



Town of Foster

Est. 1781

ZONING BOARD APPLICATION PROCEDURE

1. Applications must include all necessary information and be filed **on or before** the first of the month prior to the meeting. A fee of \$100.00 is required with the application. Other fees will apply for Advertising, Court Stenography, and Recording Fees.
2. Applications must include all requested information, a complete abutters list, an abutters map, a plot plan, a copy of ISDS when required, a copy of the deed, a notarized letter of authorization or a copy of the sales agreement. When the deed is in more than one name, signatures of all parties are required and all signatures on the application **must** be notarized. **Failure to supply needed information or incorrect information will result in a postponement.** If information is added after the initial application has been processed, your hearing will automatically be postponed until the next meeting.
3. Only three applications will be scheduled for the meeting. Applications are accepted on a first come, first scheduled basis and are contingent upon **all** information being supplied. Applications lacking the needed information will be rejected.
4. It is the responsibility of the applicant to mail certified letters, return receipt requested, of the hearing notice. The notice will be provided to you when your hearing is scheduled. Certified letters must be mailed and receipts returned to the Zoning Office 30 days prior to the hearing. If this is not done, and receipts are not returned to the Zoning Office, the hearing will automatically be postponed to the next month.
5. In accordance with state statute, all decisions of the Zoning Board of Review must be recorded and filed in the office of the Town Clerk within thirty (30) working days from the date the decision is rendered. Any decision evidencing the granting of a variance, modification, or special use must be recorded in the land evidence records of the town.