



# TOWN OF ROXBURY, CONNECTICUT

## Zoning Board of Appeals

### **A COMPLETED APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING**

- Application Form
- Site Plan. Ideally, this should be an A-2 survey. If this is not possible, a drawing to scale must show **ALL** present and **ALL** proposed structures on this plan. Indicate the number of feet from each side of all buildings to the nearest lot line. Show size of lot and names of all streets bounding lot. Show all easements, rights-of-way, driveways, approved sanitary system, well and all wetlands and/or watercourses on or adjacent to the property.
- For a variance – A detailed description of the proposed use. (a separate page may be attached.)
- For an appeal from the decision of the ZEO – A detailed description of the decision with any available supporting documentation.
- Detailed description of the exact nature of the hardship. (may also be explained on a separate page.)
- Blueprints, elevation drawings, documents, photographs, etc. as needed to enable the Board to make a decision on the appeal. Existing and proposed construction must be clearly identified.
- List of names of all abutting property owners.
- Copy of Tax Assessor's map showing location of subject and adjacent properties.
- Fee. Two separate checks are required. Check for \$185 application fee made payable to the Town of Roxbury and another check for \$30 also made payable to the Town of Roxbury for the required Department of Environmental Protection fee.
- Agent authorization letter if applicant or agent is not the property owner.