

# 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**

- |                          |  |                   |
|--------------------------|--|-------------------|
| <input type="checkbox"/> | 1. Identifying title   | Plan sheet# _____ |
| <input type="checkbox"/> | 2. Name and address of developer and applicant   | Plan sheet# _____ |
| <input type="checkbox"/> | 3. Name, number and signed seal of surveyor or engineer  | Plan sheet# _____ |
| <input type="checkbox"/> | 4. Date of plan  | Plan sheet# _____ |
| <input type="checkbox"/> | 5. Scale   | Plan sheet# _____ |
| <input type="checkbox"/> | 6. North arrow   | Plan sheet# _____ |
| <input type="checkbox"/> | 7. Property lines with bearing, distances, and monuments   | Plan sheet# _____ |
| <input type="checkbox"/> | 8. Total acreage (square footage) of lot(s)  | Plan sheet# _____ |
| <input type="checkbox"/> | 9. Name of all abutters  | Plan sheet# _____ |
| <input type="checkbox"/> | 10. Locus map  | Plan sheet# _____ |
| <input type="checkbox"/> | 11. District   | Plan sheet# _____ |
| <input type="checkbox"/> | 12. Existing structure, roads, landscaping, and other man-made features.<br>(Indicate what will be retained, altered or removed) | Plan sheet# _____ |
| <input type="checkbox"/> | 13. Location of all buildings on abutting properties within 50' of subject<br>property lines                                     | Plan sheet# _____ |
| <input type="checkbox"/> | 14. Location of existing and proposed property deed restrictions,<br>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'. Plan sheet# \_\_\_\_\_
- 16. Exterior lighting plan Plan sheet# \_\_\_\_\_
- 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. Plan sheet# \_\_\_\_\_
- 18. Direction of flow should be indicated with arrows Plan sheet# \_\_\_\_\_
- 19. Natural features such as streams, marshes, lakes or ponds, etc. (indicate what will be retained, altered, or removed) Plan sheet# \_\_\_\_\_
- 20. 100 year flood elevation line Plan sheet# \_\_\_\_\_
- 21. For on-site sewage disposal, a soils map and WSPCC application Plan sheet# \_\_\_\_\_
- 22. Size and proposed location of water supply and sewage facilities and provision for future expansion. Plan sheet# \_\_\_\_\_
- 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'. Plan sheet# \_\_\_\_\_
- 24. Size and location of existing and proposed public or private utilities and connections, with all engineering data Plan sheet# \_\_\_\_\_
- 25. Proposed provisions for fire protection Plan sheet# \_\_\_\_\_
- 26. Architectural drawing showing the shape, size, height and other exterior details of proposed structures or expansion of existing buildings. Plan sheet# \_\_\_\_\_
- 27. Location, type and size of all proposed landscaping and screening Plan sheet# \_\_\_\_\_
- 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) Plan sheet# \_\_\_\_\_
- 29. Location and dimensions of loading spaces and facilities associated with the structures or uses of the site. Plan sheet# \_\_\_\_\_
- 30. Circulation plan of the interior of the lot for vehicular and pedestrian circulation, also showing means of access and egress, proposed changes to existing Public Street, sidewalks, and curbs, including any traffic control devices or signs necessary. Plan sheet# \_\_\_\_\_
- 31. Detailed construction drawings including, but not limited to typical sections of pavements, walks, steps, curbing and drainage structures. Plan sheet# \_\_\_\_\_
- 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. Plan sheet# \_\_\_\_\_
- 33. Location of all building setbacks required by the zoning ordinance Plan sheet# \_\_\_\_\_

34. Any other additional information specifically requested by the Board.

Plan sheet# \_\_\_\_\_