

TOWN OF JAMESTOWN

DEADLINE: _____

MEETING: _____

Responsibilities of the applicant in filing for a zoning variance, special exception and building code appeal.

1. Applicant has met with Building Official and been denied a permit.
2. Application completely filled in. (URGE YOU CHECK THIS WITH BUILDING OFFICIAL TO BE SURE YOU ARE REFERRING TO THE CORRECT ARTICLE & SECTION OF THE ZONING ORDINANCE FROM WHICH YOU ARE SEEKING RELIEF. NUMBER 14 of THE APPLICATION SHOULD BE REVIEWED BY THE BUILDING OFFICIAL.
3. A site plan must be submitted with all applications.* The site plan should:
 - be drawn to scale.
 - show all existing and/or proposed building footprints.
 - show all existing and/or proposed setbacks.
 - show all required setbacks.
 - show the locations of existing and/or proposed wells and septic systems on the parcel.
 - show the location of any coastal or freshwater wetlands on the parcel.
 - if a setback variance is requested, the submitted site plan must be reliably accurate. A survey is preferred. A meets and bounds description may be submitted to verify lot dimensions, however, the applicant-must be able to demonstrate that footprints are accurately represented. For setback variance requests, it is extremely useful-if footprints and setbacks of surrounding properties are also presented.

* The site plan may be waived for applications which deal exclusively with signs.

For applications which involve structures, building plans must also be submitted. Plans should:

- be drawn to scale.
- show all existing or proposed layouts which will be affected by the application.

show all existing or proposed elevations which will be affected by the application.

For all applications, the petitioner is urged to provide as accurate and complete an application package as possible. All site and building plans submitted should be easily readable and contain enough visual information to provide the Zoning Board of Review with a complete understanding of the property and the intent of the application. In all cases, the Board reserves the right to request additional information from the applicant.

All plans are required to be submitted at the time the application is presented to the clerk.

All submitted materials become a part of the permanent public record.

4. A complete list of abutters with mailing address must be submitted. This list must note plat, lot and all names EXACTLY as they appear in the Tax Records as owners of the recorded lots. This list is to be neat and either typed or legibly printed. The zoning office will give assistance, but the responsibility is the applicants for content and accuracy.

a. In RR-200, RR-80, R40, CW, and OS districts a list of the owners of property within 300 feet of the property in question shall be determined from public record and submitted by the applicant.

b. In all other zoning districts a list of the owners of property within 200 feet of the property in question shall be determined from public record and submitted by the applicant.

5. Original Application and 11 copies of all submitted material (except the abutter list - we only need the original) and the application fee, advertising costs, and certified mailing costs, and recording fee must be submitted by 11:00. The zoning office will give current deadline-date and fees.

6. Applicant or a representative must be at the hearing or the Zoning Board will not hear the application.

7. Any withdrawal or refund is governed by the Zoning Board of Review.

8. Upon receipt of application and list, if any inaccuracies are found it will be returned for correction and if not back in time for the advertising deadline it will be heard on the next available date.

9. Building Code Appeals are treated the same as a variance with the following exception - the abutter list is not always necessary.

10. All applicants shall prepare a form of notice to be sent to the Jamestown Press for advertisement and be sent to the property owners entitled to notice of the hearing. Any errors in the notice shall be the responsibility of the applicant.

11. EXPIRATION OF VARIANCES: A variance from the provisions of this ordinance shall expire one year from the date of granting by the Zoning Board unless the applicant exercises the permission granted or receives a building permit so to do and commences construction, and diligently pursues the construction until completed.

12. The applicant, prior to receiving a building permit, shall provide the building official with evidence that the decision letter have been recorded in the land evidence records in the Town of Jamestown.