



Zoning Board of Adjustment

Town of Allenstown
16 School Street
Allenstown, NH 03275
Tel: (603)-485-4276

REQUIRED DOCUMENTATION CHECKLIST

Case# _____

Applicant Name: _____

Date Application Filed: ___/___/___

Important Notice to Applicants:

The Required Documentation Checklist is a tool to assist you and us by optimizing operation review of your application prior to your appeal to the Zoning Board of Adjustment. Improperly completed applications may be rejected upon initial review. All hard copy forms must be completed in ink. Online scanned applications will be accepted and preferred, make sure application is signed.

1. _____ All applications for appeal must be completed using only the approved, original application forms and must be complete, clear and easily readable; typewritten is preferred. (DO NOT RETYPE APPLICATION QUESTIONS TO ANOTHER DOCUMENT) In instances where your answer requires more than the space provided, attach an addendum identified by a sequential numbering system. All forms must answer and/or demonstrate:
 - (a) Who owns the property (copy of deed to be attached)?
 - (b) Where is the property located?
 - (c) What do you propose to do?
 - (d) Why does your proposed use require an appeal to the zoning board?
 - (e) Why should your appeal be granted?
2. _____ Written authorization is required from the owner or legal representative if applicant is not the owner of record of the affected property.
3. _____ Location map identifying area street names, north orientation arrow, and abutting properties. (Note: a location map is not the same as the site map or plan)
4. _____ Site plan of property at issue identifying current structures, location(s) of proposed structure(s), location of well and septic systems, wetlands, slope characteristics, etc. and defined setbacks. Survey plans are always preferred, however, well drawn, IN SCALE, non-professional drawings may be acceptable. *[A] If You Are Seeking Relaxations from Setbacks, Lot Lines or Wetlands a Professional Stamped Plan Shall Be Mandatory. [B] Each Component Identified Above Must Be Identified On the Site Plan.*
5. _____ Abutters list identifying all property owners' names and addresses that abut the subject property on all sides of the property, as well as across any road, street, or stream. If you are having difficulty, please ask the building office for assistance, but you have sole responsibility of the accuracy of the list.

6. _____ For a variance application, you must demonstrate some form of determination that the proposed use is not permitted without a variance. Applications must identify the type of variance being applied for (Use or Area). Applications that do not contain this determination SHALL NOT be collected and SHALL NOT be reviewed by the Board.

7. _____ For an appeal of administrative decision or appeal for Rehearing of ZBA Decision, a copy of the decision you are appealing must accompany your application. If a copy of the decision is not attached your application SHALL NOT be collected and SHALL NOT be heard by the Board.

8. _____ Any other additional information, pictures, construction plans, etc that will assist you in your presentation should accompany your application.