Zoning Board of Adjustment
Bethlehem, NH  03574

VARIANCES AND SPECIAL EXCEPTIONS CHECKLIST

A completed application for a variance or special exception consists of the following: A, B and C. Some submission requirements may be waived by the determination of the Zoning Board if not applicable to your proposal. (Must be included with application)

A. Separate list of names and addresses of applicant/owner and abutters.
B. Application and notice fees in a check payable to the Bethlehem Zoning Board of Adjustment.
C. Variance and Special Exception Requirements

Three sets of paper prints at 1” = 40’ or similar scale, approximately 22” x 34” in size

☐ 1. Identifying title  Plan sheet#_______
☐ 2. Name and address of developer and applicant  Plan sheet#_______
☐ 3. Name, number and signed seal of surveyor or engineer  Plan sheet#_______
☐ 4. Date of plan  Plan sheet#_______
☐ 5. Scale  Plan sheet#_______
☐ 6. North arrow  Plan sheet#_______
☐ 7. Property lines with bearing, distances, and monuments  Plan sheet#_______
☐ 8. Total acreage (square footage) of lot(s)  Plan sheet#_______
☐ 9. Name of all abutters  Plan sheet#_______
☐ 10. Locus map  Plan sheet#_______
☐ 11. District  Plan sheet#_______
☐ 12. Existing structure, roads, landscaping, and other man-made features. (Indicate what will be retained, altered or removed)  Plan sheet#_______
☐ 13. Location of all buildings on abutting properties within 50’ of subject property lines  Plan sheet#_______
☐ 14. Location of existing and proposed property deed restrictions, easements, covenants, etc.  Plan sheet#_______
15. Existing and proposed grades (where the grade is less than 5%, the contour intervals shall not exceed 2’ with spot elevations; otherwise the contour interval shall not exceed 5’).

16. Exterior lighting plan

17. Storm drainage, plan, including where necessary, plans for the retention and slow release of storm water including the, location, elevation and site of all catch basins, dry wells, drainage ditches, swales, culverts, retention basins, and storm sewers. Plan for snow removal and storage should be indicated. Engineering calculations should be provided.

18. Direction of flow should be indicated with arrows

19. Natural features such as streams, marshes, lakes or ponds, etc. (indicate what will be retained, altered, or removed)

20. 100 year flood elevation line

21. For on-site sewage disposal, a soils map and WSPCC application

22. Size and proposed location of water supply and sewage facilities and provision for future expansion.

23. If on-site water or sewage facilities are planned, show distances from proposed facilities to all existing facilities on site or on abutting properties to a distance of 200’.

24. Size and location of existing and proposed public or private utilities and connections, with all engineering data

25. Proposed provisions for fire protection

26. Architectural drawing showing the shape, size, height and other exterior details of proposed structures or expansion of existing buildings.

27. Location, type and size of all proposed landscaping and screening

28. Proposed street, driveways, parking spaces and sidewalks showing widths, direction of travel, inside radii of all curves. (please indicate total number of parking spaces)

29. Location and dimensions of loading spaces and facilities associated with the structures or uses of the site.

30. Circulation plan of the interior of the lot for vehicular and pedestrian circulation, also showing means of access arid egress, proposed changes to existing Public Street, sidewalks, and curbs, including any traffic control devices or signs necessary.

31. Detailed construction drawings including, but not limited to typical sections of pavements, walks, steps, curbing and drainage structures.

32. Vicinity sketch at 1” = 400’ showing the location of the site in relation to the surrounding public street system and the Zoning district and boundaries, for the site.

33. Location of all building setbacks required by the zoning ordinance
34. Any other additional information specifically requested by the Board.  

Plan sheet#_______