

ZONING BOARD OF APPEALS
TOWN OF KENT

To the Applicant:

In order for the Zoning Board of Appeals to consider your applications, please be sure to include the following information:

- 1) Make sure **all** required variances are stated clearly in the application, including the exact amount of the variance requested.
- 2) Please be sure that the survey you submit shows **clearly** all encroachments for which variances are requested and the exact distances in feet and inches to all lot lines -- side, front and rear -- to the closest point for all structures.
- 3) If you are applying for a variance other than a simple, lot width variance, such as an area variance, a 280A, or use variance, you must also submit Environmental Assessment Form (EAF Short Form) with your application. If you have already completed this form for another agency, ie. the Planning Board, please submit a copy.
- 4) Please include a description of the location of the property requiring a variance, and clear instructions on how to get there from Town Hall.