

**TOWN OF WINDHAM
ZONING BOARD OF APPEALS
PROCEDURES**

The following procedure is provided to you as a guide. Please review Section 92 of the Windham Zoning Regulations.

1. Submit a completed application along with a filing fee and deeds; and twelve (12) copies of the application, plot plan, maps, and any other related material to the to the Planning Department by 12:00 noon, sixteen (16) days prior to the next regularly scheduled meeting of the Zoning Board of Appeals held the first Thursday of each month. The plot plan must be drawn to a scale of 1"= 40' or such scale which provides sufficient detail to show:
 - a. Accurate lot dimensions and the required setbacks. The Board may require a survey in order to make a decision on any application.
 - b. Exact location, size and use of all existing and proposed buildings and structures, driveways and parking areas on the lot.
 - c. Sketch of all proposed buildings and structures.
 - d. For all setback variances, please provide exact location of any building(s) or structure(s) or abutting lot(s).
 - e. Distance from nearest intersection.
 - f. Pertinent information such as water supply, septic systems, wetlands and watercourses, steep slopes, ledge, etc.
 - g. Any other information the Zoning Board of Appeals may require.
 - h. List of all abutting property owners and addresses including those across the street according to the records of the Assessor's Office.
2. Please consult the Town Planner when making the application. The required information will vary with each application. Incomplete applications will not be accepted by the Board.
3. A public hearing will be set for the application within sixty-five (65) days of the receipt of the application by the Board. The applicant or agent must be present at the public hearing.
4. Each applicant is required to pick up a placard from the Planning Department that must be posted in a visible location on the property at least ten (10) days prior to the public hearing. In addition, a copy of the legal notice must be mailed or hand delivered to all abutting property owners as required by State Law, and receipts must be submitted to the Board.

Do not copy this sheet with application

**TOWN OF WINDHAM
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APPLICATION: _____ FEE: _____

DATE RECEIVED: _____

RECEIVED BY: _____

HEARING DATE: _____

CIRCLE ONE: VARIANCE APPEAL SPECIAL EXCEPTION

Name of Applicant/Business: _____

Phone Number(s): _____ Fax Number: _____

Address or Geographic Location of Property: _____

(use an additional sheet, if necessary, to draw a sketch showing the property in relation to the surrounding roads, etc.)

Assessor's Map(s): _____ Block: _____ Lot(s): _____ Deed: Volume: _____ Page: _____
(please submit one copy of the deed)

Zoning District: _____ Lot Size: _____

Applicant's Interest in the Property: Owner _____ Lessee _____ Buyer _____ Other _____

Agent(s) _____

Phone Number(s): _____ Fax Number: _____

Name of Property Owner (if not applicant) _____

Address: _____

Phone Number: _____ Fax Number: _____

Have any other applications been submitted to any Town Board or Commission for this property in the last year? YES / NO If so, please provide the number of the Board, date and reason:

Please explain the purpose of the application. If this application is for a variance, please state the specific hardship for which a variance is sought: Please note that a hardship CANNOT be financial. If other type of application, refer to Section 92 of the Windham Zoning Regulations.

SIGNATURE OF APPLICANT and OWNER)

DATE