

ZONING BOARD OF APPEALS
APPLICATION CHECKLIST

- _____ Application filled out completely and signed
- _____ A one page summary of the proposal
- _____ A scaled plot plan at least 11”x 17” in size that distinguishes existing structures from the proposed construction. The plan must show all setbacks (front, side, rear) and frontage measurements. All lot and structural dimensions, both existing and proposed, must be clearly delineated.
- _____ Ten copies of everything submitted. If submitting a full size (24”x 36”) plan, the ten copies of the plan can be 11”x 17”
- _____ For an accessory apartment, include floor plans of the principal residence and the apartment, along with a report from the Board of Health in accordance with Section 145-36(D) of the Zoning Bylaws, Code of the Town of Townsend.
- _____ If applying for a variance, questions from page 3 of the application must be answered completely
- _____ If applying for an appeal of the Building Inspector’s decision, include a copy of any correspondence from the Building Inspector and a summary of the applicant’s position for appeal.
- _____ Present the signed application with the applicable items listed above to the Town Clerk with the required fee, who will stamp the date of filing to begin the clock for the Board to follow.