ZBA application checklist

1. ____ Location plan showing the site and its neighbors within 300' radius.
2. ____ Site plan of lot showing existing structures and all required setback lines. If setback encroachments exist, they should be hatched and dimensioned.
3. ____ Site plan of lot showing proposed conditions and required setback lines. Proposed encroachments should be hatched (differently than existing) and dimensioned.
4. ____ Floor plans of existing structures showing all floors. Setback lines and encroachments, if any should be shown.
5. ____ Elevations of existing structures, showing height encroachments, if any.
6. ____ Floor plans of proposed conditions clearly differentiating existing conditions from proposed modifications. Setback lines and proposed encroachments should be shown and the resulting areas calculated.
7. ____ Elevations of proposed conditions, showing height encroachments, if any.
8. ____ Perspective renderings are helpful, and should be encouraged, but not required.
9. ____ Photographs and other supporting documentation of site and its structures, neighboring sites and structures to the degree they are relevant.

For multiple family dwellings and commercial buildings add the following:

1. ____ Conceptual design of a maximum 'As of Right' development on the site so that the ZBA can accurately gauge the proposed variances and responsibly make its findings related to them. This is not an unreasonable request, and would give us better footing in evaluating proposals and eliminate our reliance on "well, we looked at it and we couldn't make it work" story that we hear too much of (and as you know drives me nuts)

For all of the above, schematic level drawings at a legible scale (1/8"=1'-0" or smaller) are generally all that are needed, and should not create a burden for the applicant.