



# Instructions: Administrative Appeal

## Bristol Zoning Board of Adjustment (ZBA)

If you have been denied a Land Use Permit or are affected by some other decision regarding administration of the Zoning Ordinance, and you believe that the decision was made in error under the provisions of the Ordinance, you may appeal said decision to the ZBA. A copy of the decision must be attached to your application. (NOTE: Administrative Appeal is not for challenging ZBA decisions. See Motion for Rehearing.) Application material and relevant fees for the appeal shall be submitted within 30 days of the date of the decision being challenged. If ZBA denies an Administrative Appeal, you may bring your case to the courts or submit a new application (e.g. for a Land Use Permit) with meaningful changes.

### Notifying Abutters

We must contact the owners of property adjacent to yours. An abutters list shall be submitted with the administrative appeal application and have current mailing address, property address, and tax map-lot for each abutter. Abutters include property owners directly across a road or waterbody. State law RSA 672:3 may be of interest. For the purposes of notification, the applicant (and owner if different) and any professionals who have provided their service are considered abutters.

If you represent the property owner, you must be one of the following:

1. The holder of a valid option for purchase of the subject property.
2. A hired professional to represent the applicant.

### Timeline

Application, fees, and all required supporting documents must be received in the Land Use Office by the filing deadline at 12pm. Application materials can be mailed or delivered. PDF is good but plans larger than 11x17 need to be printed by the applicant—2 copies. Payment must be cash or check. Monthly application deadlines are posted at [www.bristolnh.gov](http://www.bristolnh.gov).

Public hearings take place the first Tuesday of each month. Hearing notices will be posted and printed in a newspaper having broad circulation in the Town. Staff work to notify all abutters including you (and any other parties which the Board deems to be interested, or as required by RSA) by way of verified mail at least 14 days before the hearing date. All such parties can speak to this administrative appeal—whether they support it or not.

NOTE: If you the applicant/owner fail to attend the scheduled hearing, ZBA can deny your appeal request or continue it to the next meeting. The same is true if your application packet is incomplete. You may ask for a continuance if necessary. Once the Board has considered the administrative appeal and decided on it, you will be given a Notice of Decision.

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*Representatives need to have written permission from the owner to speak on their behalf.*



# Town of Bristol Abutter Notification List

Name and address should be those of current owners as recorded in the Tax Records at the time of submission of your application. If more room is needed, copy this sheet and attach. Be sure to make note of how many abutter sheets you are submitting - \_\_\_\_\_ # of sheets. For the purposes of notification, the applicant (and owner if different) and any professionals who have provided their service are considered abutters.

1) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

3) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

5) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

6) Owner's Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

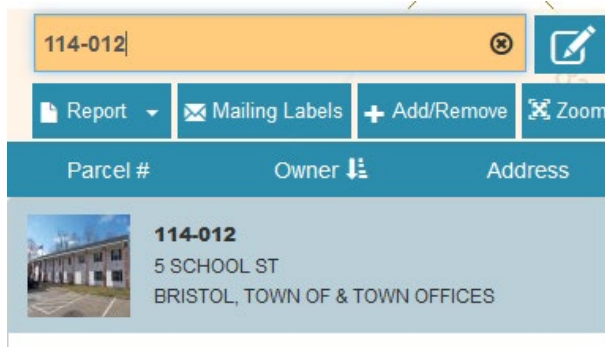
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Addresses Verified – Date:** \_\_\_\_\_

**By Whom:** \_\_\_\_\_ **Department** \_\_\_\_\_

## How to obtain an Abutter's list using the Town website.

- Go to the Homepage at [www.bristolnh.gov](http://www.bristolnh.gov)
- Click the **Maps** button in the left-hand column.
- This will take you to <https://www.axisgis.com/BristolNH/>
- Click the **magnifying glass** to search:
- Enter property address or Map and Lot number.



The property you chose will show in yellow.



- Click the **Abutters Icon**.
- Under Find Abutters, click **Add or Remove**.



- Click on the parcels surrounding your property.  
(Abutters are those sharing a border and across any streets or rivers. If the property address is located in an association, the Land Use Office will assist you with identifying the appropriate abutters. )
- Abutting properties will appear in red.
- Under Reports, click **Abutter's Report PDF**
- Print and submit this report to the Land Use Office with your Application. (The Land Use Office will verify your abutter's list.)

