



Checklist for ZBA Applicants

1. **Obtain Application Form Packet from Building Inspector**
2. **Identify Article and Section of Ordinance in Question**
Complete Application Cover Page, Abutter Listing and Proper Application Page(s)
3. **Refer to Checklist of Items to Include with Application**
(The Zoning Board of Adjustment reserves the right to continue a hearing to address information submitted after the agenda close date.)
4. **Submit Complete Application to Building Inspector in conjunction with Application Deadlines:**

Map _____, Lot _____, Applicant: _____

Building Inspector reviews Application, and prepares report to ZBA, to include:

- _____ Completed application form and checklist,
- _____ Appropriate number of sketches/plans,
- _____ Listing of abutters to include applicant and professionals,
- _____ Letter of authorization,
- _____ Other _____

Informs:

_____ Bill to Follow for Application Fee, Abutter Fees and Newspaper Notice Fees and.

Other information as may be required.

6. Application documentation/plan sets are forwarded to Administrative Assistant. Notification is processed by ZBA Administrative Assistant for meeting preparation.

ZBA Agenda Close is two Tuesdays prior to the scheduled meeting; **see enclosed schedule**. Any documentation to be reviewed by the Board is to be submitted to the Administrative Assistant before this date.