

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. *Copies of plans provided to meet the requirements of other boards, i.e. Conservation, Planning, etc. will not be used to satisfy the number of copies required for the zoning board.*
- Certified Plot Plan, when applicable
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 all criteria noted in the respective zoning ordinance for which the special exception is requested- 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.

I (we) hereby grant permission to individual members of the Town of Northwood Zoning Board to enter upon my (our) property at (street address) _____ for the sole purpose of viewing the property pertaining to Case# _____ that is currently before the board.

Days/times that access to property is not allowed:

Individual zoning board members MAY NOT engage in discussion/testimony about the application for appeal with property owners prior to the public hearing.

I (we) understand that I (we) are not liable for any injuries to board members that may result from this site visit.

Date

Owner Signature

Print Name

Owner Signature

Print Name

Witness

Print Name

ABUTTERS LIST AND ADDRESSES including Tax Map # & Lot #:

example: 206/14 John and Mary Jones, 12 Main Street, Northwood, NH 03261

