

CHECKLIST for PETITIONS of RELIEF

SALISBURY ZONING BOARD OF APPEALS

STEP 1 - PREPARING THE PETITION PACKAGES

Applicant shall prepare Seven (7) '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 setbacks
 - 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 heights, of the proposed project
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**

STEP 2 - ASSEMBLING THE PETITION PACKAGES

- F** Assemble all of the items into *Seven (7)* paper clipped packages.
- G** **Assessor's Office** - Acquire *Two (2)* copies of the Certified Abutters List (\$15 fee)
- H** Write a **check/cash** to pay for the appropriate Zoning Board fees (see the 2009 fee schedule)

STEP 3 - SUBMISSION OF THE PETITION PACKAGES

- I** **Town Clerk** - Bring all (7) packages, (2) Abutter's lists and Payment to the Salisbury Town Clerk.
- J** The Salisbury **Zoning Secretary** will contact you within a few days to schedule your hearing.

STEP 4 - ADDITIONAL ITEMS

- K** **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.
- L** **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.

CAUTION : If the Application or Submission Package is submitted without the proper information, is incomplete or not signed, the Board has the right to dismiss your Petition for Relief without prejudice.