



Town of North Hampton
Zoning Board of Adjustment

233 Atlantic Avenue – 2nd Floor
North Hampton, NH 03862

Tel 603.964.8650
Fax 603.964.1514

INCLUSION CHECKLIST

Case # _____ For ZBA use only

Applicant: _____

Address: _____

Map/Lot: _____

Zoning Board Meeting Date _____ Deadline Date _____

The following items are required on or before the Deadline date for the Zoning Board of Adjustment meetings:

_____ List of Abutters: 3 sets of typed/computer-generated labels (Avery 5160 preferred) with verified and correct mailing addresses (include the Conservation Commission for area variance(s) involving wetland setbacks using the mailing address of 233 Atlantic Ave. 2nd Floor, North Hampton, NH 03862).

_____ **13 copies of completed Application and Site plan**, to include but not limited to:

_____	Lot lines	_____	Size of property
_____	Existing structures	_____	Total frontage
_____	Septic system	_____	Wetlands and buffers
_____	Leach field	_____	Set backs
_____	Well locations	_____	Easements

- _____ Explanation of Special Exception, Variance or relief requested.
- _____ Prior actions by the Board shall be cited and copies of decisions or orders attached.
- _____ Property Deeds (**and any easements and/or encumbrances**).
- _____ Application must have original owner signature or letter of authorization.
- _____ "NOTICE" sign received; sign must be visible from street.
- _____ All fees paid (\$210.00 application fee, and \$8.00 per abutter).
- _____ Application in office by 2:00pm on the deadline date.