



TOWN OF DURHAM
ZONING BOARD OF ADJUSTMENT
8 NEWMARKET RD
DURHAM, NH 03824
PHONE: 603/868-8064
www.ci.durham.nh.us

APPLICATION INSTRUCTIONS

The Zoning Board of Adjustment (ZBA) meets on the second Tuesday of each month in the Council Meeting Room at the Town Hall.

FILING OF APPLICATION: Applications for ZBA are available at the Town Office and on the Town website. The application must be filed at the Town Office at least **20 days prior to a meeting**, along with an application fee. A notice of the meeting will be published in the Foster's Daily Democrat and a similar notice will be sent, by certified mail, to abutters. The filing fees will be used to meet these expenses. If the expenses exceed the filing fees, the applicant will be billed for the difference.

LIST OF ABUTTERS: The applicant must prepare a list of all abutting property owners, have it verified at the Town Office, and attach it to your application. If you have any difficulty, consult the Assessor's Office, but **the accuracy of the list is the applicant's responsibility**. An "abutter" means any person whose property adjoins or is directly across the street or stream from the land under consideration. The list of abutters must also include the property owner, applicant (if different), attorneys and any holders of conservation, preservation, or agricultural preservation restrictions in accordance with RSA 676:4 (I) (a) of the New Hampshire Planning and Land Use Regulations.

PLOT PLAN: The applicant must provide a plot plan. Plans should show the location and shape of the subject structure in relation to lot lines and required setbacks, in addition to location and identification of abutters. Neither the review of any applications or plans by officials of the Town of Durham, nor any subsequent inspection of the premises, should be relied upon as an assurance of conformity to legal requirements. The applicant shall remain fully responsible for complying with all applicable United States, New Hampshire or Durham laws, ordinances, regulations or conditions.

PRESENTATION AT MEETING: The applicant should bring all documentation, which will assist the Board in understanding the proposal. Do not assume that anything submitted to a different Town Board will find its way to the ZBA file. It is necessary that the applicant or his legal representative attend the meeting held for the review and consideration of this petition.

FEES:

Application Fee (choose one):

Single Family residence:	\$100
Multi-unit residential and nonresidential property:	\$200

Filing Fees:

Abutter notices:	\$9 per abutter
Legal notice in newspaper:	\$225