

INSTRUCTIONS FOR ANY APPEAL

For any appeal, the application must be filled in completely. Please make sure that all necessary paperwork is enclosed with any site plans or plot plans. Submit the entire package with remittance, made payable to the Town of Grantham, to office personnel. All applications must also contain a list of abutters. An abutter is any property owner located within 200 feet of the subject property. Office personnel are available to help you compose a list of abutters. The application fee is \$75.00 plus \$4.50 per abutter.

A public hearing will be scheduled within 30 days of receipt of your completed application under the terms and conditions of RSA 676:7, although the board's failure to hold a hearing within 30 days does not constitute approval of the application. Public notice of the hearing will be posted and advertised in a newspaper of local distribution at least 10 days prior to the hearing date. Notice will be sent to the applicant and will be sent by certified mail, return receipt requested, to all abutters at least 10 days before the date of hearing.

Within 3 days of any decision(RSA 676:3), the Zoning Board of Adjustment will issue a notice of decision, which will state whether the appeal was granted or denied, and a list of reasons. One copy will be sent to the applicant and one copy will be filed in the ZBA files located at the Grantham Town Office. The decision will also be posted in two public places.

If the applicant or any person affected by the decision of the Board believes the decision is wrong, they have the right to appeal. The motion for a rehearing may be in the form of an application to the Board, and must set forth the grounds on which it is claimed the decision is unlawful or unreasonable. **This motion for appeal must be made within 20 days of the Board's decision. There is no mechanism for extending this time restraint.**

Upon the filing of a motion for a rehearing, the Board of Adjustment shall, within 10 days, either grant or deny the application, or suspend the decision complained of pending further consideration. Whether or not a rehearing is held, one must be requested before appealing to the New Hampshire Court System.