

# Zoning Board of Adjustment Motion to Rehear Application

If you have questions on how to complete this form, please call: (603) 352-5440 or  
email: [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov)



**For Office Use Only:**

Case No.	_____
Date Filled	_____
Rec'd By	_____
Page	_____ of _____
Rev'd by	_____

## APPEAL OF ZONING ADMINISTRATIVE DECISION

**Article 26.1.A:** Appeals concerning any matter within the authority of the Zoning Board of Adjustment shall be in the manner provided for by NH RSA 676:6-7.

**Article 26.1.B.:** In accordance with NH RSA 677:1-14, any person aggrieved by the decision of the Zoning Board of Adjustment shall file a motion for a rehearing with the Community Development Department within 30 calendar days after the date of the Zoning Board of Adjustment decision.

**Article 26.1.B.1.:** The motion for rehearing shall fully set forth every ground upon which it is claimed that the decision rendered is unlawful or unreasonable.

**Article 26.1.C.:** The Zoning Board of Adjustment shall deliberate the motion for rehearing within 30 calendar days of the date of the filing of the motion.

**Article 26.1.D.:** If the Zoning Board of Adjustment grants a motion for rehearing, the new public hearing shall be held within 30 calendar days of the decision to grant the rehearing, provided all applicable fees are paid and an updated abutters list, including all owners of property within 200 ft. of the subject parcel, is submitted by the party requesting the rehearing. Notice of the rehearing shall follow the procedures set forth in NH RSA 676:7.

**Article 26.1.E.:** If a motion for rehearing is denied by the Zoning Board of Adjustment, the applicant may appeal to the Superior Court within 30 calendar days after the date upon which the Board voted to deny the motion for rehearing.

**Article 26.1.F.:** Any further appeal of a final decision or order of the Zoning Board of Adjustment shall be in accordance with NH RSA 677:4.

## APPLICATION REQUIREMENTS

A complete application must include the following items and submitted by one of the options below:

- **Email:** [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov), with **"ZBA Motion To Rehear"** in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for an Appeal of an Administrative Decision are outlined further in **Article 26.1** of the [Land Development Code](#).

**WRITTEN NARRATIVE:**

*This notice of appeal shall specify all grounds on which the appeal is based, and why the request of appeal should be granted.*

# Zoning Board of Adjustment Appeal of Administrative Decision

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## SECTION 1: CONTACT INFORMATION

I hereby certify that I am the owner, applicant, or the authorized agent of the owner of the property upon which this appeal is sought and that all information provided by me is true under penalty of law. If applicant or authorized agent, a signed notification from the property owner is required.

### OWNER / APPLICANT

NAME/COMPANY:

MAILING ADDRESS:

PHONE:

EMAIL:

SIGNATURE:

PRINTED NAME:

### APPLICANT (if different than Owner/Applicant)

NAME/COMPANY:

MAILING ADDRESS:

PHONE:

EMAIL:

SIGNATURE:

PRINTED NAME:

### AUTHORIZED AGENT (if different than Owner/Applicant)

NAME/COMPANY:

MAILING ADDRESS:

PHONE:

EMAIL:

SIGNATURE:

PRINTED NAME:

**SECTION 2: ZONING REFERENCE**

Zoning Board of Adjustment Application number Motion to Rehear is based:

**SECTION 3: WRITTEN NARRATIVE**

This Motion request should express the ground upon which the applicant deems the Board decision rendered is unlawful or unreasonable. (Attach additional sheets if needed.)