

**Any petition not completed in accordance with this pamphlet shall not be heard or acted upon by the Board ... you should satisfy the requirement of each paragraph shown below before you make your submittal to ensure you have a complete package ...**

- A completely filled in "Petition For Relief".
- A clear, complete and accurate plot plan that shows existing structure(s). Complete dimensions of the structure(s) footprint(s) as well as distances to property lines, as measured from the drip edge must be shown. If there are two or more structures, the distances between the structures must be shown, again as measured from the drip edge. Indicate NORTH with an arrow in the upper right corner.
- A clear, complete and accurate plot plan that shows proposed structure(s). All dimensions as listed above for existing structure must be shown. In addition, if structures on abutting properties are within **15** feet of the property line, indicate that distance also. Indicate NORTH with an arrow in the upper right corner. NOTE: It may be possible to show both existing and proposed structures on one plan, especially if there is a simple addition or a second building. If the plan appears cluttered or is confusing, use a separate sheet for the proposed structure(s).
- Elevation drawings (North, South, East and West) for both the existing and proposed structures.
- Floor plans for all levels of the proposed structure or addition having all room designations shown.
- Abutting streets labeled on all plot plans.
- Off-street parking indicated ... legal parking spaces are 9'x18'.
- On both existing and proposed plot plans, the square footage of the land and square footage of the buildings.
- Assessor's Tax Map of property and adjacent area. NOTE: Tax maps are for Board reference only and may not be relied upon to establish property lines, building locations, etc.
- Names and legal mailing addresses of all immediate abutters with their street location identified.
- Valid boundary markers identified. In the event that such markers are missing or unable to be found, it will be necessary to have the lot surveyed and the markers (or "pins") set. A New Hampshire licensed surveyor, at the Petitioner's expense, must do this.