

APPLICATION INSTRUCTIONS

The East Kingston Zoning Board of Adjustment meets on the fourth Thursday of the month on an as-needed basis at the Pound School, 41 Depot Road (unless otherwise indicated).

Where are applications located?

Applications may be obtained at the Selectmen's Office (24 Depot Road) or printed directly from the Zoning Board website under the [Application Forms](#) tab.

How do I complete an application?

- Applications may be downloaded and completed electronically or by hand.
- All applicable information must be provided as stated on the form as well as any required attachments (plans, drawings, etc.).
- Abutters lists shall include all abutters located within 200 feet of the proposal's boundary line as well as any professionals noted on the plan or application.
- Application fees shall be paid in full as indicated on the [Land Use Board Fees](#) schedule posted on the board's website (check made payable to Town of East Kingston).
- Application checklists and worksheets must be completed.

Where do I submit my completed application?

- Completed applications shall be submitted at least 21 days prior to a scheduled meeting as provided on the [Application Submission Deadline Dates](#) schedule (posted on the board's website).
- The completed application shall be submitted to the Selectmen's Office, 24 Depot Road.
- The completed application shall also be submitted to zoningboard@eastkingstonnh.org.

How will I be informed my application has been accepted?

The Board Secretary will contact the applicant to confirm the application is complete enough for placement on a meeting's agenda. Should a public hearing be required, the applicant will also receive notification of the public hearing date, location, and time by way of certified mail.

Need assistance or have a question about the board?

Contact the Board Secretary at zoningboard@eastkingstonnh.org or call 603-642-8406 ext 105.