



Application to Appeal an Administrative Decision

Name of Applicant _____

Mailing Address _____

Phone # _____ Fax # _____

Email _____

Name of Property Owner _____

Mailing Address _____

Phone # _____ Fax # _____

Email _____

Property Address _____

Map/Lot Number _____ Zoning District _____

Please respond to each of the following sections. Additional information may be supplied on a separate sheet if the space provided is inadequate.

An appeal of an Administrative Decision is requested. Describe the background, or nature of decision being appealed: _____

(continued on reverse side)

Staff Use Only

Received by: _____ Date _____

\$130 Application Fee + \$50 Legal Ad + \$10 per abutter Total Cost _____ Check # _____

ZBA Case # _____ Date of ZBA Hearing _____



COMMUNITY DEVELOPMENT
3 N Lowell Road, Windham, NH 03087
(603) 432-3806 / www.WindhamNH.gov

*Date of Administrative Decision: _____ *(See Appeal Timeframes below)

The Administrative Decision was made by: _____
(name) _____ (title) _____

Has a copy of the Decision been submitted with this application? Yes _____ No _____

***Appeal Timeframes (Section 904 of the Zoning Ordinance):**

- 1) Appeals of a decision by the Planning Board, as outlined in *RSA 676:5III*, shall be made within thirty (**30**) **days** of the issuance of the decision per *RSA 676.3*
- 2) Appeals of any decision to issue a building permit shall be made within seven (**7**) **days** of the issuance of same being posted at the Community Development Department and in a local newspaper.
- 3) Appeals to the Zoning Board of Adjustment on actions taken by an Administrative Officer, as defined in *RSA 676:5II(a)* shall be made within thirty (**30**) **days** of the decision being issued.

Describe the nature of the error or misinterpretation you believe was made:

I have read this Application and state that the above is correct, and acknowledge that I have read and understand the Application Instructions on Page 4 of this Application form.

Applicant's Signature: _____ Date: _____



Abutter List

INSTRUCTIONS

1. Please print the names and legal mailing addresses of all abutters. Visit the Town Assessor's website at <https://www.windhamnh.gov/162/Assessing> to access GIS to determine which parcels are abutting and for the most up-to-date Ownership Information.
2. An abutter means any person whose property is located in New Hampshire and adjoins, is directly across, or within 50-feet diagonally of the street or stream from the land under consideration. *See RSA 672:3.*
3. Also include the names and legal mailing addresses of the applicant, property owner (if different), and any professionals (engineers, lawyers, etc.) involved with the application.
4. TWO SETS OF MAILING LABELS FOR EACH LISTING MUST ALSO BE SUBMITTED.

Map	Block	Lot	Name	Mailing Address
			Do Not Write in Shaded Areas	
			Do Not Write in Shaded Areas	
			Do Not Write in Shaded Areas	
			Do Not Write in Shaded Areas	
			Do Not Write in Shaded Areas	
			Do Not Write in Shaded Areas	
			Do Not Write in Shaded Areas	
			Do Not Write in Shaded Areas	
			Do Not Write in Shaded Areas	



APPLICATION INSTRUCTIONS

1. All supporting materials for the ZBA's consideration should be supplied to the Community Development Department with the submission of this application. Applicants are responsible for providing copies of their application and supporting materials to the Community Development Department in advance of the scheduled hearing. Upon review of the application, Department Staff will contact the applicant with the number of copies that must be supplied and the deadline to submit the copies.
2. The community development department will schedule a public hearing before the Town of Windham Zoning Board of Adjustment ("ZBA") within 30 days of receipt of a completed application. Public notice of the hearing will be posted at the Town Hall and Community Development Department, and printed in a local newspaper. Notices will be mailed to those listed on the abutters list as provided by the applicant, at least 7 days prior to the hearing.
3. Failure to provide any of the information required for the filing of this application shall be cause for the rejection of this application. This application will not be processed unless all required information has been provided.
4. Owner/owners must supply written authorization to allow agents and/or other representatives, to apply and appear on the owner/owners behalf.
5. Owner/owner's representative is strongly encouraged to attend the scheduled meeting to present the application before the ZBA. Failure to do so may result in the application being denied without prejudice and would require a new application to be filed and new fees paid.
6. Please note that the ZBA may conduct a Site Walk of the property that is the subject of this application when properly posted in accordance with RSA 91-A.
7. Applicants who wish to withdraw their applications or reschedule their hearing for a later meeting shall file a written request with the Community Development Department before the hearing notice for the scheduled hearing is mailed to the abutters, posted in a public place, or appears in a local newspaper. Requests to withdraw or reschedule received by the Department after the hearing notice has been mailed to the abutters, posted in a public place, or appears in a local newspaper, shall be considered by the ZBA at the scheduled hearing.