TOWN OF CANTERBURY
ZONING BOARD OF ADJUSTMENT
INSTRUCTIONS FOR APPLICANTS

IMPORTANT: *The Board strongly recommends that before making any appeal, you become familiar with the zoning ordinance.*

Those who apply to the Zoning Board of Adjustment for a variance or a special exception must follow the following instructions. The better prepared an applicant is, the easier it is for both the applicant and the zoning board to process and hear an appeal.

IT IS THE APPLICANT'S RESPONSIBILITY TO:

1.   Obtain the proper application form from the Selectmen's Office

2.   **List all abutters** and their current mailing addresses on the application. Please include tax map numbers. The Selectmen's Office can help with this information; however, the accuracy of the list is your responsibility.

3.   **Read the ordinance that affects the use intended.** In preparing for a hearing it is the applicant's responsibility to understand the ordinance and how if affects the property.

4.   Carefully prepare the case. Since the Board is acting in a quasi-judicial capacity, it is the applicant's responsibility to present evidence for the Board to us in deciding the outcome. If insufficient evidence is presented, it is likely that the Board will not be able to decide whether or not the variance or special exception should be granted. If necessary to clarify the setback or other distances, the applicant should have a detailed drawing of the property.   This drawing should be done to scale. Frequently, drawings are available from septic designs or subdivision plat. Note deed restrictions, if any, and identify the zone the property is in.

5.   Address the criteria listed on the next page. The applicant must show that the proposed use meets **ALL** the criteria for either a special exception or a variance in order for the Board to legally allow the proposed use.

6.   The fee for a hearing is **$200.00** application fee, plus $**11.00** per abutter (including the applicant) payable to the Town of Canterbury. This is to cover legally required notices.