



TOWN OF ROXBURY, CONNECTICUT

Zoning Board of Appeals

PROCESS OF APPEALS FROM THE ZONING REGULATIONS

It is the responsibility of the applicant to complete all submission requirements to the Zoning Board of Appeals as outlined.

1. The variance application, completed in its entirety, must be submitted with all supporting documentation as outlined on page 2 of this packet.
2. Regular Meetings of the Zoning Board of Appeals are usually held on the third (3rd) Thursday of each month at 7:30 pm in the lower level conference room of Town Hall. Every effort will be made to schedule any application for hearing at the next Regular Meeting of the Zoning Board of Appeals provided that the completed application is filed with the Secretary by the first day of that month.
3. Applicant or petitioner shall be required to mail notification at least seven (7) days before the scheduled hearing to persons who own land that is adjacent to the land that is the subject of the hearing. The notice shall provide a brief description of the application or petition along with the date, time, and location of the public hearing. A copy of the Legal Notice prepared by the Zoning Board of Appeals may be used. For purposes of this notification, the applicant shall provide at the public hearing proof of mailing as evidenced by certified receipts and the owner(s) as indicated on the Town's property tax map or on the last completed Grand List as of the date such notice is mailed. The application shall be deemed incomplete until certified receipts of mailing to all such adjacent property owners and a list of all property owners notified are filed with the Board hearing the application, and if not so filed, the Board may deny the application on that basis. (A sample notification letter is included in this packet.)
4. The applicant or a representative of the applicant must appear at the public hearing to present the application to the Board and answer any questions. A representative of the applicant must present a letter of authorization to act as agent before the Board. A sample is included in this packet for your convenience.
5. If a variance is granted, the Town publishes a legal notice and notifies the applicant by mail. The variance must be filed on the Land Records not less than 15 days after publication if no appeal of the variance has been taken. No zoning permit can be issued until the variance is filed by the applicant on the Land Records.