

Please note: This list is for the purpose of submitting an application for Board of Adjustment action. Further information or documentation may be required by the Board of Adjustment at the time of the appeal hearing

APPLICATION CHECKLIST

- Completed and **signed** application.:
- Submission of a plat or drawing, drawn to scale, which includes information in support of the appeal: **5** copies of the plan of the property showing the location of all structures (existing and proposed) and distances from the structures to lot lines; location of septic and well; and any other information pertinent to the application. *Please provide separate plans for the zoning board, even if plans have been provided to other town boards/commission.*
- Certified Plot Plan, if application includes request for reduced setbacks on a non conforming lot
Northwood Development Ordinance: IV.B.(4) (j) Certified Plot Plan A certified plot plan prepared by a licensed land surveyor must be filed with the building department whenever setbacks are proposed to be diminished or when setback determination is in question.
- Completed abutters list with current mailing addresses with Tax Map and Lot Number.
- Fees included. Checks for the appropriate amount made out to the Town of Northwood.
- Testimony must be presented on the facts of this request- and submitted with the application.
- Letter of denial from the Code Enforcement Officer/Building Inspector for the proposed request.
- Copy of building permit application, if applicable.
- Copy of State approved septic design
- Completed form: "Application to Build on a Class VI Highway or a Private Road per RSA 674:41", if applicable.

Please delineate or mark your property so board members who view the site may locate the property and your boundaries. Known boundary markers/survey monuments (iron pins, granite posts, etc.) should be indicated whenever possible. Suggested options: stakes in ground with bright color ribbon, spray paint mark on tree/rock/pins, etc. Street number, or temporary sign to indicate land only, is helpful to locate property.

