Please read carefully: The following information is required before a hearing can be scheduled. Lack of any of the following requirements will result in delays and possible denial by the Board of Appeals.

**Unacceptable Language: “...any other applicable provision of Chapter 240 of the Code of Falmouth.”**
(You must be specific; i.e. 240-3, C. (2) or 240-51 A (9), etc.)

Required Information to be submitted WITH Application:

1. Application – Be specific with bylaw section relevant to your request for Hearing** See Above

2. If Applicant or Agent does not own property, owner authorization is required or a copy of the Purchase and Sales Agreement signed by all parties.

3. FOUR copies of plans that show the following: Administrative Approval – two (2) copies
   a) Existing floor plan & elevations – INCLUDING finished or unfinished basement plans
   Proposed floor plan & elevations- INCLUDING finished or unfinished basement plans
   b) Certified plot plan showing existing structures and existing setbacks and showing proposed structures and proposed setbacks
   c) On same plot/site plan, existing parking and proposed parking
   d) On same plot/site plan or septic plan show location of septic system
   e) Plot/site plan MUST show: (see Section 240-69 Code of Falmouth)
      - lot coverage (%) by structures – existing
      - lot coverage (%) by structures – proposed
      - lot coverage (%) by structures & paving - existing
      - lot coverage (%) by structures & paving - proposed
   f) If in any coastal or wetland setback shall be shown on plan
   g) Home Business Applications need to show landscaping identified by species (buffer zones)
   h) If Site Plan Review is required, filing with the Planning Board shall be done prior to filing with Board of Appeals (See Article XXXIX of the Bylaws).

4. If you are increasing lot coverage over maximum allowed, you will be required to give lot coverage information on properties in the general vicinity of subject property.

5. A Fee from the following schedule made payable to the Town of Falmouth:
   a) Single Family Dwellings and Uses = $100.00
   b) Multi-Family Dwellings and Uses = $150.00
   c) Home Based Service Business = $150.00
   d) Commercial = $175.00
   e) Comprehensive Permit – see Office for Fee Schedule

All of the above must be completed prior to submission of application.
THE PROJECT WILL NEED TO BE STAKED OUT ON PROPERTY ONE WEEK PRIOR TO HEARING DATE FOR BOARD’S SITE VISIT.