

## CHECKLIST FOR ZBA APPLICANTS

Applications to the ZBA must be received 24 days prior to a ZBA meeting, the second Thursday of each month. Check for your deadline with Town Hall, 603-284-7701 or [www.sandwichnh.org](http://www.sandwichnh.org)

Complete the following pages for your application (use this Checklist):

- Application Pages.
- Signature page.
- Abutters' List. The names and addresses should be those of the current owners as published in the Town of Sandwich tax records. Find these on the Town website in the Avitar records. Make sure you give the mailing address, not the physical address of the abutter. Include all properties that abut your property. The accuracy of the list is your responsibility. Under the Law all abutters must be notified of the hearing on your Appeal. Failure to include any abutter might invalidate the proceedings. Your list of abutters should include yourself, your agent if you have one, and any licensed professional whose stamp is on the plan. Include the holders of any conservation easements.
- Fee Schedule. Check that you included yourself and your agent!
- Disclaimer to sign.

Submit Relevant Additional Pages

- Agent page. If you are not the owner of the property, the owner must sign this to authorize you to serve as his or her agent. If your attorney or surveyor will speak for you or assist you at the hearing, you must authorize him or her.
- Waivers. Your surveyor will help you decide if you need any Town rule or ordinance waived. Perhaps your particular case does not require that the plat show steep slopes or wetlands, for example.
- Denial of Building Permit by Town Compliance Officer
- Denial or inspection reports by any other Town or State agency
- Applicant's summary of request. Use formal letter format, addressed to Zoning Board of Adjustment
- Property tax card from property file
- Pertinent past decisions by Town boards
- Letters of support from abutters, if any
- Surveyed Plat by licensed surveyor showing all relevant details as prescribed in the *Sandwich Site Plan Review Regulations*.

Mail or deliver **Eleven (11)** sets of completed Application forms and all attachments with the appropriate Fee to:

**Town of Sandwich  
Zoning Board of Adjustment  
PO Box 194  
Center Sandwich, NH 03227-0194**

The Town office is open Monday-Thursday, 7:30 a.m. to 5:30 p.m.

Make checks payable to the Town of Sandwich.

When your application is received, the Land Use Secretary will schedule a public hearing. Public Notice will be mailed, via verified mail, to you and to all Abutters, and if any, Agents, Licensed Professionals whose stamp is on the submitted plan, and easement holders.

Notice of the meeting will be posted at the Town Hall and two Post Offices and on the Town website [www.sandwichnh.org](http://www.sandwichnh.org) at least **10** days prior to the Hearing.

**Zoning Board of Adjustment  
P.O. Box 194  
Center Sandwich, NH 03227**

**Application for Appeal of Administrative Decision**

Administrative use only

CASE # \_\_\_\_\_

Date Filed \_\_\_\_\_

Rec. by \_\_\_\_\_

Hearing Date \_\_\_\_\_

Decision \_\_\_\_\_

Decision Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

*If Applicant is the same as Owner write SAME, above. If not, you must complete an Agent Form, and include a statement of your vested interest.*

Physical Address of Property: \_\_\_\_\_

Zoning District \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot # \_\_\_\_\_ Lot Size \_\_\_\_\_

Shore Frontage \_\_\_\_\_ feet Road Frontage \_\_\_\_\_ feet

The property is used for year-round residential use \_\_\_\_\_, seasonal residential use \_\_\_\_\_, other (please specify) \_\_\_\_\_.

Have any previous appeals/decisions or permits (State and or Town) been made in regard to this property? \_\_\_\_\_ (If yes, attach copies)

Provide a brief description of the application. This short statement will be used in public notices of your case.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relating to the interpretation and enforcement of the provisions of the Town’s Zoning Ordinance. the “administrative officer” means any Official or Board who has responsibility for issuing Permits or Certificates under the Ordinance, or for Enforcing the Ordinance, and may include a Compliance Officer, Board of Selectmen, or other Official or Board with such responsibility. (NH RSA 676:5)

Relating to the interpretation and application of the provisions of the Zoning Ordinance.

Administrative Officer making the Decision \_\_\_\_\_

Decision to be reviewed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Article: \_\_\_\_\_ Section: \_\_\_\_\_ of the Sandwich Zoning Ordinance in Question. List and describe fully all the reasons the Board should grant this Appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date the Administrative Officer made the Decision appealed from:

\_\_\_\_\_

ATTACH: A copy of all papers, documents, and plans presented to the Administrative Officer relating to this Appeal.

The undersigned applicant hereby applies for the granting of said Variance, Special Exception, Relief from Administrative Decision, Request for Rehearing, or Equitable Waiver of Dimensional Requirements under penalties of perjury; I/we represent that to the best of my/our knowledge, the data and information submitted as part of this Application is true and correct.

The undersigned applicant hereby authorizes the Zoning Board of Adjustment Members and/or Town Staff to inspect the subject property for the purpose of evaluating this Application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

**ABUTTERS LIST**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

(Location of property)

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Zoning District \_\_\_\_\_

Address: \_\_\_\_\_

(Mailing)

ABUTTER means any person whose property adjoins or is directly across the street or stream from the land under consideration by the Zoning Board of Adjustment. For noticing purposes, it also includes the owner, applicant, any agent representing you, any professional whose license stamp is on the plan, and any easement holders. (RSA 672:3)

1. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Address: \_\_\_\_\_

4. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Address: \_\_\_\_\_

5. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Address: \_\_\_\_\_

6. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Address: \_\_\_\_\_

7. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Address: \_\_\_\_\_

8. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Address: \_\_\_\_\_

9. Name: \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Address: \_\_\_\_\_

This Board is not responsible for the information supplied above. The most current property information is available at the County Registry's office or at [www.sandwichnh.org](http://www.sandwichnh.org) under the Assessor tab. Use a separate page as necessary to list all abutters.

**FEE SCHEDULE**

<u>Appeal</u> _____	<u>Fee</u>	<u>Amount Submitted</u>
Appeal of an Administrative Decision	\$50	\$ _____

Associated Fees

Letters to Abutters via Certified Mail# of letters _____ x <u>\$10.00</u>	\$ _____
Public Hearing Newspaper Notice <u>\$80.00</u>	\$ _____
Total Due	\$ _____

Please note: Fees are set by the Board of Selectmen and may not be waived by the Zoning Board of Adjustment. Fees were last amended, 4/21/22

**DISCLAIMER**

Name of Applicant/Agent: \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning District \_\_\_\_\_

Signature of Applicant/Agent: \_\_\_\_\_

The Town of Sandwich, its employees, the Planning Board, and the Zoning Board of Adjustment are here to help an applicant through the process of applying for either a Site Plan Review, Boundary Line Adjustment, Subdivision of Property, Excavation Permit, Preliminary Consultation, Design Review, Scenic Road Tree Cut, Variance, Special Exception, or Appeal of an Administrative Decision, Equitable Waiver or Motion for Rehearing.

Town employees are not trained or licensed to give legal advice or to provide answers to any substantive questions (those requiring interpretation of the Town's Zoning Ordinance and/or Regulations).

There is no promise or guarantee for the outcome of an application, case or review. Land Use boards, the Planning Board and Zoning Board of Adjustment, meet in public and only make decisions at those public meetings.

The Town staff and the Land Use Secretary will gladly help with questions within these constraints. If you find that you need additional help to successfully complete the application process, please seek advice from a lawyer or surveyor.

Thank you for your understanding. We look forward to working with you.

**AGENT FORM**

Complete this form if Applicant is other than the Owner of the property

Agent's Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Give a statement of your vested interest: (You may supply this statement on a separate sheet if additional space is necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Agent \_\_\_\_\_ Date \_\_\_\_\_

The undersigned Owner hereby authorizes the above-named agent to present this Appeal and furnish all required information and for Sandwich Zoning Board of Adjustment members and/or town staff to inspect the subject property for the purpose of evaluating this Appeal.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_



**WAIVERS:**

I (we) am (are) requesting a waiver\* of the following:

- Section \_\_\_\_\_ of the Sandwich Zoning Ordinance
- Section \_\_\_\_\_ of the Zoning Board of Adjustment Rules of Procedure;
- The requirement \_\_\_\_\_ of the Zoning Board of Adjustment Application

For the following reasons: (please use a separate page as appropriate)

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I (we) understand that a denial of the waiver request may result in the application being continued until all required documents are provided.

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Applicant(s) or Agent

\* A waiver may be granted if the Board finds, by majority vote, that strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the Board's Regulations or that specific circumstances relative to the appeal indicate that the waiver will properly carry out the spirit and intent of the Board's Regulations. The basis for any waiver granted by the Board shall be recorded in the minutes of the Board.

This application does not require any waivers.

\_\_\_\_\_  
*Signature*