

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 ½" x 11".

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

Signature

Date

Printed name