



Zoning Board of Adjustment

PLAN/SURVEY CHECKLIST

- _____ 1. Title – with date, name, compass point, address, map and lot, scale/legend, name of engineer, surveyor and owner, title reference book and page, plan # if recorded
- _____ 2. Location Insert Map (locus) – showing neighborhood and zoning district, street names, drawn to adequate scale
- _____ 3. Abutting Owners including map and lot #
- _____ 4. Rights of Way, Easements, Utilities, Conservation
Show boundary lines
- _____ 5. Driveways, Parking, Drainage & Other Site Plan Indicators
- _____ 6. Existing and Proposed Structures, wells, septic utility pads, patios, pools, footings, foundations, underground tanks etc.
- _____ 7. Distances between structures and property lines, boundaries, driveways, parking, etc.
- _____ 8. Side Setbacks, Frontage, Front Setbacks, Tree-Lines, Buffers, Screening and/or Fences
- _____ 9. Landmarks, streams, wetlands*, brooks, lakes, ponds, manmade or otherwise, and typography if claiming a typographical hardship
- _____ 10. Witnessed Test (by Building Inspector) and Results
- _____ 11. May require Site Walk
- _____ 12. If a new subdivision, show all proposed lot #s

***If locus is in or near or encompasses significant wetlands, delineation is required.
Please show name and address of wetland & soil scientist and their seal.**

Please provide 9 copies of any and all plans, sketches, surveys, etc.**

Plans must contain ALL of the above information in for your application to be complete and received by the filing deadline.

It is always our preference to have the applicant meet with the Planning Board and/or Building Inspector prior to coming before the ZBA for an appeal of any decision and to furnish a denial letter for your project with your application.



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Disclaimer:

Please submit the same plan filed or intended to be filed with the Planning Board. Your survey is considered evidence and/or testimony relative to your hearing. As with any evidence or testimony being considered, if the facts or testimony change or are deemed to be inaccurate this can result in termination of your decision by the ZBA. If any set of facts relative to the plan you have submitted to the ZBA change before or after your hearing, please notify the ZBA in writing.

While we are aware that the financial cost involved in having a professional survey drawn can be cumbersome, the ZBA does not require a professionally drawn survey but must have all of the required information stated above.

Thank you.

****Please provide extra copy of plan for Town Planner and Building Inspector if you have not already done so.**