

## INSTRUCTIONS TO APPLICANTS APPEALING TO THE BOARD OF ADJUSTMENT

### IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE FILLING OUT ATTACHED APPLICATION

The board strongly recommends that, before making any appeal, you become familiar with the zoning ordinance, and also with the New Hampshire Statutes TITLE LXIV, RSA Chapters 672- 678, covering planning and zoning.

Four types of appeals can be made to the board of adjustment:

#### **VARIANCE:**

A **variance** is an authorization, which may be granted under special circumstances, to use your property in a way that is not permitted under the strict terms of the zoning ordinance. For a variance to be legally granted, you must show that your proposed use meets **all five** of the following conditions:

1. Granting the variance must not be contrary to the public **interest**.
2. The proposed use is not contrary to the **spirit** of the ordinance.
3. Granting the variance would do substantial **justice**.
4. The proposed use would not diminish surrounding property **values**.
5. Denial of the variance would result in unnecessary **hardship** to the owner. Hardship, as the term applies to zoning, results if a restriction, when applied to a particular property, becomes arbitrary, confiscatory, or unduly oppressive because of conditions of the property that distinguish it from other properties under similar zoning restrictions. RSA 674:33 (b) (5) provides the criteria for establishing unnecessary hardship:

(A) For purposes of this subparagraph, “unnecessary hardship” means that, owing to special conditions of the property that distinguish it from other properties in the area:

- (i) No fair and substantial relationship exists between the general public purposes of the ordinance provision and the specific application of that provision to the property; and
- (ii) The proposed use is a reasonable one.

(B) If the criteria in subparagraph (A) are not established, an unnecessary hardship will be deemed to exist if, and only if, owing to special conditions of the property that distinguish it from other properties in the area, the property cannot be reasonably used in strict conformance with the ordinance, and a variance is therefore necessary to enable a reasonable use of it.

If you are applying for a variance, you must first have some form of determination that your proposed use is not permitted without a variance. Most often, this determination is a denial of a building permit. A copy of the determination must be attached to your application.

#### **APPEAL FROM AN ADMINISTRATIVE DECISION:**

If you have been denied a building permit or are affected by some other decision regarding the administration of the zoning ordinance, and you believe that the decision was made in error under the provisions of the ordinance, you may appeal the decision to the board of adjustment. The appeal will be granted if you can show that the decision was indeed made in error.

If you are appealing an administrative decision, a copy of the decision appealed from must be attached to your application.

**SPECIAL EXCEPTION:**

Certain sections of the zoning ordinance provide that a particular use of property in a particular zone will be permitted by special exception if specified conditions are met. The necessary conditions for each special exception are given in the ordinance. Your appeal for a special exception will be granted if you can show that the conditions stated in the ordinance are met.

If you are applying for a special exception, you may also need site plan or subdivision approval, or both, from the planning board. Even in those cases where no planning board approval is needed, presenting a site plan to the planning board will assist in relating the proposal to the overall zoning. This should be done before you apply for a special exception.

**EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENTS:**

The board may grant an equitable waiver only for existing dimensional nonconformities provided the applicant can meet the required standards.

- a) The nonconformity was not discovered until after the structure was substantially completed or after a vacant lot in violation had been transferred to a bona fide purchaser;
- b) The nonconformity was not an outcome of ignorance of the law or bad faith but was instead caused by a legitimate mistake;

If these conditions are satisfied, the board can move on to the additional findings to grant the waiver:

- c) The nonconformity does not constitute a public or private nuisance nor diminish the value or interfere with future uses of other property in the area; and
- d) The cost of correction would far outweigh any public benefit to be gained.

In lieu of the requirements in paragraphs (a) and (b), the violation has existed for 10 years or more with no enforcement action, including written notice, commenced by the town.

For any appeal, the application form must be properly filled out. The application form is intended to be self-explanatory, but be sure that you show:

**WHO** owns the property? If the applicant is not the owner, this must be explained.

**WHERE** is the property located?

**DESCRIBE** the property. Give area, frontage, side and rear lines, slopes and natural features, etc.

**WHAT** do you propose to do? Attach sketches, plot plans, pictures, construction plans, or whatever may help explain the proposed use. Include copies of any prior applications concerning the property.

**WHY** does your proposed use require an appeal to the board of adjustment?

**WHY** should the appeal be granted?

Prepare a list of all abutting property owners, have it verified at the city/town office, and attach it to your application. **The list shall include the applicant as well as the property owner and any surveyor or soil scientist whose name is on any plan submitted.** If you have any difficulty, consult the assessor's office, but the accuracy of the list is your responsibility.

Mail or deliver the completed application, with all attachments to the clerk of the board or to the office of the board of selectmen. A fee is charged sufficient to cover the cost of preparing and mailing the legally-required notices. Make check payable to Town of Brentwood and remit with your application.

The board will promptly schedule a public hearing upon receipt of your properly-completed application. Public notice of the hearing will be posted and printed in a newspaper, and notice will be mailed to you and to all abutters and to other parties whom the board may deem to have an interest, at least five days before the date of the hearing. You and all other parties will be invited to appear in person or by agent or counsel to state reasons why the appeal should or should not be granted.

After the public hearing, the board will reach a decision. You will be sent a notice of decision.

If you believe the board's decision is wrong, you have the right to appeal. The selectmen, or any party affected, have similar rights to appeal the decision in your case. To appeal, you must first ask the board for a rehearing. The Motion for Rehearing may be in the form of a letter to the board. The motion must be made within 30 days of the decision and must set forth the grounds on which it is claimed the decision is unlawful or unreasonable.

The board may grant such a rehearing if, in its opinion, good reason is stated in the motion. The board will not reopen a case based on the same set of facts unless it is convinced that an injustice would be created by not doing so. Whether or not a rehearing is held, you must have requested one before you can appeal to the courts. When a rehearing is held, the same procedure is followed as for the first hearing, including public notice and notice to abutters.

See [RSA Chapter 677](#) for more detail on rehearing and appeal procedures.

**Brentwood Board of Adjustment  
1 Dalton Road  
Brentwood, NH 03833  
603/642-6400 ext 16**

**APPLICATION**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ phone \_\_\_\_\_

Email \_\_\_\_\_

Property owner, if different from applicant \_\_\_\_\_

Location of property \_\_\_\_\_ Tax map number \_\_\_\_\_

**Application Fees – must be submitted with completed application**

\_\_\_\_\_ \$40.00 for Administrative Fee

\_\_\_\_\_ \$140.00 for cost of legal notice in paper

\_\_\_\_\_ Abutter notices @ current postage rate of \$10.00 per abutter. Number of abutters \_\_\_\_\_  
**provided on 1” x 2 5/8” mailing labels, in triplicate. Abutters include the applicant, property owner and any surveyor or soil scientist whose name is on any plans that are included in the application.**

\_\_\_\_\_ **Total**

**Fill in appropriate sections. See Instructions. This application cannot be processed unless all required statements have been made. Additional information may be supplied on a separate sheet if the space provided is inadequate.**

**The Board of Adjustment meets on the 4th Monday of the month, as necessary. Submission deadline is at noon sharp on either the 1<sup>st</sup> or 2<sup>nd</sup> Wed. of the month (dependent upon a 5-week month) prior to the next hearing date.  
\*See Scheduling Dates for ZBA Hearings for deadline dates - subject to change.**

### Brentwood Board of Adjustment

#### APPEAL FROM AN ADMINISTRATIVE DECISION

Case No. _____
Date filed _____
Do not write in this space.
(signed - ZBA)

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

Address \_\_\_\_\_ phone \_\_\_\_\_

Email \_\_\_\_\_

Owner, if different from applicant  
\_\_\_\_\_

Location of property \_\_\_\_\_ Tax map \_\_\_\_\_

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.

#### APPEAL FROM AN ADMINISTRATIVE DECISION

Relating to the interpretation and enforcement of the provisions of the zoning ordinance.

Decision of the enforcement officer to be reviewed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Number \_\_\_\_\_ Date \_\_\_\_\_

Article \_\_\_\_\_ page of the zoning ordinance in question: \_\_\_\_\_

\_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

(Signature)

**APPLICATION FOR A SPECIAL EXCEPTION**

Brentwood Board of Adjustment

Do not write in  
this space:  
Case No: \_\_\_\_\_  
Date filed: \_\_\_\_\_

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

Address \_\_\_\_\_ phone \_\_\_\_\_

Email \_\_\_\_\_

Owner if different from applicant \_\_\_\_\_

Location of property \_\_\_\_\_ Tax map \_\_\_\_\_

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.

**APPLICATION FOR A SPECIAL EXCEPTION**

Description of proposed use showing justification for a special exception as specified in the zoning ordinance Article \_\_\_\_\_ page \_\_\_\_\_

\_\_\_\_\_

Explain how the proposal meets the special exception criteria as specified in Article \_\_\_\_\_ page \_\_\_\_\_ of the zoning ordinance: ([list all criteria from ordinance])

Criteria 1 - \_\_\_\_\_

\_\_\_\_\_

Criteria 2 - \_\_\_\_\_

\_\_\_\_\_

Criteria 3 - \_\_\_\_\_

\_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

(Signature)

**APPLICATION FOR A VARIANCE**

Brentwood Board of Adjustment

Do not write in  
this space:  
Case No: \_\_\_\_\_  
Date filed: \_\_\_\_\_

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

Address \_\_\_\_\_ phone \_\_\_\_\_

Email \_\_\_\_\_

Owner if other than applicant \_\_\_\_\_

Location of property \_\_\_\_\_ Tax map \_\_\_\_\_

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.

A variance is requested from article \_\_\_\_\_ section \_\_\_\_\_ page \_\_\_\_\_ of the zoning ordinance to permit

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

Facts in support of granting the variance:

1. Granting the variance would not be contrary to the public interest:

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

2.If the variance were granted, the spirit of the ordinance would be observed because:

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

3. Granting the variance would do substantial justice because:

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

4. If the variance were granted, the values of the surrounding properties would not be diminished:

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

5. Unnecessary Hardship:

A. Owing to special conditions of the property that distinguish it from other properties in the area, denial of the variance would result in unnecessary hardship because:

i. No fair and substantial relationship exists between the general public purposes of the ordinance provision and the specific application of that provision to the property because:

\_\_\_\_\_

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And

ii. The proposed use is a reasonable one because:

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B. Explain how, if the criteria in subparagraph (A) are not established, an unnecessary hardship will be deemed to exist if, and only if, owing to special conditions of the property that distinguish it from other properties in the area, the property cannot be reasonably used in strict conformance with the ordinance, and a variance is therefore necessary to enable a reasonable use of it.

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Applicant \_\_\_\_\_ (signature) \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION FOR AN EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENTS**

Brentwood Board of Adjustment

Do not write in  
this space:  
Case No: \_\_\_\_\_  
Date filed: \_\_\_\_\_

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

Address \_\_\_\_\_ phone \_\_\_\_\_

Email \_\_\_\_\_

Owner if different from applicant \_\_\_\_\_

Location of property \_\_\_\_\_ Tax map \_\_\_\_\_

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.

**APPLICATION FOR AN EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENTS**

An Equitable Waiver of Dimensional Requirements is requested from article \_\_\_\_\_ page \_\_\_\_\_ of the zoning ordinance to permit \_\_\_\_\_

1. Does the request involve a dimensional requirement, not a use restriction?  
( ) yes ( ) no

2. Explain how the violation has existed for 10 years or more with no enforcement action, including written notice, being commenced by the town \_\_\_\_\_

- or -

Explain how the nonconformity was discovered after the structure was substantially completed or after a vacant lot in violation had been transferred to a bona fide purchaser \_\_\_\_\_

\_\_\_\_\_ and how the violation was not an outcome of ignorance of the law or bad faith but resulted from a legitimate mistake \_\_\_\_\_

3. Explain how the nonconformity does not constitute a nuisance nor diminish the value or interfere with future uses of other property in the area \_\_\_\_\_

4. Explain how the cost of correction far outweighs any public benefit to be gained \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)