

**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

\*\*\*\*\*

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.)

\_\_\_\_\_

- C. The description of the order or decision being appealed. Please attach the administrative official's or board's order or notice of decision.

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- D. The order or decision was made in error and should be reversed for the following reasons. Before stating these reasons, please review the zoning ordinance, article 5, sections 5 through 11, very carefully.

[illegible]

I certify that the enclosed information is correct to the best of my knowledge and belief.

_____	_____
Applicant's signature(s)	Date

_____	_____
Print applicant's name	

_____	_____
Owner's signature(s)	Date

_____	_____
Print owner's name	

### APPLICATION FEE

Please include a check payable to the Town of Pittsfield for the application fee as follows:

1. Individual notice: \$7.50 times the number of individual notices (the applicant; all holders of conservation, preservation, or agricultural preservation restrictions; and all abutters (RSA 676:7, I, (a))): \$7.50 x \_\_\_\_\_ notices = \$\_\_\_\_\_

Page 7 of this application form has an individual-notice list that the applicant must complete.

2. Advertising in the *Suncook Valley Sun*: \$90.00
3. Board of adjustment's administrative expenses to process the application: \$40.00

Total application fee: \$7.50 x \_\_\_\_\_ notices + \$130.00 = \$\_\_\_\_\_

The application fee will be higher, on a case-by-case basis, if the applicant requests advertising in the *Concord Monitor* instead of the *Suncook Valley Sun*.

This page is reserved for the board of adjustment's use. The zoning ordinance administrator or the 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 zoning ordinance administrator needs about four days of lead time to review the application and to prepare the notice.

## 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: \_\_\_\_\_