## **ZONING APPLICATION PACKET**

- 1. Meet with Planning & Community Development Director
- 2. Application, completed and signed
- 3. Application Fees paid in full (verification of \$ amount by staff req.)
- 4. Determination Letter from the Code Enforcement Officer
- 5. Abutters Map and listing with mailing addresses
- 6. A site plan of the property in question as indicated in the application
- 7. Signed and notarized authorization letter for another party to represent you at the hearing if you so choose
- 8. Current copy of the property deed
- 9. Current copy of the property tax card
- 10. Copy of tax map

Please prepare 10 sets of the application and supporting documents to give to the Planning & Community Development Staff for the Board.

All items must be into the staff by deadline on meeting date sheet.

\*\*Staff will provide originals for copying\*\*