

# Town of Loudon, NH

## Zoning Board of Adjustment

### How to Apply to the ZBA

1. Read the sections of the Loudon Zoning Ordinance that are relevant to what you want to do. The Zoning Ordinance is available at the Town's website under the heading of Government, sub-heading of Zoning Board of Adjustment, or a copy can be purchased at the Town Office.
2. The applications are available online, by calling the Zoning Office at 798-4540, by emailing [loudonplanningoffice@comcast.net](mailto:loudonplanningoffice@comcast.net) or stopping by the Town Office.
3.
  - a. If you want to do something that is not permitted by the Zoning Ordinance, use the **Variance** application.
  - b. If you want to do something that is permitted by the Zoning Ordinance but cannot meet the exact requirements, use the **Special Exception** application (it will be noted in the ZO if allowed by Special Exception).
  - c. If you want to appeal a decision made by an administrative official in the enforcement of the Zoning Ordinance, use the **Administrative Appeal** application.
  - d. If you want the Zoning Board to reconsider a decision it has made, use the **Request for Rehearing** form.
4. Complete and sign the application; prepare a sketch/plan if applicable.
5. Prepare a complete list of abutters. This can be done by reviewing the tax map at the Town Office; names and addresses are available at the same location.
6. The application fee of \$60 and abutter fees of \$8 per abutter are due at the time of application submittal.
7. The Zoning Board meets on the fourth Thursday of every month (the Board does not meet if there are no hearings on the agenda), and the deadline for applications is fifteen days prior to the meeting. If your complete application with all required information, the abutter list, and payment is received by the deadline, your case will be scheduled for a hearing at the next Zoning Board meeting. If not, it will be delayed to the next month.
8. A public notice of the hearing will be posted, printed in the Concord Monitor, and mailed to the property owner and abutters.
9. At the public hearing, you or your agent will be asked to describe your proposed use and you will go through the points of the application with the Board. Any abutters or interested parties will be allowed to present evidence and speak for or against your application. The public hearing may be continued to the next month if additional time or information is needed.
10. Following the hearing, the ZBA will make a decision on your application. A written decision will be sent to you and any other parties to the case.
11. You, the selectmen, or any party directly affected by the decision may appeal a decision of the ZBA. A request for rehearing of a ZBA decision must be filed in writing to the Zoning Office no later than thirty days after the date on which the decision was made.