



Board of Zoning Appeals (BZA) Submittal Checklist

- Completed BZA Application Request Form**
- Survey and/or Site Plan**
 - Existing Improvements
 - Proposed Improvements
 - Dimensions (Setbacks, Building Footprints, Parking Area and Space Sizes, etc.)
 - Property Address, Scale (Engineer's), North Arrow
 - Plan Date(s) and Plan Preparer's Name
- Floor Plan(s)**
 - Existing Improvements
 - Proposed Improvements
 - Dimensions (Building and/or room sizes)
 - Identification of interior floor layout [Labeling of specific space and room use(s)]
 - Floor area calculations (Interior wall dimensions)
 - Property Address, Scale (Architectural), North Arrow
 - Plan Date(s) and Plan Preparer's Name
- Elevation Drawings**
- BZA Submittal Checklist (Signed) [This Document]**
- BZA Presentation Suggestions (Signed)**
- Required Fee (\$175) [One- & 2-family Use]**
- Required Fee (\$550) [Other than One- or 2-family use]**

Name: _____

Address: _____

Phone (Work): _____

Phone (Home): _____

Phone (Cell): _____

E-mail: _____

Signature: _____

Date: _____