

Fee: \$175

Abutter Notification: \$9 x _____

TOTAL: _____

Check# _____

Cash ☐ Other _____



Date Received: _____

By: _____ M/L: _____

District: _____

Case# _____

Hearing Date: _____

APPEAL FROM AN ADMINISTRATIVE DECISION

NOTE: This application is not acceptable unless all required statements have been made. Additional information may be supplied on a separate sheet if the space provided is inadequate.

Applicant's Name: _____
Owner or Agent

Name of Property Owner, if different: _____

Owner's Address: _____

Property Address: _____

Existing Use: _____ Feet of Frontage: _____ Sq. Ft. of Lot: _____

Owner's Phone #/Email: _____

Agent's Phone #/Email: _____

Written permission to represent owner must be submitted with application.

Relating to the interpretation and enforcement of a decision regarding administration of the Zoning Ordinance, describe how you believe that decision was made in error under the provisions of the Ordinance.

Article _____ Section _____

Date of Decision being Appealed: _____

Applicant Signature _____ Date _____

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.

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.

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 # _____

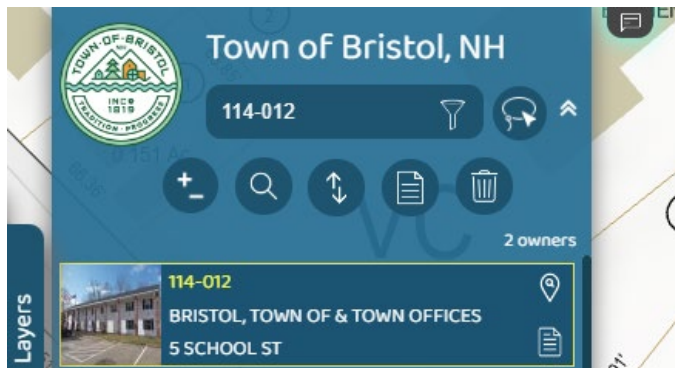
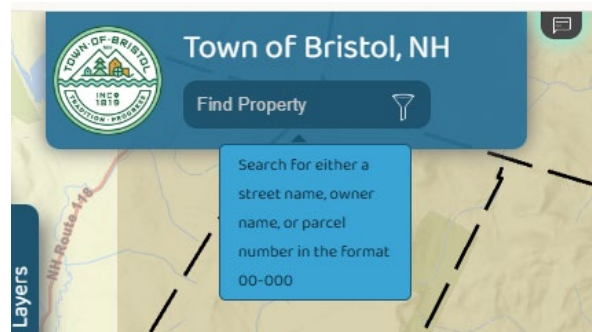
City _____ State _____ Zip Code _____

Addresses Verified – Date: _____

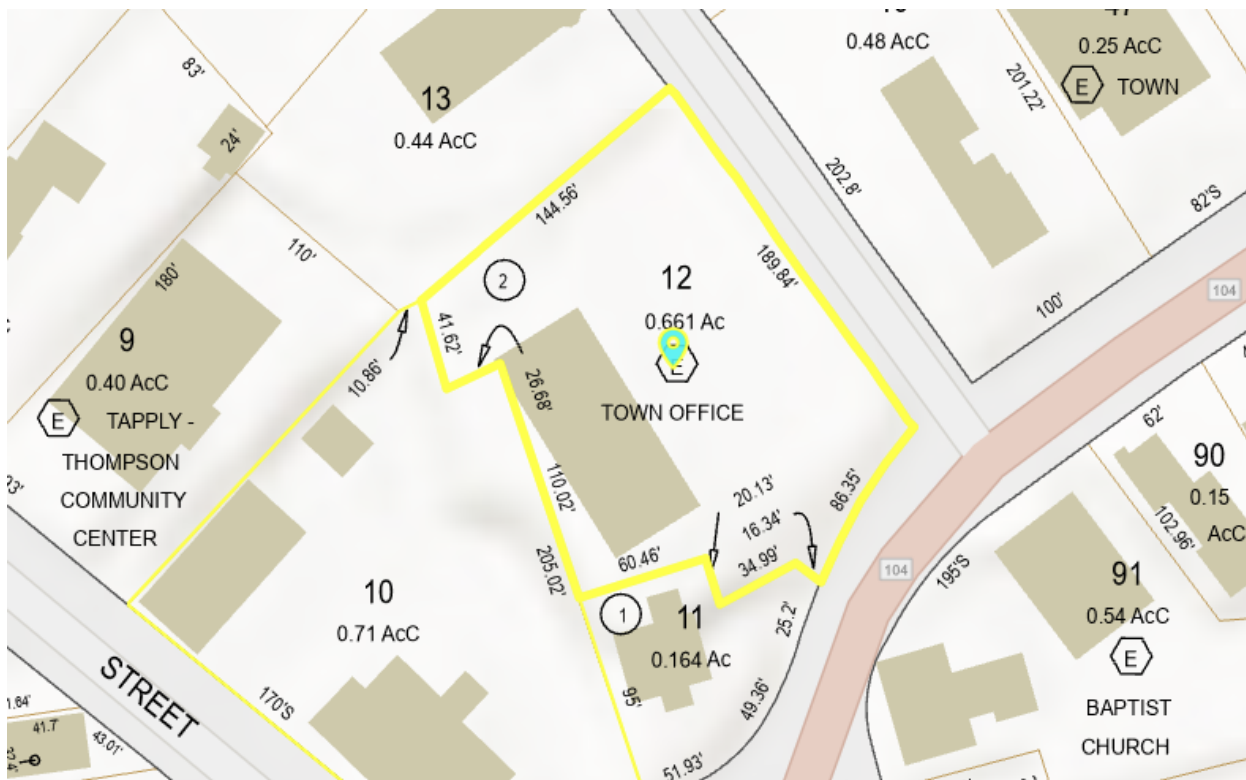
By Whom: _____ Department _____

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

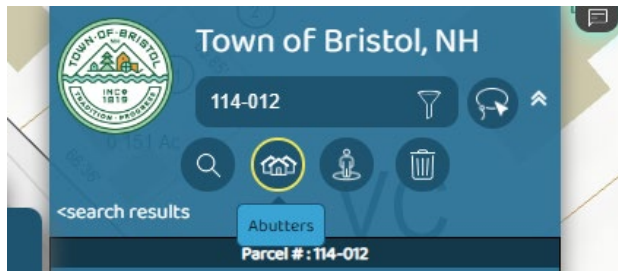
- Go to the Homepage at www.bristolnh.gov
- Click the **Maps** button in the left-hand column.
- This will take you to <https://next.axisgis.com/BristolNH/>
- Click **Find Property**
- Enter property address or Map and Lot number.



The property you chose will show in yellow.



- Click the **Abutters Icon**.



- Choose .1 feet Buffer Option

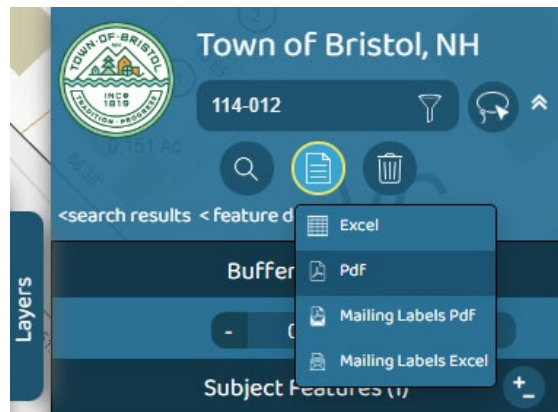


- Click the plus/minus sign (+-) next to Abutting Parcels



- Click on map to add or remove abutting parcels.
(Abutters are those sharing a border and across any streets or rivers. If the property address is in an association, the Land Use Office will assist you with identifying the appropriate abutters.)
- Abutting properties will appear in red.

- Click the **Report Icon**, scroll to choose PDF
- Print and submit this report to the Land Use Office with your Application. (The Land Use Office will verify your abutter's list.)





0.1 feet Abutters List Report

Bristol, NH
May 24, 2024

Subject Property:

Parcel Number: 114-012
CAMA Number: 114-012
Property Address: 5 SCHOOL ST

Mailing Address: BRISTOL, TOWN OF TOWN OFFICES
5 SCHOOL ST
BRISTOL, NH 03222

Abutters:

Parcel Number: 114-010
CAMA Number: 114-010
Property Address: 10 NORTH MAIN ST

Mailing Address: TD BANK
380 WELLINGTON ST - 12TH FL
LONDON, ONTARIO
N6A 4S4,

Parcel Number: 114-011
CAMA Number: 114-011
Property Address: 15/3 SUMMER ST/SCHOOL ST

Mailing Address: CRH REALTY, LLC
281A BROADWAY
LAWRENCE, MA 01841

Parcel Number: 114-013
CAMA Number: 114-013
Property Address: 25 SCHOOL ST

Mailing Address: BCC REALTY CORPORATION
PO BOX 1405
CENTER HARBOR, NH 03226

Parcel Number: 114-046
CAMA Number: 114-046
Property Address: 35 SUMMER ST

Mailing Address: SYMINGTON, BESSIE M
35 SUMMER ST
BRISTOL, NH 03222

Parcel Number: 114-091
CAMA Number: 114-091
Property Address: 30 SUMMER ST

Mailing Address: BRISTOL BAPTIST CHURCH
30 SUMMER ST
BRISTOL, NH 03222

SAMPLE



www.cai-tech.com

5/24/2024

Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report. This is not an official abutters list unless approved by the Bristol Assessing Department.

Page 1 of 1

Abutters List Report - Bristol, NH