

**Pittsfield Zoning Board of Adjustment  
Town of Pittsfield  
85 Main Street  
Pittsfield, NH 03263**

**Notice of Appeal of Administrative Decision**

Notice of appeal applications must be complete and legible

Name of applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_ Telephone no.: \_\_\_\_\_

Name of property owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_ Telephone no.: \_\_\_\_\_

Name of representative: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_ Telephone no.: \_\_\_\_\_

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Location of the property concerned (street address): \_\_\_\_\_

Tax map and lot no.: \_\_\_\_\_ Lot area: \_\_\_\_\_

Zoning district or districts of the property concerned (circle the district name or names):

Commercial                                      Light Industrial/Commercial                                      Urban

Suburban (with town W and S)                      Suburban (w/o town W and S)                      Rural

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Describe any existing variances, special exceptions, and other permits now in effect with regard to the property concerned: \_\_\_\_\_

Was this or any similar request denied in the past?: \_\_\_\_\_

Reason: \_\_\_\_\_ Date: \_\_\_\_\_

Present use of the property concerned: \_\_\_\_\_

Proposed use of the property concerned : \_\_\_\_\_

Type and number of existing structures: \_\_\_\_\_

Number of dwelling units: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Number of off-street parking spaces available to the proposed use whenever the proposed use needs them: \_\_\_\_\_

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Please provide the information as indicated following:

A. The date when the order or decision being appealed was made. The date when the order or decision being appealed was made is the date when the administrative official made the order or when the board voted the decision, and the date when the order or decision was made may be earlier than the date of the notice of decision. The board of adjustment’s rules of procedure say that every appeal of an administrative decision must be made within 30 days after the date of the decision, and RSA 676:5, I, in part says, “Such appeal shall be taken within a reasonable time, as provided by the rules of the board, by filing with the officer from whom the appeal is taken and with the board a notice of appeal specifying the grounds thereof.” (Emphasis added.) Thus the board lacks authority to hear appeals made after the 30-day deadline.

B. The name and title of the administrative official or board whose decision you are appealing. Please note that you must file a copy of this notice of appeal with that official or board. (RSA 676:5, I.)





This page is reserved for the board of adjustment's use. The board's secretarial assistant shall copy onto this page an image of the applicant's check for the application fee.

## BOARD OF ADJUSTMENT HEARING SCHEDULE

The board of adjustment will schedule hearings on applications as soon as possible subject to the following:

1. The board schedules its meetings on either the second Thursday of the month or the fourth Thursday of the month.
2. RSA 676:7, I, (a), requires the board to give public notice of the hearing at least 5 days before the date of the hearing.
3. The board uses the *Suncook Valley Sun* to give public notice of the board's hearings unless the applicant asks the board to use the *Concord Monitor*.
4. The *Suncook Valley Sun* appears weekly on Wednesday.
5. The *Concord Monitor* appears daily.
6. The board must buy the advertisement before 4:00 PM on the Thursday before the Wednesday when the notice will appear when the board uses the *Suncook Valley Sun*.
7. The board must buy the advertisement before 4:00 PM two business days before the day when the notice will appear when the board uses the *Concord Monitor*.
8. The board's secretarial assistant needs about four days of lead time to review the application and to prepare the notice.

## BOARD OF ADJUSTMENT RULES OF PROCEDURE, PITTSFIELD ZONING ORDINANCE, AND NEW HAMPSHIRE STATUTES

The board of adjustment encourages applicants and other people having business with the board to review the board's rules of procedure; the Pittsfield Zoning Ordinance, especially articles 2, 3, 5, 6, and 7; and applicable state statutes, especially RSA 674:33, RSA 674:33-a, RSA 676:5 through RSA 676:7, and RSA 677:1 through RSA 677:16 as preparation for making an application to the board and as preparation for the board's public hearing on the application. Copies of the board's rules of procedure and the Pittsfield Zoning Ordinance are available from the board's secretarial assistant and on the town web site. New Hampshire statutes are available on the New Hampshire State Legislature's web site.

Please see the next page for filing instructions and for where to get help.

## FILING INSTRUCTIONS

Please file this application with the board of adjustment's secretarial assistant or, in the absence of the secretarial assistant, with the town administrator or the zoning ordinance administrator. The board encourages applicants to ask for a receipt of filing showing the application stamped with the date of filing.

## HELP FOR APPLICANTS

The board of adjustment encourages all people having business with the board to ask for help from the board's secretarial assistant, for example, in explaining what avenues of appeal are available, what application forms are available, what information the application forms ask applicants to give, how to file applications, and other such matters. The board cautions people asking for help from the secretarial assistant that the secretarial assistant's help is best effort, is advisory only, and is not a decision of either the zoning administrative officer or the board of adjustment. See rule III, 3, of the board of adjustment's rules of procedure for guidelines of the help that the board asks the secretarial assistant to give.

### INDIVIDUAL-NOTICE LIST

The board of adjustment must give notice of the scheduled hearing to the applicant, to all holders of conservation, preservation, or agricultural preservation restrictions, and to all abutters. (RSA 676:7, I, (a).) The board must give this notice not less than 5 days before the hearing; the board must use certified mail for the notice; and the applicant must pay for the notice. (RSA 676:7, I, (a).)

RSA 672:3 effective July 15, 2002, defines “abutter” as follows: “Abutter” means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term “abutter” includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

Name of applicant: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Property concerned: Tax map: \_\_\_\_\_ Lot number: \_\_\_\_\_

The following are holders of conservation, preservation, or agricultural preservation restrictions on the property concerned. Attach additional sheets with page numbers as needed.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

\_\_\_\_\_



The following are all properties and their owners that abut the property concerned. Attach additional sheets with page numbers as needed.

1. Tax map: \_\_\_\_\_ Lot: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Tax map: \_\_\_\_\_ Lot: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Tax map: \_\_\_\_\_ Lot: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Tax map: \_\_\_\_\_ Lot: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Tax map: \_\_\_\_\_ Lot: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

6. Tax map: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

7. Tax map: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

8. Tax map: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

9. Tax map: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

10. Tax map: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_