

CITY OF PORTSMOUTH
Zoning Board of Adjustment Application
For Appeals of Administrative Decision or Request for Equitable Waiver

<i>Department Use Only</i>		Date _____
Assessor Plan # _____	Lot # _____	Fee _____
Zone _____	Lot area _____	By _____

Fill in below by printing in ink or typing / Complete all Blanks or indicate "N/A" if not applicable

Applicant _____ Owner of Record _____

Applicant Street Address _____ Owner Street Address _____

Applicant City / State / Zip _____ Owner City / State / Zip _____

Applicant phone (____) _____ Owner phone (____) _____

Applicant e-mail _____

Location (street address) of proposed work: _____

Existing use: _____

Undersigned hereby requests:

☐ Appeal from an Administrative Decision
See Article 2, Section 10.234.30

Relevant Article and Section

☐ Other (e.g. Equitable Waiver)

For the following:

The undersigned alleges that the required conditions exist for granting of this request according to the terms of the Zoning Ordinance as demonstrated in the attached submittals.

Only complete applications will be accepted by the deadline date. A complete application shall consist of: a completely filled out application with original signatures, the application fee, and 12 packets of required plans and any supporting documents or photos. Incomplete applications will not be accepted. Applications received after the deadline will be scheduled for the following month. The owner or his/her representative is required to attend the Public Hearing for the above appeal.

Signature of Owner

Date

Please PRINT name here _____

Applicant's Responsibilities

1. All Appeals from an Administrative Decision shall be filed no later than 30 days from the date of the action which is being appealed.
2. All applications shall include a written statement explaining the request in accordance with the requirements of the Zoning Ordinance.
3. It is the obligation of the applicant to submit adequate plans and/or exhibits in accordance with the terms of the Zoning Ordinance for all applications.
4. Plans/exhibits should be 8 ½" x 11" in size, 11" x 17" plans may be used only if the plan would otherwise be unreadable.
5. The Planning Department is authorized by the Board of Adjustment to refuse applications which do not meet these minimum requirements. The Planning Department may also require additional information and/or exhibits as needed to illustrate the scope of the project. Public Hearings shall not be scheduled, advertised or held until such time as the minimum requirements for adequate plans have been submitted. The Board may postpone any application requiring more information prior to any action being taken.
6. The applicant shall submit one (1) original and eleven (11) copies of the application and any plans, exhibits, and supporting documents.
7. The applicant shall provide electronic files in Portable Document Format (PDF) of all submittals.

I have read the above list of responsibilities, have provided all required information, and such information is current, accurate, and complete to the best of my knowledge.

(Applicant's Signature, date)

The Applicant is encouraged to consider the following when completing the application:

- ☐ Provide neat and clear plans/exhibits
- ☐ Use of color or highlights is encouraged in order to identify pertinent areas on plans
- ☐ Applicants are encouraged to review the application with a member of the Planning Department staff prior to submittal
- ☐ All applicants are encouraged to discuss the project with impacted neighbors