

**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 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
- D. 3 paper prints at 1" = 40' or similar scale, and no larger than 22" x 34" in size to include the following:

- Identifying title.
- Name and address of developer and applicant.
- Name, number and signed seal of surveyor or engineer.
- Date of plan.
- Scale.
- North arrow.
- Property lines with bearings, distances, and monuments
- Total acreage (square footage) of lot(s).
- Names of all abutters.
- Locus map.
- District.
- Existing structures, roads, landscaping, and other man-made features. (Indicate what will be retained, altered or removed)
- Location of all buildings on abutting properties within 50 feet of subject property lines.
- Location of existing and proposed property deed restrictions, easements, covenants etc
- ~~Existing and proposed grades (where the grade is less than 5 percent, the contour intervals shall not exceed two feet with spot elevations; otherwise the contour interval shall not exceed 5 feet).~~
- Exterior lighting plan.
- 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.
- Direction of flow should be indicated with arrows.
- Natural features such as streams, marshes, lakes or ponds, etc. (indicate what will be retained, altered, or removed)
- 100 flood elevation line.
- For on-site sewage disposal, a soils map and WSPCC application.
- Size and proposed location of water supply and sewage facilities and provision for future expansion.
- 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 feet.
- Size and location of existing and proposed public or private utilities and connections, with all engineering data.
- Proposed provisions for fire protection.
- Architectural drawing showing the shape, size, height and other exterior details of proposed structures or expansion of existing buildings.
- Location, type and size of all proposed landscaping and screening.
- Proposed signs.
- Proposed streets, driveways, parking spaces and sidewalks showing widths, direction of travel, inside radii of all curves. (please indicate total number of parking spaces)

- Location and dimensions of loading spaces and facilities associated with the structures or uses of the site.
- 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 streets, sidewalks, and curbs, including any traffic control devices or signs necessary
- Detailed construction drawings including, but not limited to typical sections of pavements, walks, steps, curbing and drainage structures.
- 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.