

Document Number: \_\_\_\_\_

## Recommended Procedure and Signature List

Form approved by Board of Selectmen for use with  
Building Permit Applications and other projects

### **This form is not valid until numbered and signed by the Zoning Officer**

**INSTRUCTIONS:** This form should be completed for most projects before the various Town Boards and Departments may accept an application for your project. **Fill out Part One completely. Bring the form to the Zoning Officer.** The Zoning Officer will check your project for zoning requirements, and then he/she will let you know which boards, committees or departments you must see. Part Three is to be completed by the boards, committees and departments that will need to approve your project. **NOTE:** All inspectors, boards, committees, and departments involved in project approval require that owners or authorized agents present their project request in writing **accompanied by a site or plot plan.**

#### **PART ONE**

Name of Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Name and address of applicant if other than owner \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

**Owner's permission to have applicant represent him/her (signed)** \_\_\_\_\_

Property Information: Assessor's Map Block and Lot Number (located on tax bill) \_\_\_\_\_

Book & Page (located on tax bill) Book \_\_\_\_\_ Page \_\_\_\_\_

Zoning District (i.e. Residential, Business, etc.) \_\_\_\_\_

Street address of property (House # and Street name) \_\_\_\_\_

Description of work to be performed (Attach plan and additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### **PART TWO**

To be completed by the Tax Collector

**According to Tax Collector records, as of this date, there is / is not tax delinquency in respect to this property.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Tax Collector (Signature valid for ninety days from date of signing)

**PART THREE**

(To be completed by Town Boards, Committees and Departments)

**Circled 'departments' must review and sign off on project**

**ZONING OFFICER:** Project complies with Holland Zoning By-Laws: Approved\_\_\_\_ Denied\_\_\_\_.

Reason for approval/denial:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Zoning officer

**BOARD OF ASSESSORS:**

Assessors notified as per General By-law VIII.2: Lot location, size, type of building and estimated cost.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
For Board of Assessors

**CONSERVATION COMMISSION:** Approved\_\_\_\_ Approved with conditions\_\_\_\_ (**Attach copy**)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
For the Conservation Commission

**BOARD OF HEALTH:**

1) Well permit granted.

Signed \_\_\_\_\_ Date \_\_\_\_\_ (**Attach copy** of well test and well completion report)  
For the Board of Health

2) Septic System Disposal Works Permit or Repair Permit Issued:

Signed \_\_\_\_\_ Date \_\_\_\_\_ (**Attach copy**)  
For the Board of Health

3) Project approved for use with existing  bedroom Septic System.  
Enter #

Signed \_\_\_\_\_ Date \_\_\_\_\_  
For the Board of Health

**HIGHWAY SURVEYOR:**

Driveway permit issued. Date: \_\_\_\_\_ (**Attach copy**)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Highway Surveyor

**PLANNING BOARD:** Site Plan Approval Waived \_\_\_\_\_ Site Plan Approved \_\_\_\_\_ (**Attach copy**)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
For the Planning Board

Date Special Permit hearing applied for \_\_\_\_\_ Signed (Town Clerk) \_\_\_\_\_

Date Special Permit Granted \_\_\_\_\_ (**Attach copy** that has been Registered with the *Registry of Deeds*)

**ZONING BOARD OF APPEALS:** Date hearing applied for \_\_\_\_\_ Signed (Town Clerk) \_\_\_\_\_

Date Request Granted \_\_\_\_\_ (**Attach copy** that has been Registered with the *Registry of Deeds*)

**BUILDING COMMISSIONER:** Date Building Permit Application Received \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_