



RINDGE BOARD OF ADJUSTMENT

30 PAYSON HILL ROAD, PO BOX 163

RINDGE, NH 03461

Tel. (603) 899-5181 X100 Fax (603) 899-2101 TDD 1-800-735-2964

www.rindge.nh.org

APPEAL FROM AN ADMINISTRATIVE DECISION

Do not write in this space: Case #: _____ Date Filed: _____ Check #: _____ Date ck. received: _____
Amount: _____ Signed (ZBA) _____

Name of applicant _____

Address _____

Owner _____ (If same as applicant, write "same")

Telephone _____ email address _____

Location of property _____

(Street #, Map/Lot #, Subdivision)

NOTE: 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 inadequate. An application fee of \$175.00 is required for applications under three lots. Multi-lot developments of three lots or more will be charged an additional \$150.00 the fees are required with this application. **In the case of financial hardship contact the Overseer of Welfare at the Town Office.**

APPEAL FROM AN ADMINISTRATIVE DECISION

Relating to the interpretation and enforcement of the provisions of the Rindge zoning ordinance by the:
Code Enforcement Officer _____ Planning Board _____ Building Inspector _____ Other _____

The Decision or Notice of Violation to be reviewed is: Case Number _____ Date _____

Relating to Rindge Ordinance (Zoning, Sign, etc.) _____ Article / Section _____

Paragraph (s) _____

(Please attach a copy of the Notice of Decision of Violation to this application).

If you have been affected by the decision of any official in the enforcement of the Rindge Zoning Ordinance, and you feel the decision was made in error, you may appeal that decision to the ZBA (**NH RSA 674:33 & 676:5**) .

Completing Application:

1. Application forms are available at the Town Office and on the Web Site at <http://www.rindge.nh.org>. The most current form provided must be used. **A completed application for Appeal must be filed with the Board of Adjustment within 30 days of the date of the decision being appealed.**
2. Clarification of the Zoning Ordinance and assistance in completing the application process can be obtained from the Code Enforcement Officer, Planning Board Director, or Secretary of the Zoning Board. Legal assistance should be obtained from the Applicant's personal attorney.



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3. Correctness of information submitted is the responsibility of the Applicant.
4. Applications must be complete and legible, either typed or printed in ink. Incomplete or illegible applications will be returned and must be resubmitted.
5. Zoning district information may be obtained from the Code Enforcement Officer, Planning Board Office or the Town Office.
6. Applicants having questions regarding the application process may contact the Zoning Board of Adjustment, 30 Payson Hill Road, P.O. Box 163, Rindge, NH 03461 (603) 899-5181 ext. 105.
7. Applicants should become familiar with all pertinent ordinances prior to submitting an application to the Board.
8. **The application must be signed by the property owner.** Signature by anyone else or other representation at the meeting must be approved in writing by the property owner.
9. Submit eleven (11) copies of the attached notification list with all names and mailing addresses for everyone who must receive notification of the public hearing including:
 - a. Owner of property.
 - b. Applicant (if different from owner).
 - c. Agent(s) (if different from owner & applicant and not already included in #f below).
 - d. Owners of record of all abutting properties (directly abuts the lot in question or is directly across a street, road or stream from the lot in question) as indicated in the Town Records not more than 5 days before the date of filing, identified by the map and lot numbers as shown on the Rindge Tax Map.
 - e. All individuals or entities holding a mortgage or lien on the subject property as of the date the application is submitted.
 - f. All individuals whose professional seal appears on any plan submitted.
 - g. All holders of conservation, preservation, or agricultural preservation restrictions as defined under **NH RSA 477:45**.
10. The following must also accompany your application at the time it is submitted:
 - a. Eleven (11) copies of any additional documents that you wish the Board to consider at the public hearing (letters, deeds, etc.).
 - b. Eleven (11) copies at a size of 8 ½" x 14" (legal size) and in addition three (3) full size (24' x 36"), if applicable, copies of the survey, plot plan or accurate scaled drawing must be submitted showing the location and dimensions of all structures, property lines and other pertinent data, including adjacent streets and roads. If the application is for dimensional relief an "As-built" survey performed to detail the horizontal and vertical positions of the physical improvements of all or part of a tract, parcel or lot of land as defined in the New Hampshire Code of Administrative Rules Lan 503.02 (a) shall be submitted. The survey need only be made with enough detail to clearly delineate the area for which the dimensional relief is being sought.



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- c. Eleven (11) copies of one or more photos clearly showing the area of the property for which relief is being sought. An application fee of \$175.00 is required for applications under three lots. Multi-lot developments of three lots or more will be charged an additional \$150.00 the fees are required with this application. Fees are non-refundable. Make checks payable to the Town of Rindge.
- e. Eleven (11) copies of the documents being appealed (application form, supporting documents, denial, etc.).
- f. All physical evidence submitted to the Board will be retained by the Board as part of the record of the petition.
- g. A full copy of the appeal application must also be forwarded from the applicant to the official whose decision is being appealed.

Your completed application along with all other necessary paperwork and fees must be submitted to the Zoning Board at **least 21 days prior to the date of the meeting you wish to attend**. A date, time and place will be set for the meeting and notice will be sent to the Applicant and all other necessary individuals. Notice of the public hearing shall be published in a newspaper of general circulation. In signing the application form, the applicant authorizes members of the Board and/or staff to enter into and view the premises for the purposes of understanding the request being made. Board members and/or staff may or may not choose to view the site. However, all sites shall be clearly marked with the e-911 street addresses to facilitate inspection. You or your representative must attend the Zoning Board hearing. If no one is present at the meeting to present your application, it will be denied without prejudice and the Applicant must refile. Decisions are usually rendered by the Board at the same meeting at which the public hearing is held. In some instances, decisions may be made at a later date. The findings of the Board will be forwarded to the Applicant by certified mail. The public hearing will be held first, with the Applicant or his representative presenting his petition. Following this, those wishing to speak in favor or in opposition may do so. All comments must be directed to the Chair. Everyone rising to address the Chair shall identify himself, giving his name and address. Any physical evidence submitted during the public hearing in the form of plans, drawings, pictures, correspondence, etc. shall be kept by the Board as part of the permanent record of the application. Reasons will be given for all decisions of the Board. In the event the Board wishes to wait to make a decision, the Applicant will be so notified. All decisions will be announced by the Chair at the time they are made, with a copy mailed to the Applicant by certified mail. For additional information, see ZBA Rules and Regulations. **You or any party affected by the decision of the Board have the right to appeal. To appeal you must first request the Board hold a rehearing.** Please refer to applicable Ordinances and NH RSAs or contact the Zoning Board of Adjustment for further information on requesting a rehearing and what form that request must take.

STATEMENT OF ASSURANCE

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Rindge. I authorize the Members of the Board or their staff to enter onto my property for the purposes of this review.

Owner's Signature (or Applicant's if authorized)

Date



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Town of Rindge, NH Notification List

The following information shall be submitted, as required, as part of all Land Use applications. The list shall include all of the following: **A** The name and mailing address of the owners of all **abutting** properties, vacant or improved. The name and address shall be that taken from the Town records not more than 5 days before submission of the list. **P** The name and mailing address of all **professionals** whose seal appears on the plans being submitted as part of this application. **L** The name and mailing address of all parties holding a mortgage or **lien** on the property. **R** The name and mailing address of all parties holding a conservation, preservation, or agricultural preservation **restriction on** the property. **NAME MAILING ADDRESS TAX MAP/LOT# IF ABUTTER OR LIST P, L, OR R FROM ABOVE**



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Plot Plan Drawings Requirements

All Board of Adjustment applications must be accompanied by a plot plan with the following requirements:

- * Must be drawn to scale
- * Show all proposed and existing buildings (including, sheds, etc.)
- * Show measurements to all boundaries from all buildings, existing & proposed
- * Show all wetlands with measurements to existing buildings, proposed buildings, & driveways including parking areas
- * Show building and wetlands setback requirements (including lakes, streams, and other surface waters) for zoning district where the property is located.

