

ZBA APPLICATION CHECKLIST

ZBA application will not be accepted without a completed **ZBA Application Checklist**

Residential Filings

- Fee \$200 (rev. by B.O.S. 2020)
- (1) original and (1) copy of application and supporting documents
- (1) full copy of application and supporting documents uploaded to permitting portal
- Assessor's Certification & Assessor's Map
- Deed showing recorded owner of property, purchase sale agreement, etc.
- Permission from owner to apply, if not owner
- Accurate Plot Plan showing:
 - a. All lot dimensions, including the front, side, and rear setbacks existing and proposed, and the existing and proposed dimensions of all of the structures on the property.
 - b. Building plans and elevation views of existing and proposed buildings and structures with respective dimensions, including height.
 - c. North arrow
- Building Commissioner's signature on application and any relevant permit application

Commercial Filings

- Fee \$250 (rev. by B.O.S. 2020)
- (1) original and (5) copies of application and supporting documents
- (1) full copy of application and supporting documents uploaded to permitting portal
- Assessor's Certification & Assessor's Map
- Deed showing recorded owner of property, purchase sale agreement, etc.
- Permission from owner to apply, if not owner
- Plans in accordance with Section 9.5 of Middleton Zoning Bylaws
- Building Commissioner's signature on application and any relevant permit application (if an appeal).

I acknowledge that the above information is included in the application OR I have indicated items needing waivers in the application:
Applicant's signature: _____

Date: _____

Questions regarding the applicability of any of the above requirements to a specific project can be addressed to the Building Commissioner or Town Planner.