

Town of Stoddard
Zoning Board of Adjustment
Checklist for Application

(Effective 11/01/2023)

1. Four types of appeals can be made to the Zoning Board of Adjustment. Use Stoddard ZBA forms available on-line for each type of appeal to provide requested information; provide additional attachments as appropriate.
2. 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:
 - a. \$75.00 for processing
 - b. 75.00 for Public Notice – Keene Sentinel
 - c. 8.00 for notices to each abutter
 - d. 8.00 for notice to yourself
3. The application must be signed by the applicant and by the property owner, if applicant does not own the property
4. Include all names and addresses of abutters. The blotter book at the Selectman's Office will give you the correct names and addresses.
5. Explain clearly what you wish to do. Use the back if you do not have enough room on the front of the application.
6. 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 Selectman's Office for this determination.
7. All applications need to have a clear drawing, to scale of 1/4" = 1' showing set backs of proposed building to affected lot lines, using a survey map as a basis. A professional drawing is appreciated.
8. Write your phone number (both day and night) and/or email address on the bottom of the application where you can be reached if the Secretary has questions for you.
9. The application must be to the ZBA Secretary at least two (2) weeks before the ZBA meets (on the third Thursday of the month as needed). Please understand we are a volunteer board and may have other hearings before yours. We may not be able to act on your application immediately.
10. The applicant understands should the ZBA determine that it needs to retain the services of an expert for advice on the appeal the applicant is applying for, the costs of retaining said expert is at the applicants expense.
11. 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 s/he 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.