



Town of Enfield, NH
Zoning Board of Adjustment
74 Lockehaven Road, PO Box 373
Enfield, New Hampshire 03748
PHONE: 603-442-5427
EMAIL: planning@enfield.nh.us

Zoning Board of Adjustment (ZBA) Application Checklist

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- ❑ A cover letter detailing the project. Describe what you want approval for.
 - ❑ A ZBA application form filled out completely and signed.
 - ❑ An abutters list with complete addresses. This shall include the names and mailing addresses of: the applicant; owners of record for subject properties; all involved engineers and surveyors; owners of abutting properties (within 200' of subject property boundaries) including tax map and lot references; and holders of any easements, rights-of-way or other restrictions.
 - ❑ A copy of an Enfield lot tax map and deed(s) for the lot in question.
 - ❑ A check payable to the Town of Enfield to cover all applicable fees. An invoice will be provided at the time of receipt of an application .
 - ❑ An electronic or scanned version (PDF preferred) of the project plans.
 - ❑ Seven copies of the project plans or sketch on 11" x 17" paper or smaller for ZBA Members to review. A site sketch shall include: the name of the property owner, location of the property (address and map/lot numbers), a North bar. Please include enough detail to show the exact nature of the request. Engineered plans are not required, but requests will be held up if site sketches are unclear or not to scale.
 - ❑ Page two of the ZBA Application for Appeal must have the property owner's signature. Agent or proxy signatures will not be accepted.
 - ❑ Agents or proxies who are applying to the ZBA shall also have a letter signed and dated by the property owner authorizing them accordingly.