

**APPLICATION FOR
ADMINISTRATIVE APPEAL**

FEES: \$100 PLUS ABUTTER NOTIFICATION FEES

I hereby apply for a hearing requesting:

AN APPEAL FROM ADMINISTRATIVE DECISION

NAME OF APPLICANT _____

MAILING ADDRESS _____

TELEPHONE (____) _____

OWNER OF PROPERTY _____

MAILING ADDRESS _____

(If Applicant and Owner are the same person, write "SAME")

LOCATION OF PROPERTY _____

(include tax map number and street)

Subject of the appeal: (Attach letter of explanation and associated documents)

Article _____ Section _____

APPLICANTS SIGNATURE _____ DATE _____

FOR OFFICE
USE ONLY

Date accepted _____
Fee Paid Check # _____

by _____
Cash _____

ZONING BOARD OF ADJUSTMENTS

DERRY, NEW HAMPSHIRE

NOTE: Please include name of applicant and owner of parcel.

[illegible]

TOWN OF DERRY – ZONING BOARD OF ADJUSTMENT
APPLICATION CHECKLIST
FOR VARIANCE / ADMINISTRATIVE APPEAL

FOR AN APPLICATION TO BE CONSIDERED COMPLETE AND PLACED ON AN AGENDA, YOU MUST HAVE THE FOLLOWING:

1. Application Form Completed ()
2. Complete Abutters List ()
3. Letter of Explanation – 10 copies ()
4. Letter from Owner authorizing applicant to file on owner's behalf or a Purchase & Sales Agreement (if not the owner) (You may blank out confidential information regarding sales price, etc.) ()
5. Filing Fee: \$100.00 – plus abutter notification fees ()
6. Vicinity Ownership Map: 10 copies of Plot Plan/Tax Map ()
7. Current Recorded Deed with copy of any covenants. (book & page) ()
8. 10 Copies of Certified Plot Plan (recommended) clearly showing the proposed use. ()

PLAN MUST SHOW

- A. Location of existing and proposed buildings and additions and their dimensions in square feet. ()
- B. Distances on all sides between buildings and property lines. ()
- C. Generalized floor plan showing dimensions and the square Footage of areas for proposed uses. ()
- D. Information on septic system – existing or proposed ()

You should be prepared to make a presentation to the Board of Adjustment at the public hearing addressing the criteria. If your request is granted – you may apply for a building permit after waiting the 30 day appeal period.

NOTE: PLEASE MAKE SURE THAT ALL PAPERWORK SUBMITTED TO THE BOARD HAS YOUR NAME/ADDRESS ON IT FOR PROPER IDENTIFICATION.