

**ZONING BOARD OF APPEALS
TOWN OF BRANFORD**

IMPORTANT NOTICE TO APPLICANT FOR ZONING VARIANCES

Please submit **three (3) completed applications** with original signatures of the applicant/owner who is seeking the variance. Agents or Contractors should use the Owner/Applicants name and have them sign the application since that is how the property is registered at Town Hall. Applications must be filed at least four weeks prior to the meeting to allow time for corrections and newspaper advertising. Only the first ten (10) applications received will be heard. **APPLICANTS OR SOMEONE REPRESENTING THEM MUST BE PRESENT AT THE HEARING TO ANSWER ANY QUESTIONS PERTAINING TO THE APPLICATION.**

Required A-2 Survey and Plot Plans

Applicants must submit an **A-2 Survey** with **FIVE (5) copies** showing **all** streets that adjoin the property; **all** abutting property owners and compass direction indicating **North**. **Plot Plans should include ALL measurements of parcels of land and distances from street line, rear line and side lines to all existing and proposed structures on site. Also, show the location of the proposed building (or lot) in color.** 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, by **Certified Mail, Return Receipt Requested**, which is a **green card required as proof of mailing** which must be submitted to the Board on the night of the hearing. Letters of Notice containing this information, which have been signed by the abutting property owner, will be accepted as proof of notification. **Abutting property is any land that is touching the property on any side including vacant lots.**

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.....	\$ 30.00
Application for Certificate of Zoning Compliance.....	\$ 25.00

(See Planning and Zoning Office regarding Coastal Area Management applications.)

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

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Read carefully and follow these directions line by line to help in filling out the attached application. Any information not properly filled in could result in denial of your application without reimbursement. It is ultimately your responsibility to file correctly. Type or print all information clearly.

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 is actually occupying the premises. The **Owner** is the person on property records at Town Hall. An **Agent** is the representative - (Attorney, Estate, etc., but does not apply to disassociated people such as contractors, builders, architects, etc.). Also, location of property, **zone** and present use of property (vacant lot, residential, commercial, etc.). If you do not know your zone, ask P & Z or the Assessor's Office for help.
2. Request variances of **all** sections individually and list **all** lines to be reduced/increased. See Schedule B for the required setbacks (e.g. setback from (**required**) ft./SF./% to (**requested**) ft./SF./%). Also, advise as to the type of construction/alteration being planned.
Example: Var. Sec. 5.7: Non-Conforming and Sec. 25, Schd. B, Line 9: Side line setback from 20 ft. to 15 ft. (East) and to 10 ft. (West) for bedroom and bath addition.
3. Legal definition of **hardship** is something within the land/plot (slope, ledge, trees, configuration, etc.).
4. Explain how your **hardship** is unique/different than others in your neighborhood and why you feel this is the only/best way can be done.
5. Your plan should blend into the neighborhood and be for the common good. Explain how this will be achieved if your variance is granted.
6. List the dates of all variances previously requested, not necessarily granted.
7. Attach copies of the required data as requested on the cover sheet. Extra copies of your plot plans and photos are appreciated at the hearing. Bring proof that you noticed **ALL abutting neighbors**. Letters or green cards from all properties touching the land requiring variance are required at the hearing; their absence will cause denial with no reimbursement or postponement with no reimbursement and additional advertising fees.

Since **original signatures** are required, copies of the completed form should be made prior to signing the application. The **applicant** must be the person living at the location and/or the owner of the property. If the applicant is not the owner, even if acting as an agent for the owner, both applicant and OWNER must sign the application. Print **clearly** the name and the full address to 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 could 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 484-0213** or the Planning and Zoning Office at 488-1255. (Please see the Planning and Zoning Office regarding Coastal Area Management applications.)

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Map # _____ Block # _____ Lot # _____

Fees: \$125.00 _____

\$100.00 _____

\$ 50.00 _____

State Surcharge: \$ 30.00 _____

Application Certificate of Zoning Compliance: \$ 25.00 _____

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) _____ Schedule _____ Line(s) _____
(See Instructions, page 2, for detailed example)

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

4. The hardship created is **unique** and not shared by all properties alike 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 **THREE (3) Applications with original signatures** (applicant and/or owner). Also, **FIVE (5) copies of your A-2 survey with detailed Plot Plans**. Photos of the property would be helpful.

Signature of owner

Signature of Applicant or Agent *(if different from owner)*

Owner's name printed clearly

Applicant's name printed clearly *(if different from owner)*

Address where **Decision Notice** should be sent _____
(include ZIP code)

Phone _____
(In case there is a question about the above application)

For ZBA use only:

Appeal # _____ **Hearing Date:** _____ **Rec'd. By:** _____

Action taken: **Granted** _____ **Denied** _____

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SUPPLEMENTAL ZBA APPLICATION

To be attached to original application as a continuation if necessary.
Discard if not needed.

Name _____

Property address _____

Variance requested from Section _____ Schedule _____ Line _____

Variance requested from Section _____ Schedule _____ Line _____

Variance requested from Section _____ Schedule _____ Line _____

Undue hardship _____

Unique/not shared by others _____

Character of the neighborhood unchanged _____

Name of owner (please print)

Signature of owner

Name of applicant (please print)
(if other than owner)

Signature of applicant
(if other than owner)