

## **ZONING BOARD OF APPEALS CHECK LIST**

Application completed and signed in ink.

Complete description of proposal.

Complete description of the property.

Plot plan or Site Plan **8** copies with exact measurements from center of road, from all property lines, from all other buildings, from septic and wells (if applicable). Plan must also show exact sizes and set backs, heights, number of stories and percentage of lot coverage.

New construction, additions, etc must be staked out for Board Members to view.

On area variances need to have survey pins located and marked. If not located then a new survey will be required.

Additional information may be required by the Zoning Board at the first meeting.

By signing this application you are giving Town of Milo Zoning Board members permission to come on your property to review your request.

All of the above information along with the application fee must be completed and received by the Code Enforcement office **14** days (or the second Tuesday) before the monthly meeting that is held on the 4<sup>th</sup> Tuesday of the month.

If property owner cannot be at the public hearing then we will need a notarized letter from the property owner giving person or persons named in the letter to act as personal agent for all matters in said hearing before the Town of Milo Zoning Board of Appeals. If the owner or agent is not present then the hearing will be adjourned until the following month.

**Legibility** and **Neatness** is a must. Any information received that is not neat and legible will be returned and the application will be viewed as incomplete and returned to applicant.