

Appendix C

PLOT PLAN CHECK SHEET

Note: Proposed use or activity may have additional approval criteria specific to that use or activity.

The following information shall be provided on an 8.5 x 11 inch plan (or greater), neatly drawn to scale.

1. Name, Address, North Arrow, Scale, and date of drawing;
2. Improvements to approved building lot showing:
 - All existing and proposed structures located on the property (principal and accessory)
 - Adjacent boundary lines and distances
 - Required Zoning District setback lines
 - Driveway location (if applicable)
 - Location of well and septic system (if applicable)
 - Location of any existing or proposed easements and deed restrictions affecting the property including Conservation and/or Open Space areas including any areas/easements required by the Inland Wetlands Commission.
 - Any other information deemed necessary by the ZEO to determine compliance with these Regulations.
3. A zoning compliance chart or table that indicates the dimensional and use requirements for the property in the Zone and how the proposed structure and uses will comply with the requirements.

Please provide copies of the following:

- Copy of the **Current Deed** (*Available from Town Clerk's Office*);
- Copy of **Property Card** (*Available from Tax Assessor's Office*);
- Copy of **Tax Map/Plot Plan** (*Available from Tax Assessor's Office*);
- Copy of any **ZBA variances** (if applicable) (*Check in Land Use Office*);
- Copy of the written notification/letter from the holder of any Conservation restriction on the property; and
- If the resident is not the owner, please provide a letter from the owner(s) identifying and approving the proposed home occupation.
- Copy of the building plans and renderings of any proposed building specifying siding materials specified (front, side, and rear elevations shall be shown).
- Any other information deemed necessary by the ZEO to determine compliance with these Regulations.

Possible Conditions of Approval:

- Prior Planning and Zoning Commission Approval; and/or
- Other State or Local Agency Approval.