

TOWN OF RICHMOND
NEW HAMPSHIRE
Zoning Board of Adjustment

APPLICANTS CHECK LIST:

- Prepare a list of abutting property owners, and attach to your application.**
If you have difficulty consults the Land Use Assistant or the Selectmen's Office. Accuracy of this list is the applicant's responsibility. If list is incomplete, the application will not be accepted complete.
- Enclose two sets of self adhering **addressed** mailing labels (1"x 2 5/8") for the Abutter's lists or **legibly address** standard size white legal envelopes.
- Enclose three checks, **one payable to Town of Richmond for \$100.00, one payable to the Keene Sentinel for \$25.00 and one payable to the USPS to cover Non returned receipt certified mailing to all abutters, interested parties and yourself. Please call Post office for current cost.**
This fee is charged to sufficiently cover the cost of preparing and mailing the legally required Notices and your application fee.
- Mail or deliver the completed application, with all attachments to the office of the **Town of Richmond Land Use Assistant.** Address below.

Regular meetings are held on the second Wednesday of each month at 7:00 PM in the Richmond Veterans Hall located on Rt. 32 North. The deadline for applications is the 15th of each month.

1. The board will schedule a public hearing upon receipt of your properly completed application.
2. The applicant/property owner **should** be present. If necessary, a signed and dated letter by the property owner authorizing an agent to represent the owner is required.
3. 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 any other agent or representative you need notified, at least five days before the date of the hearing.
4. 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

1. The board will reach a decision within 14 days.
2. You will be sent a notice of decision.
3. If you believe the decision of the Board is incorrect, you have the right to appeal.
4. The selectmen, or any party affected, have similar rights to appeal the decision in your case.

To appeal

1. You must first ask the board for a rehearing.
2. The Motion for Rehearing may be in the form of a letter to the board.
3. The motion must be made within 30 calendar days the day after the day of decision is filed, and must set forth the grounds on which it is claimed the decision is unlawful or unreasonable.
4. The board may grant such a rehearing if, in its opinion, good reason is stated in the motion.
5. 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.
6. When a rehearing is held, the same procedure is followed as for the first hearing. Including all fees.

TOWN OF RICHMOND
NEW HAMPSHIRE
Zoning Board of Adjustment

7. Whether or not a rehearing is held, you must have requested one before you can appeal to the courts.

See **RSA chapter 677** for more detail on rehearing and appeal procedures. Reference materials are available at the Richmond Town Hall or on line at

www.gencourt.state.nh.us/rsa

REMIT TO:

**Land Use Assistant
Town of Richmond
105 Old Homestead Hwy.
Richmond, NH 03470**