

**ZONING BOARD OF APPEALS
TOWN OF BRANFORD**

IMPORTANT NOTICE TO APPLICANT FOR ZONING VARIANCES

**READ CAREFULLY, ANY ERRORS IN THE COMPLETION OF YOUR APPLICATION
COULD RESULT IN DENIAL WITH NO REIMBURSEMENT OF YOUR APPLICATION FEES.**

Please submit **two (2) completed application forms** with original signatures of the property owner and applicant. Use the official address of the property as it appears in the Assessors records. Applications must be filed at least four weeks prior to the meeting to allow time for corrections and required legal notice publication. The first ten (10) applications received will be heard. **APPLICANTS AND/OR THEIR REPRESENTATIVES MUST BE PRESENT AT THE HEARING TO ANSWER QUESTIONS PERTAINING TO THE APPLICATION.**

Required A-2 Survey and Plot Plans

Applicants must submit a signed and sealed **A-2 Survey** with **FOUR (4) copies** of the site plan which depicts all existing and proposed structures with offsets (depicted scaled distances) to affected property lines (Please show proposed improvements in color or hatched). Surveys must include a zoning table showing the required and proposed standards. Maps with a surveyed date after **8/13/96** must conform to Sec. 20-300B of the Regulations of Connecticut State Agencies.

Notification of Adjoining Property Owners

Applicants for a variance must notify **all adjoining** property owners of the hearing listing the time, date, and place of the meeting as well as the subject address and a description of the project. Such notification must be made by **Certified Mail, Return Receipt Requested** (retain receipt or returned green card as proof) and must be submitted to the Board on the night of the hearing. Letters of Notice containing this information and signed by the abutting property owner will be accepted as proof of notification. **Abutting property is land that “touches” the subject property on any side, rear, street or corner boundary. An assessor’s map depicting the current abutting property owners must be submitted with the application. Notification is also required if the property abuts Town, State, Federal, Water Company or Land Trust lands as well as any other publicly or privately owned parcel.**

Fee Schedule

For 1 or 2 Family, Accessory Buildings and Pools.....	\$50.00
For 3 or more Family Dwellings.....	\$100.00
Automotive/Commercial/Industrial.....	\$125.00
State Surcharge.....	\$60.00
Application for Certificate of Zoning Compliance.....	\$25.00
(See Planning and Zoning Office regarding CAM applications, if applicable)	

Please make check for required amount payable to **TOWN OF BRANFORD.**

Read carefully and follow these directions when filling out the attached application. Any information not properly provided could result in denial of your application. It is ultimately the responsibility of the applicant to ensure proper filing of the appeal. Type or print **all information clearly.**

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Top of page: Tax Map# _____ Block# _____ Lot# _____. You may get this from P & Z or Tax Assessor's office.

1. Owner of the property and the applicant/agent, if different. The applicant is the person who owns the premises. The agent is the person designated by the applicant to represent the applicant during this process (i.e., lawyer, architect, etc.) Also, location of property, **zone** and present use of property (vacant lot, residential, commercial, etc.).
Please call the Planning and Zoning Office for zoning information.

2. Request variances of **all** sections individually and list **all** lines to be reduced/increased. For residential properties, see **3.4.A** for the required setbacks in residential zones. Also, describe the type of construction/alteration being proposed.

Example: (R4 Zone) Var. Sec. 3.4. A Line 7: *Rear line setback from 50 ft. required to 45 feet proposed for one story addition.*

3. Explain the legal hardship. Remember that the legal hardship must apply to a certain characteristic of the land that renders improvement impossible, or nearly so, without variance relief. Lot shape and size, the presence of wetlands, steep slopes and ledge are examples of conditions that may constitute a legal hardship.

4. Explain how the existing **hardship** is unique and why the proposal is the only option.

5. Proposed construction should compliment the neighborhood. Explain how this will be achieved if the variance is granted.

6. List the dates of any previous variances requested.

7. Attach copies of the required data as requested on the cover sheet. Bring proof that **ALL** abutting neighbors have been notified. Letters or green cards from **all property owners** whose property boundaries abut the subject parcel are required on the night of the hearing. Failure to produce the documents will result in denial or postponement of the application.

Since **original signatures** are required, copies of the completed form should be made **prior** to signing the application. If the **applicant** is **not** the owner, the **OWNER** must also sign the application. Please print **clearly** the name and the address where the Decision Notice should be sent and a phone number where the applicant/owner can be reached for clarification if there is a question concerning the information on this application. An error in advertising is not only costly to you, but may prevent a decision and/or cause delay in the issuance of your variance.

If you have **any** questions, please call **Mary Bianchi, ZBA Clerk at 203-484-0213** or the Planning and Zoning Office at **203-488-1255**. (Please see the Planning and Zoning Office regarding CAM applications).

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Fees: \$125.00 _____
100.00 _____
50.00 _____
State Surcharge 60.00 _____
Application Certificate of Zoning Compliance 25.00 _____
Coastal Site Plan Review _____

Map # _____ Block # _____ Lot # _____

I hereby appeal to the Zoning Board of Appeals for a Variance from the Zoning Regulations of the Town of Branford as follows:

1. Owner/Applicant _____
Property Location _____ Zone _____
Present Use of Property _____

2. Variance requested from Section(s) _____ Line(s) _____
(See cover letter for detailed examples)

3. Strict application of the regulations would produce **undue hardship** because _____

4. The hardship created is **unique** and not shared by all properties in the neighborhood because _____

5. The variance would not change the **character of the neighborhood** because _____

6. Dates of previous appeals with respect to this property _____ None _____

7. Submit herewith **TWO (2) Applications with original signatures** (applicant and/or owner). Also, **FOUR (4) copies of your A-2 survey with detailed Plot Plans and topography**. (Photos of the property are helpful.)

Signature of owner (**if different from Applicant/Agent**) _____

Signature of Applicant/Owner or Agent (**Also, print clearly**) _____

Owner's name printed **clearly** _____

Address where Decision Notice should be sent (incl. ZIP code) _____
Phone _____

(In case there is a question on the above application)

Appeal # _____ Hearing Date: _____ Rec'd. By: _____ Action taken: Granted _____ Denied _____

ZEO Notes _____

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SUPPLEMENTAL ZBA APPLICATION

**To be attached to original application as a continuation if necessary.
(Recycle if not needed)**

Name _____

Property address _____

Variance requested from Section _____ Line _____

Variance requested from Section _____ Line _____

Variance requested from Section _____ Line _____

Undue hardship _____

The hardship is unique and not shared by others because _____

Character of the neighborhood would not change because _____

Signature of owner/applicant

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Notice to Abutting Property Owners

Date _____

Dear _____

I, _____, am applying to the Zoning Board of Appeals to perform improvements at property known as

The project will consist of:

The following variances are required:

The meeting will be held on _____ at 7:00 pm at the Branford Senior Center located at 11 Cherry Hill Road in Branford, CT. Plans are on file in the Planning and Zoning Department at Branford Town Hall, 1019 Main Street in Branford.

Certified Mail# _____

Abutter's Address _____

Abutter's Signature _____