



SALISBURY ZONING BOARD OF APPEALS CHECKLIST

THE TOWN CLERK'S OFFICE IS UNABLE TO ACCEPT APPLICATIONS FOR THE ZONING BOARD OF APPEALS UNLESS THE FOLLOWING ITEMS ARE INCLUDED WITH THE APPLICATION:

1. ___ Permit Denial letter from the Building Inspector indicating the reason for requesting relief from the Board.
2. ___ Plan drawn to a scale of one inch per forty feet.
3. ___ Plan should be a **certified dimensional plot plan** showing lot lines with proper angles and siting of all structures, **proposed and existing**, with all setbacks and pertinent features of the lot(s) including height measurements & leaching fields if applicable.
4. ___ Proposed divisions and subdivision plans must be drawn by a registered land surveyor.
5. ___ **Ten(10)** copies of application and **Ten (10)** copies of plans must be submitted.
6. *See Fee Schedule for applicable fees.*

FROM THE ASSESSOR'S OFFICE:

7. ___ A copy of the Assessors' map showing location of the lot with respect to abutting lots.
8. ___ A request for a Certified Abutters List: \$15.00 fee,

FROM THE TAX COLLECTOR'S OFFICE:

9. ___ A statement showing that all taxes, excluding the current fiscal year, have been paid.
10. ___ **The application must be filled out with every question answered.**
11. ___ **The Map and Parcel number must be included**
12. ___ **Improper or incomplete filings will result in a delay in the hearing.**

13. **Applicants must also bear the cost of advertising the legal notices in the Newburyport Daily News, and will be directly billed by that publication.**

APPLICANTS WILL BE NOTIFIED BY MAIL AS TO THEIR HEARING DATE.