

File # _____

Address: _____

--BOARD OF ADJUSTMENT--

-Rye, New Hampshire-

CHECKLIST FOR ZONING BOARD~ APPLICATION SUBMITTAL

NAME: _____

ADDRESS: _____

DATE AND TIME SUBMITTED: _____

ACCEPTED AS COMPLETE BY: _____

All applications must include the documents checked as “required” below. Please include one (1) original and seven (7) copies of each documents for a total of EIGHT (8) packets.

Applicants should provide sufficient information to support and prove their case. When filling out the application, please print or type.

Familiarity with the particular provision of the Zoning Ordinance that affects your property is important. You may represent yourself or authorize in writing someone else to represent you. The application form must be properly completed.

<u>Required Items for submittal to the Zoning Board of Adjustment</u>	
<u>Submitted</u>	
<input type="checkbox"/>	Denial letter by the Building Inspector and/or letter of infraction.
<input type="checkbox"/>	If relief regarding Wetlands is required from RZO Section 301 the application shall be filed with the RCC PRIOR to the filing with the ZBA and a request to the RCC to be placed on their next agenda should be made at that time. Applicant must have appeared before the RCC before being heard by the ZBOA.
<input type="checkbox"/>	Completed application signed by applicant and property owner (if different from applicant) with the denial letter from the Building Inspector and letter from the RCC, if needed.
<input type="checkbox"/>	Set of plans showing existing and proposed changes.
<input type="checkbox"/>	Survey sealed by a licensed land surveyor (LLS) showing existing & proposed changes.
<input type="checkbox"/>	Enlarged tax map clearly showing the position of the property with street names for easy identification.
<input type="checkbox"/>	If project exceeds the impervious coverage limit a drainage analysis is required!
<input type="checkbox"/>	Elevation drawings clearly showing what exists and the changes proposed from all applicable views and/or photos of existing structure from all views, and any other drawings, photos or information the applicant would like to submit in support of application;
<input type="checkbox"/>	A list of all required state permits such as wetlands, septic, alteration of terrain, etc.;
<input type="checkbox"/>	If applicable, a letter authorizing a specific person to present on your behalf;
<input type="checkbox"/>	Abutter, applicant, professionals and consultants list - which includes addresses with map and lot numbers of adjoining parcels applicant and any abutter including the land across the street or waterway of the subject property;
<input type="checkbox"/>	Three (3) sets of mailing labels pursuant to RSA 676:7. Please submit on Avery 5160 labels; and
<input type="checkbox"/>	Application fees (check made to Town of Rye see fee schedule).