

Moultonborough Zoning Board of Adjustment
P.O. Box 139
Moultonborough, NH 03254
(603) 476-2347

Date filed _____

(signed – ZBA)

Appeal from an Administrative Decision

Name of applicant: _____

Address: _____

Owner: _____
(if same as applicant, write “same”)

Location of property: _____
(Street, number, tax map & lot number)

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 _____

_____ Date _____

article _____ paragraph _____ of the zoning ordinance in question: _____

Applicant _____ Date _____
(Signature)

Note: This appeal must comply with all applicable current provisions of State and Local Ordinances.

Fee Schedule

\$200	-	Application Fee (Non-Refundable)
200	-	Hearing Fee
200	-	Re-Hearing Fee
75	-	Advertising Fee
_____	-	Notification Fee (Number of Abutter Letters by \$2 - Exclusive of postage).
_____		Total Due

Public Hearing Notification List

Name of Applicant: _____

Property Concerned: Tax Map _____

Lot Number _____

All abutters must be notified of the scheduled hearing by certified mail. Said notices to be mailed by the Zoning Board of Adjustment at the expense of the applicant not less than 5 days prior to the scheduled hearing.

Definition of "Abutter" (RSA 672:3)

"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.

The following are abutters to the above property: (Attach additional sheets with page numbers as needed.)

1. Tax Map _____ Lot Number _____
OWNER/APPLICANT

Name: _____

Address: _____

2. Tax Map _____ Lot Number _____
AGENT (if applicable)

Name: _____

Address: _____

3. Tax Map _____ Lot Number _____
Name: _____
Address: _____

4. Tax Map _____ Lot Number _____
Name: _____
Address: _____

5. Tax Map _____ Lot Number _____
Name: _____
Address: _____

6. Tax Map _____ Lot Number _____
Name: _____
Address: _____

7. Tax Map _____ Lot Number _____
Name: _____
Address: _____

8. Tax Map _____ Lot Number _____
Name: _____
Address: _____

**MOULTONBOROUGH ZONING BOARD OF ADJUSTMENT
P.O. BOX 139
MOULTONBOROUGH, NEW HAMPSHIRE 03254
(603) 476-2347**

DATE

Certified Mail

Dear Abutter,

The Moultonborough Zoning Board of Adjustment will hold a Public Hearing on Leave Blank
_____ to consider an Appeal from an Administrative Decision taken by Name of
Applicant in relation to Tax Map Lot _____, Location of property _____.

The Applicant's appeal is related to Fill in the decision that is being appealed

This hearing will be the first hearing scheduled at this meeting which begins at 7:00 P.M. and will be held at the Moultonborough Town Hall. You are an abutter to this land and if you wish to be heard, please either attend the Hearing or send a letter or representative.

For further information, you may call the Land Use Department, Monday - Thursday 7:30 AM - Noon & 12:30 PM - 4:00 PM, Friday 7:30 AM - 11:30 AM, at (603) 476-2347.

Very truly yours,

Robert H. Stephens
Chairman

RHS/blw

MOULTONBOROUGH ZONING BOARD OF ADJUSTMENT
P.O. BOX 139
MOULTONBOROUGH, NEW HAMPSHIRE 03254
(603) 476-2347

Certified Mail

Dear Abutter,

The Moultonborough Zoning Board of Adjustment will hold a Public Hearing on _____
_____ to consider an Appeal from an Administrative Decision taken by _____
in relation to **Tax Map Lot** _____, _____.

The Applicant's appeal is related to _____

This hearing will be the first hearing scheduled at this meeting which begins at 7:00 P.M. and will be held at the Moultonborough Town Hall. You are an abutter to this land and if you wish to be heard, please either attend the Hearing or send a letter or representative.

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Very truly yours,

Robert H. Stephens
Chairman

RHS/blw

Certified Mail Procedure

1. Address and apply appropriate fee for certified mail on one business size envelope for each abutter, with return address as:

Moultonborough Zoning Board of Adjustment
PO Box 139
Moultonborough, NH 03254.
2. Fill out abutter letter as shown in application package.
3. Fill out "Receipt for Certified Mail".
4. Place Receipt for Certified Mail" under envelope flap and submit to the Land Use Office with your application and check for hearing.

Do Not Stuff or Seal Envelopes

Apply proper postage for current US Postal rates for First Class Mail, Certified Mail Fee.

Moultonborough Zoning Board of Adjustment
P.O. Box 139
Moultonborough, New Hampshire 03254

Authority for Inspection or Examination of Land

The undersigned hereby authorizes the Town of Moultonborough's Zoning Board of Adjustment, its members, officers, agents, employees, advisors or other in their company, to enter upon the property of _____ Tax Map _____ Lot # _____.

This property is the subject of an application presently pending before the Zoning Board of Adjustment. The purpose of the inspection is to conduct an examination or gather information in connection with said application.

The source of my authority to allow access to this property is:

Sole Owner: _____

Co-Owner: _____

Other (Explain): _____

I understand and agree that such inspection or examination may take place on more than one occasion and may be conducted by more than one person.

Notice(s) regarding this inspection may be given to me by regular mail at the following address:

Date _____ Signature _____

Moultonborough Planning Board And Zoning Board of Adjustment

Office Hours

Monday through Thursday	7:30 A.M. To 12:00 P.M. 12:30 P.M. To 4:00 P.M.
Friday	7:30 A.M. To 11:30 A.M.

Meetings

Zoning Board

First and Third Wednesday of Each Month
7:00 P.M. At The Moultonborough Town Offices,
Unless Otherwise Specified

Planning Board

Second and Fourth Wednesday of Each Month
7:00 P.M. At The Moultonborough Town Offices,
Unless Otherwise Specified

For Information, Please Call:

Bonnie L. Whitney
Administrative Assistant
476-2347