

ZBA APPLICATION CHECKLIST

SUBMITTAL REQUIREMENTS

- ___ COMPLETED APPLICATION
- ___ OWNER'S SIGNATURE (VERIFY NUMBER OF OWNERS)
- ___ LIST OF ABUTTING PROPERTY OWNERS (GIS REQUEST FORM)
- ___ IS PROPERTY LOCATED IN A FLOOD ZONE
- ___ IS PROPERTY WITHIN 500' OF ANOTHER MUNICIPALITY
- ___ STAMPED DRAWINGS IF REQUIRED
- ___ STATEMENT OF USE
- ___ RECORD SEARCH (VARIANCE, RESTRICTIONS, ECT.)
- ___ COPY OF FIELD CARD
- ___ CAM APPLICATION (IF WITHIN COASTAL MANAGEMENT AREA)
- ___ TWELVE (12) SETS OF PLANS, INCLUDING ARCHITECTURAL DRAWINGS
- ___ VERIFY ABUTTERS LIST (MAP, MAILING LABELS AND SPREADSHEET)
- ___ PAYMENT FOR APPLICABLE VARIANCE
- ___ PAYMENT FOR CAM APPLICATION
- ___ PAYMENT FOR DEEP FEE \$60.00
- ___ **ALL CHECKS PAYABLE TO: TOWN OF WESTBROOK**

PRIOR TO ZBA MEETING

- ___ SEPTIC SYSTEM REVIEW / SIGNATURE BY SANITARIAN / B100 APPLICATION
- ___ COPY OF LEGAL NOTICE
- ___ SUBMITTAL OF CERTIFIED MAIL RECEIPTS TO BUILDING DEPARTMENT
(5 DAYS BEFORE MEETING)

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ZONING REGULATIONS CAN BE FOUND ONLINE AT: WWW.WESTBROOKCT.US CLICK ON "LAND USE"