

Litchfield Zoning Board of Adjustment (Updated May 2005)

BE PREPARED!!!

You have been directed to the Litchfield Zoning Board of Adjustment because you would like to request any one or a combination of the following types of appeals:

- a **Variance** - to use your property in a way that is not permitted under the strict terms of the zoning ordinance.
- an **Appeal from an Administrative Decision** – if you believe that a decision was made in error under the provisions of the ordinance.
- a **Special Exception** – if your plan to use property in a particular zone and you think that use may be permitted by special exception given that you meet certain conditions
- an **Equitable Waiver of Dimensional Requirements** - for existing dimensional nonconformities provided you can meet the required standards.

The NH Office of Energy and Planning 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.

(<http://www.gencourt.state.nh.us/rsa/html/indexes/LXIV.html>)

You will also find all of our rules and procedures documented in the “The Board of Adjustment in New Hampshire – January 2005 -

<http://www.nh.gov/oep/resourcelibrary/referencelibrary/z/zoningboardofadjustment/documents/zbandbook.doc>

PLEASE NOTE while our job is to help YOU through this process, the burden is on YOU to establish the criteria necessary for the relief requested.

Remember that we are obliged to follow the state law and Litchfield’s ordinances as stated. YOU have to help us understand how your situation is unique enough to warrant a decision to overrule the ordinance as stated for your property.

Wanting relief from Litchfield’s Zoning Ordinances just because “you want it” is NOT enough. YOU need to explain verbally with supporting documentation that Litchfields Zoning Ordinances should not be applied to your property for some legitimate reason.

Recommendations:

- PLEASE come prepared!
- PLEASE submit to us written or typed, well thought-out responses to the questions that pertain to your appeal. (Provided to you with the application.)
- Bring supporting material (a plot plan of your property and surrounding properties, photos of your property and surrounding properties also help)
- Bring neighbors who support your appeal. If they don’t support you then perhaps your appeal isn’t warranted.
- 5 copies of your supporting documentation and material and 1 for yourself make the process go that much easier.

Other Reference Sites:

- State - Zoning Board of Adjustment Frequently Asked Questions - <http://www.state.nh.us/oep/programs/MRPA/ZoningBoardFAQs.htm> - ZBA Frequently Asked Questions

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