



TOWN OF RAYMOND

Planning and Development Department

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Procedure for Filing a Variance Application

- 1) In order to file an application for variance with the Zoning Board of Adjustment, you must first make application for and be denied a building permit or you must first obtain a written denial for the proposed activity from the Code Enforcement Officer. An application for variance will only be accepted and processed after you have received a denial letter.
- 2) The following items must be provided when filing an application for variance with the Zoning Board of Adjustment:
 - a. **COMPLETED & SIGNED APPLICATION:** If the applicant is NOT the property owner, a notarized letter of permission from the property owner is required to be submitted with this application.

All submissions should include a Document Intake Form along with 10 physical copies and 1 electronic copy (flash drive) of all documents. It is recommended to coordinate with the Planning Department as these requirements are subject to change.

- b. **APPLICATION FEE:** The application fee to the Zoning Board of Adjustment is as follows:
 - \$150.00 base application fee; plus
 - \$10.00 per abutter (to include everyone noted on the List of Abutters as outlined in Item 2(e) below).

Please make checks payable to the Town of Raymond.

Note: A \$175.00 fee for Published Legal Notice, in accordance with RSA 676:7, I (c), will be invoiced if applicable.

- c. **DENIAL LETTER FROM CODE ENFORCEMENT OFFICER:** As explained in Item 1 above, you must receive a written denial from the Code Enforcement Officer before your application to the Zoning Board of Adjustment will be accepted and processed.
 - d. **CERTIFIED PLOT PLAN:** A certified plot plan bearing the indicia of a licensed land surveyor must be provided where applicable to an application for variance (i.e. when a new structure is being proposed). A copy of a previously existing certified plot plan with any missing (since the plan was originally produced) and proposed structures properly hand-drawn to scale is acceptable, provided, however, that the original plan is on file with the Town of Raymond.
 - e. **LIST OF ABUTTERS:** The Town of Raymond is required to mail notice to abutters (and other parties as identified below) of a public hearing held by the Zoning Board of Adjustment. It is the responsibility of the applicant to provide the Town of Raymond with a complete and accurate list of abutters. The list of abutters shall contain the following information:
 - Name, Address, Tax Map & Lot Number of the applicant(s);
 - Name, Address, Tax Map & Lot Number of abutting property owner(s);
 - Name and Address of all agents representing the applicant;

- Name and Address of any holders of conservation, preservation, or agricultural preservation restrictions (if applicable); and
- Name and Address of every engineer, architect, land surveyor or soil scientist whose professional seal appears on the plan (if applicable).

For more information, please refer to NH Revised Statutes Annotated 672:3 for a definition of the term “abutter,” and RSA 676:7 for legal notice requirements.

- f. **PHOTOGRAPHS (OPTIONAL):** You are encouraged (but not required) to submit photographs with your application to facilitate review by the Board.

3) **FINAL THINGS TO CONSIDER:**

- a. The Board encourages that you submit any and all relevant supplemental information with your application and not during the public hearing itself. Doing so allows the Board an opportunity to review all the facts in advance of the hearing. In addition, the Board may decline consideration of any supplemental information submitted during a public hearing. Submission of supplemental information during a public hearing may also result in the Board continuing the public hearing to a later date to allow it time to review all submitted materials.
- b. This application is not acceptable unless all required items noted above have been provided. Any missing information may result in an application being denied by the Board as incomplete.
- c. Governing Statute: RSA 674:33 (I) (b).