

Information Required for All Applications

All applications for development review or permits must contain all of the following information:

1. The name, mailing address, email address, and phone number of the owner of the property.
2. The name, mailing address, email address, and phone number of the applicant if different than the owner of the property.
3. The name, mailing address, email address, and phone number of all professionals involved in the preparation of the application and related plans and documents.
4. The location of the property, including the street address and Tax Map and Lot number(s).
5. The land use district(s) within which the proposed activity is located. If the lot is located within more than one district, an accurate scaled map showing the location of the zoning district boundaries.
6. Verification of the owner or applicant's right, title and interest in the property. If the person submitting the application is not the owner of the property, the application must contain a form authorizing the person filing the application to act on the owner's behalf.
7. A written description of the proposed development or construction activities for which approval is being sought. The description should set out the proposed use of the property, the size of proposed buildings and improvements, and the nature of all construction and development activities.