

## **ZONING VARIANCE OR SPECIAL PERMIT CHECKLIST**

### **1. APPLICATION FORM**

Fill out all requested information completely and submit it to the Town Clerk. Missing information may cause the application to be returned or delayed.

### **2. PAYMENT**

Check for payment of \$250 or the Town's actual cost of advertising, whichever is greater, made out to the "Town of Windsor," and must accompany the application.

### **3. CERTIFIED LIST OF ABUTTERS WITH ADDRESSES**

A certified listing of all abutters with addresses, including any across the road and any others within 150 feet of the property lines, must be obtained from the assessor's office. If the property is on the Town line, or continues into a neighboring town, then the applicant must obtain a list of abutters from that town as well. The list must accompany the application, or the application will be returned.

### **4. PLOT PLAN**

A plot plan or survey map indicating all property lines and existing structures, and including the structure to be built, must accompany all applications for Variance. The plan must include dimensions from the structure to be built to the property lines. Plot plans should also be submitted with Special Permit applications, if they will show location of structures, parking, drainage, or other pertinent information. If necessary, the board may expand on this requirement.