

**Town of Groton**  
**754 North Groton Road**  
**Groton, NH 03241**  
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## **ZONING BOARD OF ADJUSTMENT REQUEST PROCEDURE**

**MEETINGS:** The Zoning Board of Adjustment (ZBA) will meet on the first Monday of each month in the Town House. If there is no business in front of the board the monthly meeting can be cancelled. Special meetings will be posted at the Town House and Transfer Station.

**FILING OF APPLICATION:** Applications for ZBA are available at the Town Office. The application must be filed at the Town Office at least 15 days prior to a meeting, along with an application fee of \$140. A notice of the meeting will be published in the local newspaper and a similar notice will be sent, by certified mail, to abutters and nearby property owners. The filing fee will be used to meet these expenses. If the expenses exceed the filing fee, the applicant will be billed for the difference.

**LIST OF ABUTTERS:** You must prepare a list of all abutting property owners, have it verified at the Town Office, and attach it to your application. If you have any difficulty, consult the Selectmen's Office, but THE ACCURACY OF THE LIST IS YOUR RESPONSIBILITY. An "abutter" means any person whose property adjoins or is directly across the street or stream from the land under consideration. The list of abutters must also include any holders of conservation, preservation, or agricultural preservation restrictions in accordance with RSA 676:4 (I) (a) of the New Hampshire Planning and Land Use Regulations.

**PLOT PLAN:** Applications must be accompanied by plot plans in order to be considered by the ZBA. Plans should show the location and shape of the subject structure in relation to lot lines and required setbacks, in addition to location and identification of abutters. Neither the review of any applications or plans by officials of the Town of Groton, nor any subsequent inspection of the premises, should be relied upon as an assurance of conformity to legal requirements. The applicant shall remain fully responsible for complying with all applicable United States, New Hampshire or Groton laws, ordinances, regulations or conditions.

**PRESENTATION AT MEETING:** The Petitioner should bring all documentation, which will assist the Board in understanding the proposal. Do not assume that anything submitted to a different Town Board will find its way to the ZBA file. The Petitioner or his legal representative will be responsible for addressing all points of law in support of his request.

**NOTE:** An appeal of Administrative Decision (or request for rehearing) must be filed with the Board no later than 30 days from the date of the original decision as per the Zoning Board Rules of Procedure using RSA 677.2. It is necessary that the applicant or his legal representative attend the meeting held for the review and consideration of this petition.