

**TOWN OF CARROLL  
ZONING BOARD OF ADJUSTMENT  
SCHEDULE OF FEES**

**\*SEPARATE CHECKS ARE REQUIRED FOR THE APPLICATION AND PROCESSING FEES\***

Applicant's Name: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Map: \_\_\_\_\_ Lot: \_\_\_\_\_

**APPLICATION FEES**

**FIRST CHECK**

Special Exception	\$100.00	_____
Variance	\$100.00	_____
Equitable Waiver of Dimensional Requirements	\$150.00	_____
Appeal from Administrative Decision	\$100.00	_____

**PROCESSING FEES**

**SECOND CHECK**

Consultant Fees (as may be deemed necessary)	_____
Abutter Notices (certified mail) \$8.10 each abutter	_____
Notice of Public Hearing to Applicant (certified mail) \$8.10	_____
Newspaper Advertisement – Democrat \$60.00	_____
Notice of Decision (certified mail) to Applicant \$8.10	_____

**TOTAL AMOUNT OF FEES**

**NOTE: A PUBLIC HEARING WILL NEITHER BE POSTED NOR HELD UNTIL PAYMENT IS RECEIVED BY THE TOWN OF CARROLL PER RSA 677:7, IV.**

**CONSULTANT FEES (IF NECESSARY) TO BE BILLED AFTER PROCEEDINGS, WHEN THE AMOUNT DUE IS KNOWN.**

**\*PLEASE PROVIDE A NOTARIZED LETTER FROM "OWNER" AUTHORIZING "AGENT" TO ACT IN OWNER'S STEAD IF APPLICABLE\***

**FEE AMOUNTS ARE SUBJECT TO CHANGE.**

**RECEIPT OF PAYMENT**

Date: \_\_\_\_\_ Amount & Check Number: \_\_\_\_\_

Date: \_\_\_\_\_ Amount & Check Number: \_\_\_\_\_

Received by: \_\_\_\_\_

Applicant/Agent Signature: \_\_\_\_\_

**APPEAL FROM AN ADMINISTRATIVE DECISION**

To: Board of Adjustment, Town of Carroll

Name of Applicant

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Owner \_\_\_\_\_

(if same as applicant, write "same")

Location of Property

\_\_\_\_\_

\_\_\_\_\_

(street, number, sub-division & 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number \_\_\_\_\_ Date \_\_\_\_\_

article \_\_\_\_\_ section \_\_\_\_\_ of the zoning ordinance in question:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant (signature) \_\_\_\_\_ Date \_\_\_\_\_

**TOWN OF CARROLL  
ZONING BOARD OF ADJUSTMENT  
ABUTTERS NOTIFICATION FORM**

You are required to submit a list of abutters to the Zoning Board along with your application. No Zoning Board decision is valid if the public notices haven't been properly posted and the abutters haven't been properly notified. The Town staff will be happy to help you find the information you need to prepare your abutter list, but the correctness of the abutter list you submit is your responsibility. Note that the tax maps are not designed to be used for abutter information and there is no guarantee the abutters shown on the tax maps are correct.

In accordance with NH RSA 672:3 and for the purposes of receipt of notification for a Public Hearing, an abutter is defined as any person whose property is located in NH and adjoins or is directly across the street or stream from the land under consideration by the local land use Board. 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. The term abutter also 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.

Property Owner Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant/Agent Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list map and lot reference number in addition to name and mailing address of all abutters.

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If using additional pages for your list, please number the pages and include the applicants name. By signing below, the applicant attests to compliance with the above requirements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## TO APPLICANTS APPEALING TO THE TOWN OF CARROLL ZONING BOARD OF ADJUSTMENT (ZBA)

The board strongly recommends that before making any appeal, you become familiar with the Town of Carroll zoning ordinance and also with the New Hampshire Statutes TITLE LXIV, RSA Chapters 672- 678, covering planning and zoning.

**IMPORTANT: Read all instructions carefully before filling out an application.**

**Four types of appeals** can be made to the board of adjustment:

**VARIANCE.** A **variance** is an authorization which may be granted under special circumstances to use your property in a way that is not permitted under the strict terms of the zoning ordinance. For a variance to be legally granted, you must show that your proposed use meets **all five** of the following conditions:

1. Granting the variance must not be contrary to the **public interest**.
2. The proposed use is not contrary to the **spirit of the ordinance**.
3. Granting the variance would do **substantial justice**.
4. The proposed use would not diminish surrounding **property values**.
5. Denial of the variance would result in **unnecessary hardship** to the owner. Hardship, as the term applies to zoning, results if a restriction, when applied to a particular property, becomes arbitrary, confiscatory, or unduly oppressive because of conditions of the property that distinguish it from other properties under similar zoning restrictions. RSA 674:33 (b) (5) provides the criteria for establishing unnecessary hardship  
(A) For purposes of this subparagraph, “unnecessary hardship” means that, owing to special conditions of the property that distinguish it from other properties in the area:

(i) No fair and substantial relationship exists between the general public purposes of the ordinance provision and the specific application of that provision to the property; and

(ii) The proposed use is a reasonable one.

(B) If the criteria in subparagraph (A) are not established, an unnecessary hardship will be deemed to exist if, and only if, owing to special conditions of the property that distinguish it from other properties in the area, the property cannot be reasonably used in strict conformance with the ordinance, and a variance is therefore necessary to enable a reasonable use of it.

If you are applying for a variance, you must first have some form of determination that your proposed use is not permitted without a variance. Most often this determination is a denial of a building permit. A copy of the determination must be attached to your application.

**APPEAL FROM AN ADMINISTRATIVE DECISION.** If you have been denied a building permit or are affected by some other decision regarding the administration of the Town of Carroll zoning ordinance, and you believe that the decision was made in error under the provisions of the ordinance, you may appeal the decision to the board of adjustment. The appeal will be granted if you can show that the decision was indeed made in error.

If you are appealing an administrative decision, a copy of the decision appealed from must be attached to your application.

**SPECIAL EXCEPTION.** Certain sections of the zoning ordinance provide that a particular use of property in a particular zone will be permitted by special exception if specified conditions are met. The necessary conditions for each special exception are given in the ordinance. Your appeal for a special exception will be granted if you can show that the conditions stated in the ordinance are met.

If you are applying for a special exception, you may also need site plan or subdivision approval, or both, from the planning board. Even in those cases where no planning board approval is needed, presenting a site plan to the planning board will assist in relating the proposal to the overall zoning. This should be done before you apply for a special exception.

**EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENTS.** The board may grant an equitable waiver only for existing dimensional nonconformities, provided the applicant can meet the required standards.

- a. The nonconformity was not discovered until after the structure was substantially completed or after a vacant lot in violation had been transferred to a bona fide purchaser;
- b. The nonconformity was not an outcome of ignorance of the law or bad faith, but was instead caused by a good faith error in measurement or calculation;

If these conditions are satisfied, the board can move on to the additional findings to grant the waiver:

- c. The nonconformity does not constitute a public or private nuisance nor diminish the value or interfere with future uses of other property in the area; and
- d. The cost of correction would far outweigh any public benefit to be gained.

In lieu of the requirements in paragraphs (a) and (b), the violation has existed for 10 years or more with no enforcement action, including written notice, commenced by the town.

For any appeal, the application form must be properly filled out. The application form is intended to be self explanatory, but be sure that you show:

**WHO** owns the property? If the applicant is not the owner, this must be explained.

**WHERE** is the property located?

**DESCRIBE** the property. Give area, frontage, side and rear lines, slopes and natural features, etc.

**WHAT** do you propose to do? Attach sketches, plot plans, pictures, construction plans, or whatever may help explain the proposed use. Include copies of any prior applications concerning the property.

**WHY** does your proposed use require an appeal to the board of adjustment?

**WHY** should the appeal be granted?

Prepare a list of all abutting property owners using the Town's abutter list form. Have it verified at the Town office, and attach it to your application. If you have any difficulty, call the Town office for assistance, but the accuracy of the list is your responsibility. Mail or deliver the completed application, with all attachments to the Town office.

A fee is charged sufficient to cover the cost of preparing and mailing the legally-required notices. Make check payable to Town of Carroll and remit with your application.

The Carroll ZBA meets the second Thursday of each month when necessary. A public hearing will be scheduled upon receipt of your properly completed application. Public notice of the hearing will be posted and printed in a newspaper and notice will be mailed to you and to all abutters and to other parties whom the board may deem to have an interest, at least five days before the date of the hearing. You and all other parties will be invited to appear in person or by agent or counsel to state reasons why the appeal should or should not be granted.

After the public hearing, the board will reach a decision. You will be sent a notice of decision. If you believe the board's decision is wrong, you have the right to appeal. The selectmen, or any party affected, have similar rights to appeal the decision in your case.

To appeal, you must first ask the board for a rehearing. The Motion for Rehearing may be in the form of a letter to the board. The motion must be made within 30 days of the decision and must set forth the grounds on which it is claimed the decision is unlawful or unreasonable. The board may grant such a rehearing if, in its opinion, good reason is stated in the motion. The board will not reopen a case based on the same set of facts unless it is convinced that an injustice would be created by not doing so. Whether or not a rehearing is held, you must have requested one before you can appeal to the courts.

When a rehearing is held, the same procedure is followed as for the first hearing, including public notice and notice to abutters.

See [RSA Chapter 677](#) for more detail on rehearing and appeal procedures.

## **APPEAL OF A ZONING BOARD OF ADJUSTMENT DECISION**

It is strongly advised that the applicant make himself aware of the appeal process for a ZBA decision the applicant is not satisfied with.

Decisions of the ZBA may be appealed within 30 days of the VOTE of the decision. New information must be given to the ZBA in order for it to hear and possibly grant an appeal of their decision.

If the applicant is not satisfied with the vote on the request for appeal of a decision, or not satisfied with the decision of the appeal if the request is granted, the applicant has 30 days from that VOTE to appeal to the Superior Court.