

INSTRUCTIONS & GUIDELINES

FOR FILING A REZONING APPLICATION

Step 1: Planning & Economic Development Department/Planning Board

1. The rezoning process is a two-step process involving the Planning Board and Town Council. Rezoning applications are available at the Planning & Economic Development Department.
2. Submission of the application is subject to the Planning Board meeting dates and deadlines.
3. Please complete the application and note that the owner **must** sign and date the application.
4. Please submit the following with the application:
 - A. \$40 advertising fee;
 - B. \$12 per abutter including \$12 for each owner and applicant if different; and
 - C. An abutter list with three sets of 1" x 2 5/8" mailing labels for each abutter
5. Once the application is processed, a public hearing with the Planning Board is scheduled. Notice of the hearing is published in a local newspaper, and certified letters with the public hearing date and time are sent to all abutters, the owner and applicant.
6. At the public hearing, the applicant will present the reasons for the rezoning request as detailed on the application, and there is an opportunity for public input.
7. At the conclusion of the public hearing, the Planning Board will make a recommendation to the Town Council to grant or deny the rezoning request.
8. At this time, the Town Manager's office handles any further action on the application for the Town Council.

Step 2: Town Council/Town Manager's Office

9. The Town Manager's office will need:
 - A. \$40 advertising fee;
 - B. \$12 per abutter including \$12 for each owner and applicant if different; and
 - C. An updated abutter list with three sets of 1" x 2 5/8" mailing labels for each abutter
10. The rezoning request is then placed on the Town Council agenda for a first reading.
11. After the first reading, a public hearing with the Town Council is scheduled. The Town Manager's office will coordinate the scheduling of the public hearing. Notice of the hearing is published in a local newspaper, and certified letters with the public hearing date and time are sent to all abutters, the owner and applicant.
12. At the public hearing, the applicant will present the reasons for the rezoning request as detailed on the application, and there is an opportunity for public input.
13. The Town Council will vote to grant or deny the request at the public hearing.
14. If the request is granted, an ordinance will be signed by the Town Council Chairman detailing the reasons for the approval. You may obtain a copy of the ordinance at the Town Clerk's office.



TOWN OF LONDONDERRY

LONDONDERRY PLANNING BOARD & TOWN COUNCIL

268B Mammoth Road Londonderry, NH 03053 Phone: 432-1100, ext.134 Fax: 432-1128

APPLICATION FOR REZONING REQUEST

LOCATION OF PROPERTY:

Street address _____

Tax map _____ Parcel _____

CURRENT ZONING: _____

PROPOSED ZONING: _____

Owner's name (s) _____ Tel. No. _____

Owner's address _____

Owner's Email address _____

Applicant's name(s) _____ Tel. No. _____

Applicant's address _____

Applicant's Email address _____

Representative's name _____ Tel. No. _____

Representative's address _____

Representative's Email address _____

Please explain the purpose for your rezoning request including how the proposed zoning fits in with the neighboring properties and can be justified on the bases of the health, safety and general welfare of the community. Also, please provide an explanation as to how the request is in accordance with comprehensive plan and/or master plan. Attach additional sheets if necessary.

I understand that I must appear in person at any public hearing scheduled by in this matter. If I cannot appear in person, I will designate a representative or agent in writing below to act on my behalf. I hereby designate _____ to represent me as a representative/agent in the pursuance of this rezoning request.

Owner's Signature

Applicant's Signature

Total fee due (to be calculated by the Planning Department): \$ _____

NOTE: PLEASE REFER TO THE INSTRUCTION SHEET PROVIDED AS A REZONING REQUEST REQUIRES PUBLIC HEARINGS WITH BOTH THE PLANNING BOARD & TOWN COUNCIL. ADDITIONAL FEES ARE DUE TO THE TOWN COUNCIL FOR ITS PUBLIC HEARING. YOU WILL BE CONTACTED BY THE TOWN MANAGER'S OFFICE FOR FURTHER INSTRUCTION.

LIST OF ABUTTERS

The following is a list of all abutting property owners concerned in this appeal. An abutter is any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration. The Planning Department can assist you in determining your abutters, but **YOU ARE RESPONSIBLE FOR OBTAINING THE CORRECT LIST OF ABUTTERS INCLUDING THE OWNER'S NAME AND MAILING ADDRESS FOR THIS LIST FROM THE ASSESSOR'S OFFICE.** When verifying the correct owner and mailing information, you are required to use the assessing information not the Patriot Properties' information or the property record card as those items may not be up to date. **You are ultimately responsible for your own list of abutters.** This information is necessary to properly notify all interested parties with certified notices. Failure to provide complete information on abutters will result in the application being returned and may delay the scheduling of your hearing.

[illegible]

TO DO YOUR ABUTTER'S LIST



1. Go to: <https://londonderrynh.mapgeo.io/datasets/properties?abuttersDistance=300> and click the "Search" box. Enter the property address in the address box and press enter. The parcel information should then appear as results. Click on the parcel information. Once the parcel is highlighted, click on the abutter box on the top right of the screen. A distance box containing the number 300 will appear and right below that box is a blue "Find" box. Click on the blue "Find" box.
2. A white box will appear asking "Clear search results?" Click on the "No" box.
3. A new screen will appear with the subject property outlined in blue and all other properties within 300 feet in red.
4. At this point, you will make the determination of who are the abutters.
5. Per NHRSA **672:3 Abutter**. – "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board.

**** If an abutting property is under a condominium or other collective form of ownership, the term abutter *means the officers of the collective or association*, as defined in RSA 356-B:3, XXIII.**

**** If an abutting property is under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes *the manufactured housing park owner (i.e. mobile home park) and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the subject parcel.***

6. By clicking on the subject property, you are able to zoom in to assist in determining the abutter list. If there are properties outlined in red that do not meet the statutory definition of an abutter, you should click on the parcel and that parcel will then be removed from the list. Once you are satisfied with the list, click downloaded results. A white "Download Abutters" box will appear. Click on the "Abutters Report" box for the creation of the report. This report is your abutter's list.

**** Please note the additional notification requirements, if an abutting parcel is under a condominium or other collective form of ownership or a manufactured housing park form of ownership.**

7. You will need to have the accuracy of the owners' names and addresses verified by the Assessing Department. You can either print out the list and bring it in to the Assessing Department or e-mail the list to Adumont@londonderrynh.org.
8. Please attach the updated and verified list to your application or transfer the information to the "List of Abutters" page in the application.
9. If you have any questions about creating the list, please see the Planning Department. If you have any questions about verifying the owners' names and addresses, please see the Assessing Department.