

## Zoning Board Application Checklist

- \_\_\_\_\_ Completed pages 3 and 4 of the application. Please ask for assistance if you need help completing the forms.
  
- \_\_\_\_\_ The Building Commissioner's denial page indicating the relief required.
  
- \_\_\_\_\_ Required written documentation (see instructions).
  
- \_\_\_\_\_ Assessor's field card (available through Assessor's office or <http://data.visionappraisal.com/NEWBURYPORTMA>)
  
- \_\_\_\_\_ Elevation plans showing measurements of median and ridge heights of existing and proposed structures (not just simply drawn to scale).
  
- \_\_\_\_\_ Plan clearly indicates proposed vs. existing conditions.
  
- \_\_\_\_\_ Plans are no larger than 24" x 36" (preferably 11" x 17" or any easily reproducible size). If plans are larger than 11" x 17" and your application is approved, we will require 3 additional sets of plans to include in the decisions.
  
- \_\_\_\_\_ Drawings must include ALL measurements, not just drawn to scale. An architectural scale should not be required to read plans.
  
- \_\_\_\_\_ A footprint plan showing ALL existing and proposed setbacks.
  
- \_\_\_\_\_ Ten copies of the completed package including every item listed above.
  
- \_\_\_\_\_ \$200 fee per application, plus a \$350 notification and publication fee per project.
  
- \_\_\_\_\_ All application packages are individually attached and folded to approximately 8 1/2" x 11".

I attest that all of the above information is provided and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name