

Zoning Board of Adjustment Extension Application



For Office Use Only:

Case No.	_____
Date Filled	_____
Rec'd By	_____
Page	_____ of _____
Rev'd by	_____

If you have questions on how to complete this form, please call:
(603) 352-5440 or

SECTION 1: CONTACT INFORMATION

I hereby certify that I am the owner, applicant, or the authorized agent of the owner of the property upon which this appeal is sought and that all information provided by me is true under penalty of law. If applicant or authorized agent, a signed notification from the property owner is required.

OWNER / APPLICANT

NAME/COMPANY:

MAILING ADDRESS:

PHONE:

EMAIL:

SIGNATURE:

PRINTED NAME:

APPLICANT (if different than Owner/Applicant)

NAME/COMPANY:

MAILING ADDRESS:

PHONE:

EMAIL:

SIGNATURE:

PRINTED NAME:

AUTHORIZED AGENT (if different than Owner/Applicant)

NAME/COMPANY:

MAILING ADDRESS:

PHONE:

EMAIL:

SIGNATURE:

PRINTED NAME:

SECTION 2: PROPERTY INFORMATION

Property Address:

Tax Map Parcel Number:

Zoning District:

Date of Damage or Destruction:

List of Known Nonconformities:

SECTION 3: WRITTEN NARRATIVE

Article 18.2.7: Describe the property, the damage or destruction of the property, and the justification for the extension request.

SUBMITTAL REQUIREMENTS

A complete application must include the following items and submitted by one of the options below:

- **Email:** communitydevelopment@keenenh.gov, with **"ZBA APPLICATION"** in the subject line
 - **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431
- The submittal requirements for a Variance application are outlined further in **Article 25.5** of the [Land Development Code](#).

<p>WRITTEN NARRATIVE: <i>Briefly describe the property location, and explain the purpose and effect of, and justification for, the proposed variance.</i></p>	<p>CERTIFIED ABUTTERS LIST: <i>A complete list of abutters within 200 feet of the subject parcel. See the attached Notice List Instruction Sheets for details.</i></p>
<p>APPLICABLE FEES: <i>(checks made payable to City of Keene, credit cards accepted via phone or in person)</i> Application Fee: \$100.00 Legal Ad Fee: \$ 62.00 Certified Mail Fee: # of abutters x \$ certified mail rate = <i>(the Certified Mail Fee will be calculated by the Zoning Clerk upon submittal)</i></p>	<p>PLOT PLAN: <i>The plan should show the locations and dimensions of all structures and open spaces on the lot in question. Plans do not need to be professionally drawn.</i></p>

Community Development Department Certified Notice List



If you have questions about how to complete an application, please call: (603) 352-5440 or email: communitydevelopment@keenenh.gov

Per Article 25.2.4 of the [Land Development Code \(LDC\)](#) and in accordance with state law, certain Zoning Board of Adjustment (ZBA), Planning Board, and Historic District Commission (HDC) applications require mailed notice.

The lists below outline the information that needs to be included on a notice list and mailing labels for applications submitted to the Community Development Department.

Instructions for creating a notice list for Planning Board and Zoning Board of Adjustment applications can be found on the [City of Keene's YouTube channel](#).

The following parties are required to be noticed as part of the application process:

- Property owner
- Project applicant
- Authorized agent (if applicable)
- All direct property abutters (including those across water bodies and roads), as well as all properties within 200-ft of the subject parcel
- Every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plan
- Holders of conservation, preservation, or agricultural preservation restrictions on the property

**Note: Only direct abutters must be noticed as part of HDC applications.*

For these applications, the following items must be submitted:

- A list of all persons entitled to notice
- 2 sets of mailing labels
- Notice certification form
- Mailing fee (current USPS certified mailing rate* x number of abutters)

**Please call the Community Development Department for the current certified mailing rate.*

The notice list shall include the following information:

- Property owner's name
- Property owner's mailing address
- Property owner's street address,
- The tax map parcel (TMP) number(s) (15-digit number)

The mailing labels shall include the following information:

- Property owner's name
- Property owner's mailing address
- The tax map parcel (TMP) number(s)

The City of Keene's [GIS Database](https://next.axisgis.com/KeeneNH/#) (<https://next.axisgis.com/KeeneNH/#>) can be used to generate an abutters list and mailing labels.

PLEASE MAKE SURE THAT ALL PARTIES INCLUDED ON THE NOTICE LIST ARE ALSO INCLUDED ON THE MAILING LABELS.

CERTIFICATION OF ACCURACY

By signing below, you are certifying that the submitted notice list is accurate and true to the best of your ability and that per **Article 25.2.4.A.3** of the LDC, the notice list is **current to within 10 days of the application submittal**.

Print Name

Date

Signature

NOTICE LIST

This template can be used to record the name, mailing address, street address, and tax map parcel (TMP) # for each party that is required to be noticed as part of an application.

OWNER NAME	MAILING ADDRESS	STREET ADDRESS (if different from mailing address)	TAX MAP PARCEL (TMP) #