

# **Zoning Board of Adjustment Application Checklist**

**Deadline for Application Submission: The 3<sup>rd</sup> Monday of each month at 12-noon.**

Completed Applications are heard on the 2<sup>nd</sup> Monday of the following month.

The Checklist below is intended to help the Applicant produce a “complete” Application. The Zoning Board of Adjustment (ZBA) has compiled this Checklist to help you expedite your Application and prepare you for your Hearing. All the items below must be included in your Application *unless* the Land Use Coordinator determines an item is not applicable to your Application. Check off each item on the list of required materials below upon completion. If any item is missing, the Application is considered “incomplete” and the ZBA will not be able to proceed with a Hearing. Check each box when you have completed the request.

## **The items required are listed below:**

- Checklist-** showing that all documents have been submitted (**8 copies**)
- Denied Building Permit **AND** Denial Letter from the Code Enforcement Officer (**8 copies**)
- Application (**8 copies**)
- Abutter List (**8 copies**)
- Application Fee. Please make check payable to the Town of Newbury.
- If using an agent, written authorization for agent. Please include the name and address of agent, name and address of the property owner, and signature of property owner. (**8 copies**)
- A Map to the property with written directions from the Newbury Town Office at 937 Route 103, to the property under review. (**8 copies**)
- Landscape Plan (if applicable) (**8 copies**)

**Please provide 1 (one) full-size copy and 8 copies measuring 11” x 17” of the following:**

**Site Plan** (to scale). The Site Plan should show the following:

- Buildings (existing and proposed-with roofline overhangs shown)
- Property lines and setbacks
- Septic system(s)
- Water well(s)
- Driveways, steps, retaining walls, patios
- Directional arrow indicating “north” (N)

**Architectural Drawing** (to scale). The Drawing should show the following:

- Floor plan
- Elevations, with building height dimensions to grade

**Erosion Control Plan** (to scale) The Plan should show the following:

- Temporary erosion control plan
- Permanent erosion control plan

- Photos:** One (1) Set of photos would be helpful for your presentation, however photos are not required.