

TOWN OF ANDOVER
APPLICATION TO THE ZONING BOARD OF ADJUSTMENT

Applicant: _____ Date: _____

Address: _____

_____ Telephone: _____

Location of Property: Map: _____ Block: _____ Lot: _____

Legal Description of Property: Book #: _____ Page #: _____

Type of Application (check one):

Appeal from a decision of the Zoning Administrator

Conditional Use Application

Variance Application

Reason for Appeal / Conditional Use / Variance: _____

Specific Relief Requested: _____

Application to the Zoning Board of Adjustment Fee: **\$200.00**

Date Fee Received: _____ Check #: _____ Amount: _____

Fee Received By: _____

Notice Date: _____ Hearing Date: _____

Decision: Approved Denied

Explanation / Conditions: _____

INSTRUCTIONS FOR APPLICANT

1. Within 15 days of the date of a decision or act of the Administrative Officer, the applicant must file with the Secretary of the Zoning Board of Adjustment, a copy of the notice of appeal and a copy of the decision or act on which the appeal is based.
2. Conditional Use Permit applications and applications to change a non-conforming use may be made directly to the Board at any time.
3. All appeals and applications must be filed with the Secretary of the Board on the form provided, together with payment of the required fee.
4. Submit with this application dimensioned site plans, elevations, landscaping diagrams, traffic circulation and parking diagrams, neighborhood land use maps, and any additional information and data to advise the Board fully with reference to the application or appeal.
5. Specify as precisely as possible the reasons for the application or appeal request.
6. Contact the Administrative Officer or a member of the Zoning Board of Adjustment for additional information about procedures for filing an appeal, advice concerning the Board's rules, and instructions for preparing your testimony.
7. Note that the Board has no authority to consider or authorize a use not permitted in the Andover Zoning Ordinance.