

HAMPTON FALLS
ZONING BOARD OF ADJUSTMENT

Application documentation is due to the Building Inspector no later than Noon the day of the Deadline as posted on the Planning Board/ZBA schedule at the Town Hall.

Checklist of Items to Include with Application
(Please submit completed checklist with application.):

- Completed Application Form (with letter of authorization, if necessary).
- Completed abutters' list, to include the applicant and any professionals noted on the plan. Provide three (3) sets of labels for mailing of notices. ***THIS IS THE APPLICANT'S RESPONSIBILITY.***
- Completed page governing the type of appeal requested.
- A narrative explaining request for waiver.
- A sketch (see attached example) of the plot plan or five (5) copies of engineered plan sets are required.
 - Submit one (1) copy to Conservation Commission if request relates to relief from wetlands requirements.
 - Include note on plan identifying sections of local ordinances that relief is sought.
- Copy of the tax card(s).
- If transmission line easement(s) cross this parcel, notify Public Service of NH (634-2477) and submit plans.
- Other supporting information. _____
- Inform applicant that a bill for fees will be issued by separate mailing. All fees must be paid before the hearing can be held.
- Building Inspector prepares report outlining any concerns identified and passes report along with application to Administrative Assistant. Administrative Assistant prepares report outlining any concerns identified pertaining to application documentation.