# TOWN OF TOLLAND

BUILDING APPLICATION APPROVAL CHECK LIST

This Building Approval Check List must be completed and signed off by town offices as listed and turned in with the Building Permit Application along with all other items needed for the Building Permit. These items are listed on the Building Information sheet for New Homes in your packet.

 Property Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Property Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLANNING BOARD**-Submit a completed Build Permit Application with 2 copies of a site drawn to scale with all structures, existing well and septic, designated driveway, distance of all items from lot lines front, side, and rear.

Site Plan Approved (Copy Attached)\_\_\_\_\_\_\_\_\_\_Waived\_\_\_\_\_\_\_\_\_\_\_\_\_Denied\_\_\_\_\_\_\_\_\_\_\_\_\_

Subdivision Approval Required\_\_\_\_\_\_\_\_\_\_\_\_\_\_Public Hearing Scheduled (Date):\_\_\_\_\_\_\_\_\_\_\_\_

Project Complies with Zoning By-Laws:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Signature(OneMember):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ZONING BOARD OF APPEALS (use only if rejected by the Planning Board)**

Application Submitted for: Special Permit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zoning Variance\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application received by Town Clerk (date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application returned to ZBA. (date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Abutters List requested from Assessors (date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Received (date):\_\_\_\_\_\_\_\_\_\_\_\_\_

Public Hearing (date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Denied:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Denial:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASSESSOR’S OFFICE**

Assessor’s Map & Lot #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Acres\_\_\_\_\_\_\_\_\_\_Road Frontage\_\_\_\_\_\_\_\_\_\_\_\_

Property Ownership History for Non-Conforming lots: Contiguous\_\_\_\_\_Non-Contiguous\_\_\_\_\_\_\_

Assessor Signature (1 member):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TAX COLLECTOR**

Delinquent taxes are owed on this property Yes\_\_\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_\_\_\_

Delinquent taxes in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ are owed on this property

Tax Collector Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**HIGHWAY SUPERINTENDENT**

Driveway Permit issued (Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_911# issued for property (Date):\_\_\_\_\_\_\_\_\_\_\_\_

Mass Highway approval required: Yes\_\_\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_\_\_\_

Highway Superintendent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONSERVATION COMMISSION**

Notice of Intent Required: Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distance from: Lake/Pond\_\_\_\_\_\_\_\_\_River/Steam\_\_\_\_\_\_\_\_\_\_\_\_\_\_Wetland\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (1 member):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**BOARD OF HEALTH**

Percolation Test Documentation: Passed\_\_\_\_\_\_\_\_\_\_Failed\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Well Permit Application Submitted (Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Well Permit Application Approved (Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Septic System Application Submitted (Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Septic System Application Approved (Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Approved with existing Septic system (Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Septic System Approved for\_\_\_\_\_\_\_\_\_bedrooms

Health Agent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUILDING INSPECTOR**

Building Permit Application with all forms and information received (Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Build Permit issued (Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Copy to Assessors (Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Building Inspector \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date):\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES:**