

TOWN OF STODDARD
ZONING BOARD OF ADJUSTMENT
CHECKLIST FOR APPLICATION

(Forms are attached for all the following information)

- _____ 1. A check, made out to the town of Stoddard, must be submitted with the application before the application may be processed. Charges to be included are:

 \$50.00 for processing
 8.00 for notices to each abutter
 8.00 for notice to yourself
 6.00 for notices to Selectmen's Office and the Conservation Commission
- _____ 2. The application must be signed by the applicant and by the property owner, if applicant does not own the property.
- _____ 3. Include all names and addresses of abutters. The blotter book at the Selectmen's Office will give you the correct names and addresses.
- _____ 4. Explain clearly what you wish to do. Use the back if you do not have enough room on the front of the application
- _____ 5. Be sure that you include the name of the road where the property is located along with clear directions and lot line drawings with all existing structures indicated. There are maps available at the Selectmen's Office for this determination.
- _____ 6. All applications need to have a clear drawing, to scale of ¼" = 1' showing set backs of proposed building to affected lot lines, using a survey map as a basis. A professional drawing is appreciated.
- _____ 7. Write your phone number (both day and night) on the bottom of the application where you can be reached if the Secretary has questions for you.
- _____ 8. The application must be to the ZBA Secretary at least two (2) weeks before the ZBA meets (on the first of the month as needed).
- _____ 9. The applicant understands should the ZBA determines that it needs to retain the services of an expert for advise on the Variance the applicant is applying for, the costs of retaining said expert is at the applicants expense.
- _____ 10. Applicant shall stake out the footprint of the proposed building or addition and clearly mark those boundary lines, and rights of way, less than 25 feet from the building/addition. The Zoning Board DOES NOT CERTIFY your boundary lines. Issuance of this permit is based solely on the lot line locations provided by the applicant, and is urged to retain the services of a surveyor to verify lot lines locations if unsure.

Notice:

The applicant, or knowledgeable representative, will be available for a site inspection, which inspection shall be an advertised visit by the board, and open to all interested parties.