

# CHECKLIST for All Petitions for Zoning Relief

## SALISBURY ZONING BOARD OF APPEALS

### STEP 1 - PREPARING THE PETITION PACKAGES

Applicant shall prepare Ten (10) 'packages', each containing the following;

- A** **A Certified Plot Plan** - It shall adhere to the following criteria;
  - 1 Must be certified & stamped by a licensed surveyor or engineer
  - 2 Accurately place and show all existing & proposed structures, with their zoning setbacks dimensionally shown
  - 3 Show other pertinent features, such as the septic system
  - 4 Show any easements and/or right-of-ways, public or private, that abut or cross the lot
  - 5 The address, map and lot shall be on the drawing
  - 6 Show any applicable flood elevations and flood zone designations
- B** **A Project Drawing** - Provide side views (elevations), with height dimensions, of the proposed project
  - B1** *Please provide a PDF version of the Project Drawings for Display at the ZBA Hearing*
- C** **Tax Collector** statement - Provide a statement indicating that taxes and fees are currently paid
- D** **Deed** - Provide a copy of the **Property Deed**, showing the Applicant's Ownership interest  
**OR**  
If Applicant is not the Property Owner, the **actual Property Owner** shall sign the Application
- E** **Application** - include a copy of the **Petition for Relief Application (Variance, Special Permit, Finding or Other)**
- F** **Letter of Notice** - If this Petition is in response to a Letter of Notice from the Building Department; please attach a copy of that Letter or Notice

### STEP 2 - ASSEMBLING THE PETITION PACKAGES

- G** Assemble all of the items into **Ten (10)** paper clipped packages.
- H** **Assessor's Office** - Acquire Two (2) copies of the Certified Abutters List (\$25 fee)
- I** Write a **check/cash** to pay for the appropriate Zoning Board fees (see the 2009 fee schedule)

### STEP 3 - SUBMISSION OF THE PETITION PACKAGES

- J** **Delivery to Building Department**
  - \* The Building Commissioner reserves the right to review the submission for errors and omissions prior to submission to the Clerk.
  - \* All Applicable time periods, per Ch.40A, shall not begin until this review is completed.
  - \* The Commissioner will endeavor to review and forward all packages to the Clerk within 3 business days.
  - \* This Step does **not** apply to an Administrative Appeal - Please submit directly to the Town Clerk.

Date of Department Receipt

Accepted by Building Commissioner

- K** **Submittal to Town Clerk** - The Building Department will forward all (10) packages, (2) Abutter's lists and Payment to the Town Clerk. The Zoning time clock will start at that time.
- L** The **Salisbury Zoning Secretary** will contact you within a few days to schedule your hearing.

### STEP 4 - ADDITIONAL ITEMS

- M** **Legal Ad** - The legal ad will be created and submitted to the Newspaper by the Zoning Secretary. The Newburyport Daily News will contact you, the Applicant, directly for payment.
- N** **Abutter's Notices** - These will be mailed by the Salisbury Zoning Secretary, using the labels that the Applicant purchased from the Assessor's office and provided in the package.