____ of the Wolfeboro Planning and Zoning Ordinance

c. Location of property in question: _____
_____

d. Tax Map number: _____ Lot Number: _____ Sub Lot: _____

e. Zoning District: _____

f. Name of Applicant: _____

g. Mailing Address of Applicant: _____
_____

h. Phone Number of Applicant: _____

i. E-mail address: _____

j. Name of Company (if applicable): _____

k. Legal Owner of the Property: _____

l. Mailing Address of Property Owner: _____

_____

m. Proposed use of property or modification of existing use: _____

_____

_____

n. Directions to the property from the Wolfeboro Town Hall: _____

_____

_____

_____

_____

I understand that I must appear in person at the public hearing scheduled by the Board of Adjustment to present this appeal. If I cannot appear in person, I will notify the Board in writing of the name of the individual I designate to represent me at the hearing. I also understand that it is my sole responsibility, as the applicant, to provide ALL of the information required to the Secretary of the Board of Adjustment before a hearing can be scheduled.

_____ _____

Applicant's Signature Date

FACTS SUPPORTING THIS REQUEST:

I request and APPEAL FROM ADMINISTRATIVE DECISION made by _____

_____

In relation to Article _____, Section _____, of the Wolfeboro Planning & Zoning Ordinance.

The decision to be reviewed is as follows:

_____
_____
_____
_____
_____
_____

The Applicant states that the decision appealed, is incorrect for the following reasons:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

(if the space provide is insufficient for the required information, please attach supplementary sheets as necessary. Reference the attachment of supplementary information on this sheet)

Applicant: _____ Date: _____

TOWN OF WOLFEBORO

ZONING BOARD OF ADJUSTMENT

APPLICATION REQUIREMENT CHECKLIST:

To complete this application, I understand that the following material and information is required and is attached:

-- This form completed in full.
-- A letter of authorization from the owner of the property if the applicant is different and or will not be in attendance at the meeting.
-- A complete list of all abutters of the property involved in this appeal with their current mailing address and tax map numbers. Include the names and addresses of all abutters, including those to the rear, sides, and front of the property, including those across the streets, roads and rights-of -way. (Failure to provide complete information on abutters will result in this application being returned for the necessary information and will delay the scheduling of a hearing.)

For each abutter, owner, applicant and agent you also need to provide:

1. A plain white #10 envelope with the name and address of the abutters, applicant(s), and owner(s) and *current certified postage affixed (no meter date)*.

2. 1 set of 1" x 2 1/2" labels with abutter's, applicant(s) and owner's names and addresses. These are to go on the certified mail slips, so must be that size.

-- A scale drawing or plot plan (11" x 17") of the property will be required (see instructions attached) . See or telephone the secretary, (569-5970), to determine which is needed.

-- A check for $150.00 made out to The Town of Wolfeboro.

Funds to be disbursed as follows:

Newspaper ads: Notice and Notice of Decision	$100
Board of Adjustment Filing Fee	$ 50
TOTAL	$150

Note: All forms must be completely filled out and signed by the owner/applicant and his or her agent before they will be accepted by the Board of Adjustment. Completed forms must be returned to the Office of the Board of Adjustment no later that 21 calendar days prior to the Board's scheduled meeting. The applicant of his/her agent is requested to attend the public hearing on the above request. If you have any questions, please call the Planning Office at 569-5970.

PLAN REQUIREMENTS:

A plot plan OR scale drawing will be required as part of your presentation to the Board of Adjustment. Since a similar plan is usually necessary for a building permit application and or for Planning Board Site Review, the plan can serve both purposes.

A plot plan or scale drawing (11" x 17") for the purposes of a zoning application should contain the following features:

a. Be up to date and dated.

b. Drawn to scale, with drawing number and north arrow.

c. Signature and name of the plan preparer.

d. The lot dimensions and bearings and any bounding streets and their right-of-way widths or half sections.

e. Location and dimensions of existing or required service areas, buffer zones, landscaped areas, recreation areas, safety zones, signs, rights-of-way, streams, drainage, easements, and any other requirements.

f. All existing buildings or other structures with their dimensions and encroachments.

g. All proposed buildings, structures or additions with dimensions and encroachments indicating "proposed" on the plan.

h. "Zoning envelope" made from setbacks required by zoning ordinance. Indicate zone classification, all setback dimensions. Indicate any zone change lines.

i. Elevations, curb heights and contours.

j. Location and numbering of parking spaces and lanes with their dimensions. Indicate how required parking spaces are computed.

k. Dimensions and directions of traffic lanes and exits and entrances.

l. Any required loading and unloading and trash and snow storage areas.