

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 on the Town's website under the "Boards, Committees & Commissions" tab, sub-heading of Zoning Board of Adjustment. On the upper left there is a tab labeled, "Zoning Ordinance." A copy can also be purchased at the Town Office.
2. Applications are available in the Planning and Zoning Office at 55 S. Village Rd., Suite 4, online in PDF format, and by email at planning-zoning@loudonnh.org.
3.
 - a. To do something that is not permitted by the Zoning Ordinance, use the **Variance** application.
 - b. 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. To appeal a decision made by an administrative official in the enforcement of the Zoning Ordinance, use the **Administrative Appeal** application.
 - d. To request that the Zoning Board reconsider a decision that 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 (4th) Thursday of every month and the deadline for applications is fifteen (15) 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 following month.
8. Public notices for the hearing will be posted in public places around Loudon, printed in the Concord Monitor, and mailed to the property owner and abutters.
9. At the public hearing, the applicant or their agent will be asked to describe the proposed use and 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 the 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 about the application. A written Notice of Decision will be sent to the applicant and any other parties to the case.
11. The applicant, 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 (30) days after the date on which the decision was made.