A Variance is one, which permits a use of land for a purpose that is not allowed by the Milan Zoning Ordinance such as a commercial use in a residential zone or a multi-family use in an area that only permits single-family dwellings. A variance is one, which also involves physical aspects of the development such as building height, setback or size, the number of parking spaces required; frontage, lot size, etc.

Prepare a list of all abutting property owners (use attached sheet), verify the list at Milan's Town Office, and return it with your application. List the names and mailing addresses of the applicant and/or property owner and authorized agent (surveyor), not more than five (5) days prior to submission, the accuracy of the list is the applicant's responsibility. Application must be accepted at ZBA regularly scheduled public meeting (third Thursday of each month).

The Zoning Board of Adjustment will schedule a public hearing within 30 days of receipt of your properly completed application. Public Notice of the hearing will be posted and printed in Berlin Daily Sun notice will be mailed to all abutters, at least five (5) days prior to the date of the hearing. You and all other parties will be invited to appear in person or by agent/counsel to state reasons why the appeal should or should not be granted.

After the public hearing, the Board will reach a decision. You will be sent a Notice of Decision. If you believe the Board's decision is wrong, you have the right to appeal. The Selectmen or any party affected, have similar rights to appeal the decision in your case. To appeal, you must first ask the Board for a rehearing. The motion for rehearing must be in the form of a letter to the Board. The motion must be made within 30 days of the Board's decision, and must set forth the grounds on which it is claimed the decision is unlawful or unreasonable.

The Board may grant such a rehearing if, in its opinion, good reason is stated in the motion. The Board will not reopen a case based on the same set of facts, unless its convinced that an injustice would be created by not doing so. Whether or not a rehearing is held, you must have requested on before you can appeal to the courts. When a rehearing is held, the same procedure is followed as for the first hearing, including public notice (Daily Sun) and notice to all abutters. (Applicable fees will be charged to the applicant motioning for the rehearing).

Fees are charged to cover the cost of preparing and mailing the legally required notices:

- Application Fee .................................................. $25.00
- Abutter Notice .................................................. $5.59 each
- Notice of Decision to applicant and abutters .................... $.48 each
- Public Notice Fee .................................................. $21.00

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Please make checks or money orders payable to the Milan Zoning Board of Adjustment. Mail or deliver the completed application with all the necessary attachments to:
Zoning Board of Adjustment, PO Box 300, Milan, NH 03588

Owner(s) Signature: ____________________________________________

Authorized Agent Signature: ______________________________________

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**Town of Milan**

**Variance Application**

Date Received: ________________ Public Hearing Date: ________________

Applicant(s) Name: ________________________________________________
Mailing Address: ________________________________________________ Phone: ________________________________________________

Land Owner’s Name(s): ____________________________________________
Map # ______ Lot # ______ Zone: ____________________________
Physical address of property: ____________________________________________

Note: *This application is not acceptable unless all required statements have been made.*

A **Variance** is requested from Article: ______, Section _____ of the Milan Zoning Ordinance to permit: ____________________________________________

Facts supporting this request:

1. The Variance will not be contrary to the public interest because: *(In responding to this question, please address: (1) Whether granting the variance would alter the essential character of the locality, and (2) Whether granting the variance would threaten public health, safety or welfare.)*

2. The **spirit** of the ordinance is observed because;

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Revised 3.1.10
3. Granting the variance would do substantial **justice** because:


4.) The **values** of surrounding properties are not diminished because.


5. Literal enforcement of the provisions of the ordinance would result in an **unnecessary hardship**. Special conditions of the property distinguish it from other properties in the area because:


(A) Denial of the variance would result in unnecessary hardship because:
(i) No fair and substantial relationship exists between the general purposes of the ordinance provision and the specific application of that provision to the property because:


(ii) The proposed use is a reasonable one because:


(B) If the criteria in subparagraph (A) above are not established, explain why the property cannot be used in strict conformance with the ordinance and why a variance is therefore necessary to enable a reasonable use of it:


Applicant’s signature: ___________________________ Date: __________

Property Owner(s) signature: ______________________ Date: __________
## ABUTTER'S LIST

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Person who prepared this list: ___________________________________________

Date on which this list was prepared: ______________________________________

I hereby certify that all information presented on this form, is to the best of my knowledge, correct.

Signature of Preparer: ________________________________________________

Revised 3.1.10