

# Town of Salem, New Hampshire

Community Development Department

Planning Division

33 Geremonty Drive, Salem, New Hampshire 03079

(603) 890-2080 - Fax (603) 898-1223

## **ZONING BOARD OF ADJUSTMENT PROCEDURES FOR VARIANCES AND ADMINISTRATIVE APPEALS**

The Zoning Board of Adjustment meets on the first Tuesday of each month, at 7:00 PM, in the Knightly Meeting Room at the Salem Town Hall.

Applicants for variances and administrative appeals should review the Town's Zoning Ordinance, application forms, checklist requirements, and submission deadlines. Copies are available from the Planning Division at the Town Hall or at [www.townofsalem.org/zoning-board-of-adjustment.html](http://www.townofsalem.org/zoning-board-of-adjustment.html).

Applications must be submitted to the Planning Division at least 18 days prior to the meeting at which they are to be considered. Applicants are encouraged to discuss plans with the Planning Director or Planning Secretary in advance of the submission deadline - incomplete plans will not be accepted. Some applicants hire professional engineers, surveyors, or attorneys to prepare applications and represent them in front of the Board. Thirteen copies of the application and required documents (including denied building permit application, certified plot plan prepared by surveyor or civil engineer, tax map, and property deed) must be submitted, along with the names and addresses of abutters (on mailing labels) and the appropriate filing/notice fees.

Applicants are expected to present their plans at the meeting, address the five variance criteria (see web page for explanation of criteria), and answer questions from the Board. Abutters are invited to attend the hearings and comment on their concerns.

A follow-up letter is sent to each applicant following action by the Board. If your variance is granted, there is a 30 day appeal period before a permit can be granted. The variance must be activated within 1 year or it expires and must be renewed

For additional information, please contact:

Ross A. Moldoff, Planning Director, (603)890-2083, [rmoldoff@ci.salem.nh.us](mailto:rmoldoff@ci.salem.nh.us), or  
Lisa Wojtas, Planning Secretary, 603-890-2080, [lwojtas@ci.salem.nh.us](mailto:lwojtas@ci.salem.nh.us)