



City of Rochester, New Hampshire

Zoning Board of Adjustment

Appeal of Administrative Decision Application Checklist

- A copy of the Administrative Decision must be attached.
- Complete the application form.
- A narrative explaining why you feel the Administrative Decision was in error.
- If the applicant is not the property owner, he/she must supply a note signed by the property owner stating his/ her knowledge of the application being submitted to the Zoning Board of Adjustment. The property owner will receive a copy of the public hearing notice by certified mail along with the abutters.
- Attach sketched, site plans, photographs, construction plans, or any other materials that may help explain the proposal. Include copies of any prior applications concerning the property.
- Abutter's list. **This information must be obtained from the Zoning Clerk in the Planning & Development Department. The applicant must pay the cost of the certified fee for each abutter, applicant and any other applicable person.** (See Zoning Clerk for current fee)
- Application fee of \$175.00. Check made payable to City of Rochester.
- One PDF form of your application packet is due as well as paper 10 paper copies.

All of the above information must be completed and submitted to the Planning & Development Department on or before the deadline date, or the application will be considered incomplete and will be postponed until the next scheduled meeting, or until all the requirements have been met.

NOTE: All applications will be allowed one postponement of the hearing in their application, and shall notify the Planning & Development Department in writing of their intent to postpone hearing at least two days prior to the meeting at which their application is to be considered. If the applicant requests a second postponement of the hearing, the application will be considered to have been withdrawn and the applicant must file a new application with the Board in order to receive a hearing. The provisions of this paragraph shall not apply to any postponement requested by an applicant as a result of the inability of the Zoning Board of Adjustment to provide the applicant with a five-member board for the hearing on the application.

The applicant or their representative MUST attend the Zoning Board of Adjustment meeting to present their case, or no action will be taken.

If you have any questions with any of these requirements, please contact the Zoning Clerk Crystal Galloway.

Phone: (603)335-1338

E-mail: crystal.galloway@rochesternh.net



City of Rochester, New Hampshire

Zoning Board of Adjustment

Appeal of Administrative Decision Application

**TO: BOARD OF ADJUSTMENT
CITY OF ROCHESTER**

DO NOT WRITE IN THIS SPACE
CASE NO. _____
DATE FILED _____

ZONING BOARD CLERK

Applicant: _____

E-mail: _____ Phone: _____

Applicant Address: _____

Property Owner: _____

Property Owner Address: _____

Appeal Address: _____

Map Lot and Block No: _____

Description of Property (give length of lot lines): _____

Proposed use or existing use affected: _____

The undersigned alleges that an error has been made in the decision, determination, or requirement of:

_____ on _____ date to _____ decision
Name of enforcement officer

in relation to Article _____ Section _____ of the _____ Ordinance and hereby
appeals said decision.

Signed: _____ Date: _____

