

CHECKLIST FOR A ZONING BOARD APPLICATION

1. () Denied Building or Use Permit or other denial
2. () ZBA Application form with all applicable information
3. () Narrative or written proposal of your intentions or reasons for your appeal.
4. () A scaled map or plot plan where all structures on the plot of land have been shown. *
5. () Adjoining properties surrounding you on all sides, naming all owners
6. () Any structures within 200 feet of your property with a symbol showing what they are (ex. barn, pool, etc.)
7. () All setbacks from the affected structure to all four boundaries
8. () Location of septic, well and utility lines
9. () Driveways and parking areas
10. () Ponds, swampy or federal wetlands, wetland buffer zones, streams, wooded areas or topography of any significance such as a drop or rise in elevation, large trees, rock walls and fences, etc.)
11. () 8x10 drawing of any signs(if applicable)
12. () Dimensions between buildings if less than 50'
13. () Photographs for visual understanding of your project
14. () Letter of approval from affected neighbors (voluntary) **
15. () A copy of your deed or the contract of sale
16. () Environmental Assessment Form with front filled in
17. () Eight (8) complete and stapled individual packets of all your Documents, of which one is the original
18. () Fees paid

If your application requires that you go before the Planning Board IN ADDITION to the ZBA, paperwork for them must be prepared separately.

* If you are applying for an area variance, a survey will be required.

** Prior to a Public Hearing all adjoining property holders must be notified by the applicant and receipts from the post office must be submitted to the Board.

I have checked the information submitted and verify that the all material is included.

(ZBA clerk/officer)

Date