

# Zoning Administrator Written Interpretation 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  
email: [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov)

## 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:

Lot Dimensions: Front:                      Rear:                      Side:                      Side:

Lot Area: Acres:                      Square Feet:

% of Lot Covered by Structures (buildings, garages, pools, decks, etc): Existing:                      Proposed:

% of Impervious Coverage (structures plus driveways and/or parking areas, etc): Existing:                      Proposed:

Present Use:

Proposed Use:

## SECTION 3: WRITTEN NARRATIVE

**Article 25.5.4.A.:** Describes the property location and owner of the subject property if the question of interpretation relates to a specific tract of land.

## SECTION 4: ZONING INTERPRETATION REQUEST

*A written interpretation is requested from Article (s)*

*of the Zoning Regulations*

**Article 25.9.4.C:** An explanation of the zoning question or issue for which the applicant is seeking an interpretation and any supporting documentation. (use additional sheets if needed)

### 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 of a Zoning Administrator Written Interpretation are outlined further in **Article 25.9** of the [Land Development Code](#).

**WRITTEN NARRATIVE:**

*This narrative is an explanation of the zoning question or issue for which the applicant is seeking an interpretation and any supporting documentation.*

**ZONING INTERPRETATION REQUEST:**

*This narrative describes the property location and owner of the subject property if the question of interpretation relates to a specific tract of land.*

**SECTION OF ZONING REGULATION:**

*Section from which a written interpretation is requested.*

**APPLICATION FEE:**

*\$125 (checks made payable to City of Keene, credit cards accepted via phone or in person)*