

Marblehead Engineering Department
ZBA PLOT PLAN CHECKLIST

Property Address: _____

Plan prepared by: _____

Plan dated: _____ Revised: _____

	Preferred Plan size of 11" x 17".
	Plan was prepared for this ZBA application.
	Plan is less than 3 months old.
	Plan is stamped and signed by a Registered Professional Land Surveyor.
	Plan shows street number of the subject property.
	Plan shows Assessor's Map and Parcel number.
	Plan shows Zoning District.
	Plan shows Lot Area.
	Plan shows Lot Frontage.
	Plan shows all existing and proposed structures including accessory use structures.
	Plan shows setback measurements (Front, Side & Rear) for existing structures.
	Plan shows setback measurements (Front, Side & Rear) for proposed structures.
	Plan shows any exterior tanks, containers and/or mechanical systems.
	Plan shows location & dimensions for Off Street parking (current & proposed).
	Plan shows location of & distance to houses and other structures on abutting parcels.
	Plan shows all public & private Easements and rights-of-way.

Plan reviewed by: _____ Date: _____