

**Application to the Zoning Board of Appeals
Town Of Salisbury, CT**

Applicant _____

Address _____

Telephone _____

Agent or Representative (Name, address & telephone):

Address/Location of Subject Property:

Zoning District:

Map:

Lot:

INSTRUCTIONS AND PROCEDURE – Read the following instructions so that you are aware of the information requirements of the Zoning Board of Appeals and the process for an appeal. Incomplete applications or inaccurate information may result in an application being denied.

1. PROCEDURE

- A. Applications may be obtained from the Zoning Enforcement Officer (ZEO) Town Hall, Salisbury, CT. An application must be completed and submitted, with supportive materials to the ZBA and to the Planning and Zoning Commission or the officer from whom the appeal has been taken, at the Salisbury Town Hall. All applications must comply with the provisions of Connecticut General Statutes Section 8-7. If the space provided in this form is not sufficient for your needs please use attachments. Completed applications must be submitted at least 4 days prior to a meeting of the Zoning Board of Appeals (ZBA). At that meeting the application will be considered for a public hearing. The schedule of meetings and hearings for the ZBA is posted with the Town Clerk.
- B. ZBA hearings are advertised public hearings at which the Board hears testimony from the applicants or their representatives and all other interested parties who may wish to be heard.
- C. The ZBA will make its decision as soon as practicable after the close of a public hearing,

2. CONDITIONS – The following guidelines may be considered prior to the granting of a variance:

- A. The plight of the applicant must be due to unique circumstances not created by the applicant.
- B. Special conditions and circumstances must exist which are peculiar to the land or structure involved and which are not applicable to other lands or

structures in the same district.

- C. Literal enforcement of the provisions of the Zoning Regulations could result in exceptional difficulty or unusual hardship to the applicant.
- D. The variance must be consistent and in harmony with the intent and purpose of the Zoning Regulations.

3. REQUIRED SUPPORTIVE MATERIALS. Five(5) copies of each except where noted.

- A. An A-2 Survey may be required for some applications.
- B. A check made payable to the Treasurer, Town of Salisbury (**see page 3**)
- C. A copy of the deed and/or a legal description of the property. Can be obtained from the Land Records with the Town Clerk.
- D. Letter of authorization. In the event that the owner of the property in question does not represent himself/ herself at the public hearing, the applicant must provide a letter, which authorizes another specific person to represent him/her at such meeting.
- E. Only two(2) copies of large maps or site plans are required. They must show all data pertinent to the application which shall include at least the following:
 - 1. Date of drawing, 2. Scale, 3. North arrow, 4. Name of person/firm who drew the plan
 - 2. Locations and dimensions of property lines, rights-of-way, easements, setbacks, off-street parking, proposed landscaping, existing and proposed structures, and location of any streams, ponds, lake fronts or wetlands.
- F. A list of all abutting property owners and their mailing addresses. This information may be obtained from the Town Assessor's Office.

NATURE OF RELIEF SOUGHT

_____ (I/We) hereby apply for a variance relating to section _____ of the Salisbury Zoning regulations.

_____ (I/We) are appealing a decision of the Zoning Enforcement Officer relating to _____.

Summary of Facts:

Statement of Exceptional Difficulties and Unnecessary Hardship (not financial or self-created): Refer to the Condition Section above.

Signature of Petitioner _____

Note: Decision of Notice will be filed with the Town Clerk after approval/denial and APPLICANT is responsible for cost of filing fees. Fees are \$10 for first page and \$5 each additional page.

APPLICATION FEE:

Application fee is \$215 for up to 4 abutters. Additional cost of \$6 per abutter will be added to flat fee of \$215.

APPEAL OF DECISION OF ZONING ENFORCEMENT OFFICER: Please refer to State Statutes 8 – 7, regarding appeal period.

CONTACT INFORMATION: Please contact the ZBA Administrative Assistant, Jean Bell with any questions. 860 824-0014.

Date Received _____

For ZBA Clerk Only

FILE NUMBER: _____

Revised May 2008