

**Town of Greenfield
Zoning Board of Adjustment
7 Sawmill Road
Greenfield, NH 03047**

INSTRUCTIONS TO APPLICANTS APPEALING TO
THE BOARD OF ADJUSTMENT

**IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE FILLING OUT
ATTACHED APPLICATION**

The board strongly recommends that, before making any appeal, you become familiar with the Zoning Ordinance, and also with the New Hampshire Statutes TITLE LXIV, RSA Chapters 672- 677, covering planning and zoning.

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. The proposed use would not diminish surrounding property values.
2. Granting the variance must not be contrary to the public interest.
3. 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. The NH Supreme Court has established a new test for unnecessary hardship for a use variance consisting of 3 elements:

a. that the zoning restriction as applied to the property interferes with the reasonable use of the property, considering the unique setting of the property in its environment;

b. that no fair and substantial relationship exists between the general purposes of the zoning ordinance and the specific restriction on the property; and

c. that the variance would not injure the public or private rights of others.¹

For an area variance, an applicant can demonstrate unnecessary hardship by establishing that:

a. special conditions of the property make an area variance necessary in order to allow the applicant to construct the development as designed; and

b. the applicant cannot achieve the same benefit by some other reasonably feasible method that would not impose an undue financial burden.

¹ - A2001 Land Use Law Update®, Atty. Tim Bates, NH OSP Annual Planning and Zoning Conference, May 12, 2001, pg. 1

4. Granting the variance would do substantial justice.
5. The proposed use is not contrary to the spirit of the ordinance.

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 Greenfield 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 legitimate mistake;

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, on a plan of the property.

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**, have it verified at the Greenfield 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 your responsibility.

A **certified plot plan** is to accompany all applications where applicable. This requirement may be waived depending upon type of application submitted.

Mail or deliver the completed application, with all attachments to the Zoning Board. A fee is charged sufficient to cover the cost of preparing and mailing the legally-required notices. Make check payable to Town of Greenfield and remit with your application.

The board will schedule a public hearing within 30 days upon receipt of your properly-completed application. Public notice of the hearing will be posted and printed in the local 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. Be aware that a fee is charged sufficient to cover the cost of preparing, mailing, and posting of the legally required notices. Payment of this fee is required before the board can hear the appeal. The board will present an invoice to the applicant before opening the hearing. Make check payable to the **Town of Greenfield**, and please note the case number on the check

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 after the decision is filed and first becomes available for public inspection in the board's office, 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 FROM AN ADMINISTRATIVE DECISION

To: Zoning Board of Adjustment,
Town of Greenfield

Case No. _____
Date filed _____
(signed - ZBA)

Name of applicant

Address

Owner

(if same as applicant, write Asame@)

Location of property:

(street, number)

(Map & 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

Permit Number _____ Date _____

article _____ section _____ of the Zoning Ordinance in question: _____

Applicant _____
(Signature)

Date _____

Planning Board comment:

APPLICATION FOR A SPECIAL EXCEPTION

To: Zoning Board of Adjustment,
Town of Greenfield

Do not write in this space:
Case No:

Date filed:

Name of applicant

Address

Owner

(if same as applicant, write Asame@)

Location of property

(street, number)

(Map & 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.

APPLICATION FOR A SPECIAL EXCEPTION

Description of proposed use showing justification for a special exception as specified in the Zoning Ordinance article _____ section _____

Explain how the proposal meets the special exception criteria as specified in article _____, section _____ of the Zoning Ordinance: ([list all criteria from ordinance])

Criteria 1 -

Criteria 2 -

Criteria 3 -

Applicant _____

(Signature)

Date _____

Planning Board comment:

APPLICATION FOR A USE VARIANCE

To: Zoning Board of Adjustment,
Town of Greenfield

Do not write in this space:
Case No:

Date filed:

Name of applicant

Address

Owner

(if same as applicant, write Asame@)

Location of property

(street, number)

(Map & 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.

APPLICATION FOR A USE VARIANCE

A variance is requested from article _____ section _____ of the Zoning Ordinance to permit

Facts supporting this request:

1. The proposed use would not diminish surrounding property values because:

2. Granting the variance would not be contrary to the public interest because:

3. Denial of the variance would result in unnecessary hardship to the owner because:

a. the zoning restriction as applied to the property interferes with the reasonable use of the property, considering the unique setting of the property in its environment such that:

b. that no fair and substantial relationship exists between the general purposes of the Zoning Ordinance and the specific restriction on the property because:

c. the variance would not injure the public or private rights of others since:

4. Granting the variance would do substantial justice because:

5. The use is not contrary to the spirit of the ordinance because:

Applicant _____
(Signature)

Date _____

Planning Board comment:

APPLICATION FOR AN AREA VARIANCE

To: Zoning Board of Adjustment,
Town of Greenfield

Do not write in this space: Case No: _____ Date filed: _____
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Name of applicant

Address

Owner

(if same as applicant, write Asame@)

Location of property

(street, number)

(Map & 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.

APPLICATION FOR AN AREA VARIANCE

A variance is requested from article _____ section _____ of the Zoning Ordinance to permit

Facts supporting this request:

1. The proposed use would not diminish surrounding property values because:

2. Granting the variance would not be contrary to the public interest because:

3. Denial of the variance would result in unnecessary hardship to the owner because:
a. the following special conditions of the property make an area variance necessary in order to allow the development as designed

; and

b. the same benefit cannot be achieved by some other reasonably feasible method that would not impose an undue financial burden because

4. Granting the variance would do substantial justice because:

5. The use is not contrary to the spirit of the ordinance because:

Applicant _____
(Signature)

Date _____

Planning Board comment:

APPLICATION FOR AN EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENTS

To: Zoning Board of Adjustment,
Town of Greenfield

Do not write in this space:
Case No: _____
Date filed: _____

Name of applicant

Address

Owner

(if same as applicant, write Asame@)

Location of property

(street, number)

(Map & 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.

APPLICATION FOR AN EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENTS

An Equitable Waiver of Dimensional Requirements is requested from article _____ section _____ of the Zoning Ordinance to permit

- 1. Does the request involve a dimensional requirement, not a use restriction?
() yes () no

2. Explain how the violation has existed for 10 years or more with no enforcement action, including written notice, being commenced by the town

- or -

Explain how the nonconformity was discovered after the structure was substantially completed or after a vacant lot in violation had been transferred to a bona fide purchaser

and how the violation was not an outcome of ignorance of the law or bad faith but resulted from a legitimate mistake

3. Explain how the nonconformity does not constitute a nuisance nor diminish the value or interfere with future uses of other property in the area

4. Explain how the cost of correction far outweighs any public benefit to be gained

Applicant _____
(Signature)

Date _____

Planning Board comment:

ZBA Fee Schedule		
Item	Fee	
Filing Fees:		
Application Fee	\$50	
Abutters/Notification Fee	\$10.00 per notification per hearing.	
Advertising Fee (Newspaper, Etc)	Current column inch rate per Advertisement	
Notice of Decision	Current First Class Postal Rate per notification per hearing.	
	Total:	\$
<p>All Fees are subject to change. Notice of any changes will be posted in the Town Offices and Post Office. Applicants are responsible for verification with the Greenfield Zoning Board of Adjustment that they have the latest revision of the application form and the latest fee structures. Fees are paid to: Town of Greenfield</p>		