

FREQUENTLY ASKED QUESTIONS ABOUT THE ZONING REVIEW APPLICATION PROCESS

1. All applications require a completed **Certificate of Zoning Compliance Application**. This outlines the project and page 2 includes all the required calculations to determine if your project is within the current Zoning Ordinance Requirements. Don't forget to complete the contact information.
2. If your project is within the Zoning Ordinance guidelines, does not encroach any setbacks, is not located in the front of the residence and is not an accessory structure of any kind, the project is reviewed by the Design Review Board only.
3. The majority of the applications for Board of Adjustment Review are for **Conditional Use Permits**. These are required for all accessory structures which include but are not limited to:
 - Patios
 - Carports
 - Garages – detached and garages attached by breezeway to a residence.
 - Garden Sheds, Greenhouses
 - Playhouses and Tree houses
 - Children's Swing sets
 - Ponds, and Water features
 - Outdoor Fireplaces
 - Retaining walls
 - Decorative walls
 - Fences, deer, chain link, wooden
 - Pergolas, Trellises & Arbors
 - Swimming Pools and Hot Tubs
 - Satellite Dishes
 - Driveway Entrance Columns
 - All lighting other than low-wattage ground lighting.
 - Well head
 - Garden Sculpture
4. **A Variance Application** needs to be completed if:
 - The project exceeds the roof coverage, impervious surface, building height requirements or does not meet any other requirement of the Zoning Ordinance, e.g. More than one accessory building.
 - Encroaches the setbacks
 - Your property is already in non-compliance, regardless of your current project.
5. In order to obtain a variance you have to demonstrate a '**hardship**'. This is a reason why the Board of Adjustment should approve your request and it should not be **self created** and the circumstances are **unique to your property**.
6. These completed applications form, photographs, site plans and elevations, materials and any color palettes should be submitted to the Town Hall, 3 weeks prior to the Board of Adjustment meeting, in order that neighboring property owners are advised of your project.
7. The above information is a summary of Frequently Asked Questions. If you are in doubt about any of the above, more specific information can be found in the current Zoning Ordinance.
8. You are also welcome to call the Town Hall 274-0824.