

**TOWN OF SALEM – ZONING BOARD OF ADJUSTMENT**  
**APPLICATION CHECKLIST** rev. 10-18-2016

**For Applications to be considered complete and placed on an Agenda, you must have the following:**

**\*Please Note: Numbers 1 through 7 will need 13 copies of each\***

1. **APPLICATION FORM** – signed and completed by owner and/or representative \_\_\_\_\_
2. **ABUTTERS LIST** – including Applicant, Engineer, Surveyor, or Representative \_\_\_\_\_
3. **DENIED BUILDING PERMIT APPLICATION** (completed) so you can apply for a Variance, Appeal, or Special Exception \_\_\_\_\_
4. **CERTIFIED PLOT PLAN** (prepared by a professional Engineer or Surveyor) clearly showing the proposed use, and **PLAN MUST SHOW:**
  - A. Location of existing and proposed structures, additions, and their dimensions in square feet \_\_\_\_\_
  - B. Distances on all sides between buildings and property lines \_\_\_\_\_
  - C. Information on septic system, leach field and well – existing or proposed \_\_\_\_\_
  - D. All other pertinent information, including but not limited to conservation easements, current use enrollment, and any other restrictions of encumbrances of record \_\_\_\_\_
  - E. 11" x 17" copies are acceptable if readable \_\_\_\_\_
  - F. Please provide digital (pdf) version of plans if possible \_\_\_\_\_
5. **TAX MAP AND TAX CARD** (these documents may be obtained at the Assessor's Department). Please **highlight** the applicable lot on the Tax Map pertaining to the application. \_\_\_\_\_
6. Current **RECORDED DEED** with copy of any covenants (book & page) \_\_\_\_\_
7. If you are not the property owner, a **LETTER FROM THE OWNER** authorizing applicant to file on owner's behalf. \_\_\_\_\_
8. **TWO SETS OF MAILING LABELS** w/addresses of abutters, holders of any conservation, preservation, development or agricultural preservation restrictions of record, applicant, attorney and/or representative and every engineer, architect, land surveyor or soil scientist whose professional seal appears on the plan. Also, photos and/or drawings of proposed use may be helpful. \_\_\_\_\_
9. **PLEASE COLLATE ALL MATERIAL IN THIS ORDER:** Application, abutters list, denied building permit application, plot plan (folded), tax map and tax card, deed, PERMISSION LETTER (IF APPLICABLE), and all other pertinent information that will be included to make a packet complete. **You should have 13 packets.** These packets must be presented to the Planning Director or the Planning Division secretary on or before **12:00pm** of the filing deadline. \_\_\_\_\_
- If **WETLANDS** are reflected on the Plan, state on the Plan who delineated the wetlands and provide the date of the delineation. If your appeal involves wetlands, the wetlands must be flagged prior to the ZBA members' site visit.
- House number and address of the property must be seen clearly from the road. By filing this application you are authorizing the ZBA to come onto your property to do necessary site inspections.

- If the site is “land only”, please post a card on the property noting the property address and be certain it can be seen clearly from the road.

**FEES:**      **\$150.00** (this includes \$125.00 application fee, along with \$25.00 Legal Notice Fee)  
plus \$5.00 per Abutter Notification (include applicant, Attorney and/or representative)  
Rehearing: \$50.00 Continuation: \$50.00

Applicants are encouraged to meet with the Planning Director or his designee prior to submitting applications to ensure all required material is available.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

You should be prepared to make a full presentation to the Board of Adjustment at the public hearing and you must address all criteria in Section 490-901K. Any information submitted the night of the meeting should be given to the five Board members, five Alternates and the Secretary who will put it in the file folder.

Your Variance is valid for two years. You must obtain a building permit within two years or your Variance will expire.

If you have any additional questions, please contact Planning Director Jacob LaFontaine at 890-2083 or [jlafontaine@salemnhanh.gov](mailto:jlafontaine@salemnhanh.gov).