

**ZONING BOARD OF APPEALS
APPLICATION FORM**



**IMPORTANT REQUIREMENTS
AND INSTRUCTIONS
TO COMPLETE
THE APPLICATION FORM
AND
TO COMPLY WITH
CONNECTICUT STATE STATUTES
FOR ABUTTERS' NOTIFICATIONS**

WARNING: In accordance with Section 8-3(2)(b) of the Connecticut General Statutes (CGS), there is a 15-day appeal period. This means that if your application for a Variance has been approved, anyone wishing to appeal the decision of the Zoning Board of Appeals (ZBA) may do so within 15 days after notice of publication of your application's approval in the Norwich Bulletin. If you begin construction prior to the 16th day after publication, someone may appeal the ZBA's decision in court and win, and you may have tear down all construction.

If your application for a Variance is denied, the ZBA may prevent you from returning before the ZBA for essentially the same request for a period of six (6) months. This period is set in Section 8-6 of the Connecticut General Statutes.

The members of the Griswold Zoning Board of Appeals intend this outline to assist you in preparing your application and its presentation before the Board.

Please read the attached Sections of the Zoning Regulations of the Town of Griswold and the Borough of Jewett City so that you will be aware of their requirements as they relate to your application. The section(s) for which you are requesting a Variance (#7 on the first page of the application form) is the Zoning Regulation section number of either the Town of Griswold or the Borough of Jewett City Zoning Regulations, not the Connecticut General Statute section number.

In addition, please read the attached sections of the Connecticut General Statutes regarding Applications for Appeals and Variances.

**TOWN OF GRISWOLD
ZONING REGULATIONS REGARDING
VARIANCES AND APPEALS**

- 2.4 Variances.** Any person whose application for a Zoning Permit is denied because the application is not consistent with the requirements of these Regulations may apply to the Zoning Board of Appeals for a Variance.
- 2.7 Recording.** No Variance or Special Exception shall become effective until a copy thereof, certified by the Zoning Board of Appeals or this Commission, as appropriate, containing a description of the premises to which it relates and specifying the nature of such Variance or Special Exception, including the zoning provision which is varied in its application or to which a Special Exception is granted, and stating the name of the owner of record, is recorded in the Town's Land Records. The Town Clerk shall index the same under the Grantor's Index under the name of the then record owner and the record owner shall pay for such recording.

NOTICE TO ABUTTING PROPERTY OWNERS IS REQUIRED

- 2.15 Notice to Abutting Property Owners of Public Hearing.** Whenever an application is filed with the Planning and Zoning Commission that requires a public hearing per the Griswold Zoning Regulations, or whenever the Commission deems it necessary to hold a public hearing for an application, the applicant shall, no later than ten (10) days prior to the date of the scheduled public hearing send notices to all abutting property owners by First Class Mail, and proof of such mailing shall be evidenced by a certificate of mailing. Such ownership shall be indicated on the most recent Grand List. Said notices shall contain the following information: (3/9/04) (8/10/09)
- a. A copy of the zoning application filed with the Commission. (3/9/04)
 - b. A copy of the site plan. If the site plan contains multiple sheets, the sheet that best describes the proposed project shall be forwarded. The copy may be reduced as long as the document is readable. (3/9/04)
 - c. A narrative describing the proposed development. (3/9/04)
 - d. A copy of the legal notice giving the date, time and place of the public hearing. (3/9/04)

DIMENSIONAL REQUIREMENTS

10.1 Minimum Lot Size.

R-80	-	80,000 square feet	C-1	-	40,000 square feet
R-60	-	60,000 square feet	C-2	-	40,000 square feet
R-40	-	40,000 square feet	I	-	40,000 square feet
BP	-	80,000 square feet with frontage on a State Highway. (8/18/05) 60,000 square feet with frontage on an internal business park roadway. (8/18/05)			

- 10.1.1 Interior or rear lots are allowed under these regulations, provided that the lot includes an access strip no less than 50 feet wide at all points, and provided that the access strip connects to an improved town or state road, and provided that the lot has at least twice the required minimum lot size for the underlying zone not including the access corridor strip or any part of the parcel under 100 feet wide, *provided however*, that the Commission may approve a rear lot having a lot size of one and one-half (1 1/2) times that required in the subject zone with an access corridor width of 30 feet in a Conservation Subdivision under Subdivision Regulation Section 6.3.8; and provided however the commission may approve a

rear lot having a lot size of two (2) times that required in the subject zone with an access corridor width of 30 feet in a Conventional Subdivision with two tiers of rear lots in Subdivision Regulation Section 5.2.6. For other requirements for rear lots, see the following section. (8/10/09)

10.2 Minimum Street Frontage.

- | | | | | | |
|------|---|--|-----|---|----------|
| R-80 | - | 200 feet | C-1 | - | 150 feet |
| R-60 | - | 175 feet | C-2 | - | 150 feet |
| R-40 | - | 150 feet | I | - | 150 feet |
| BP | - | 150 feet with frontage on a State Highway. (8/18/05) | | | |
| | | 100 feet with frontage on an internal business park roadway. (8/18/05) | | | |

10.2.1 Minimum frontage requirements may be reduced to no less than 50 feet by vote of the Commission on the zoning permit site plan for lots facing a circular turn-around at the end of a permanent dead end street, provided that the frontage requirement is maintained at the building line. (8/10/09)

10.2.2 The minimum frontage requirement may be reduced by vote of the Commission, for rear lots or interior lots to no less than fifty (50) feet for an interior lot, provided such lot has a minimum lot size which is two times the standard required lot size for that zoning district, unless otherwise provided in these regulations. At no point shall a lot line be closer than fifty (50) feet apart, unless otherwise provided by these regulations. Not more than four (4) such rear lots with reduced frontage shall be located adjacent to each other in either one or two tiers behind the street frontage lots. The Commission, in its sole discretion, may require at any time that the applicant submit a survey which conforms to Class A-2 standards for accuracy, as defined in the Regulations of State Agencies pursuant to Conn. Gen. Stats. §20-300b, as amended. (8/10/09)

10.2.3 The access strip for each rear lot must be owned in Fee Simple by the lot owner. (8/10/09)

10.3 Minimum Front Yard

- | | | | | | |
|------|---|---|-----|---|---------|
| R-80 | - | 75 feet | C-1 | - | 40 feet |
| R-60 | - | 50 feet | C-2 | - | 40 feet |
| R-40 | - | 50 feet | I | - | 40 feet |
| BP | - | 50 feet with frontage on a State Highway. (8/18/05) | | | |
| | | 30 feet with frontage on an internal business park roadway. (8/18/05) | | | |

The street line from which the minimum front yard is measured shall be considered to be no closer than twenty-five (25) feet from the centerline of the roadway.

10.4 Minimum Side and Rear Yards.

- | | | | | | |
|------|---|---|-----|---|---------|
| R-80 | - | 50 feet | C-1 | - | 30 feet |
| R-60 | - | 30 feet | C-2 | - | 30 feet |
| R-40 | - | 30 feet | I | - | 30 feet |
| BP | - | 30 feet with frontage on a State Highway. (8/18/05) | | | |
| | | 20 feet with frontage on an internal business park roadway. (8/18/05) | | | |
| | | 50 feet from any adjacent Residential (R) district. (6/28/06) | | | |

10.4.1 Side and rear yards may be reduced by one-half (1/2) for accessory buildings on residential lots.

10.4.2 Side yards may be reduced by vote of the Commission on a zoning permit or special exception site plan as applicable between commercial buildings on adjoining lots in C-1 and C-2 zones, provided the Commission determines that such reduction will not result in limiting access to all parts of the property by emergency vehicles and will enhance the attractiveness and economic welfare of the adjoining establishments. (8/10/09)

10.5 Maximum Lot Coverage

R-80	-	10 %	C-1	-	45%
R-60	-	15%	C-2	-	50%
R-40	-	20%	I	-	60%
BP	-	See Section 8.6 of these Regulations.			

10.6 Maximum Building Height. No residential building shall exceed three (3) stories, nor shall the total building height above a finished grade exceed thirty-five (35) feet, except that features such as steeples, cupolas, water towers, antenna structures for individual dwellings, chimneys, wind energy conversion systems, and agricultural buildings may exceed thirty-five (35) feet in height, up to a maximum of fifty (50) feet in height, and any such structure which exceeds thirty-five (35) feet shall require a Special Exception in accordance with Section 12 of these Regulations. The Commission may, by Special Exception in accordance with Section 12 of these Regulations, permit a nonresidential building higher than thirty-five (35) feet or three (3) stories if it determines that such building shall not constitute a safety hazard or be visually inconsistent with the general character and appearance of the surrounding area. All items higher than thirty-five (35) feet must have fall space, on the same lot, equal to the height of the item, to protect adjacent property. For non-residential buildings, the maximum building height shall not exceed five (5) stories, nor shall the total building height above a finished grade exceed fifty-five (55) feet in height except for features such as steeples, cupolas, water towers, antenna structures for individual non-residential buildings, chimneys, wind energy conversion systems. Agricultural buildings may exceed 55 feet up to a maximum of sixty (60) feet; and except that the Commission may, by Special Exception in accordance with Section 12 of these Regulations, permit a non-residential building of higher than fifty-five (55) feet or five stories if it determines that such building shall not constitute a safety hazard or be in visual conflict with the general character and appearance of the surrounding area. Water towers for storage, pressure maintenance, and fire protection shall be limited to 100 feet in height. All structures higher than fifty-five (55) feet shall be permitted only by Special Exception. For Wind Energy Conversions Systems (WECS), see Section 11.15 of these Regulations. For Wireless Telecommunication Facilities Towers and other commercial radio tower structures, see Section 11.19 of these Regulations. (1/15/99) (8/10/09)

10.7 Area and Frontage Exception. Any lot of record in separate ownership and not contiguous with other lots in the same ownership at the time of adoption of these Regulations and which does not meet the area and frontage requirements for the district in which it is located, may be used for the purposes permitted in that district, provided that the yard and other requirements, excepting those for lot area and frontage, can be met. In addition, all water and sewage systems shall comply with the appropriate regulations of the Town of Griswold and the State of Connecticut.

Documentary proof of pre-existing lots or lots of record in separate ownership and not contiguous with other lots in the same ownership at the time of adoption of these Regulations shall be provided to the Zoning Enforcement Office at, or prior to, the time that an application for a zoning and/or building permit is made. Such proof shall include but not be limited to deeds, maps and certified title searches. (6/01/90)

VARIANCES

SECTION 17: APPEALS AND VARIANCES

17.1 Appeals. Any person may appeal to the Zoning Board of Appeals when it is alleged that there is an error in any order, requirement, or decision made by the Zoning Enforcement Officer related to the enforcement of these Regulations. The board may reverse or affirm, wholly or partly, or may modify the order, requirement or decision appealed from, and shall make such order, requirement or decision as in its opinion ought to be made in the premises, and shall have the powers of the officer from whose order, requirement or decision the appeal was taken. The concurring votes of four (4) members of the Zoning Board of Appeals shall be necessary to reverse any order, requirement, or decision of the Zoning Enforcement Officer. (5/2/94)

17.2 Variances. Any person seeking a Variance from the literal enforcement of these Regulations may apply to the Zoning Board of Appeals for a Variance. Said Board may, after consideration of a Variance application in accordance with Sections 8-6 and 8-7 of the General Statutes, approve or deny a Variance, except that no Variance may be approved for uses in districts in which such uses are not otherwise permitted by these Regulations.

17.3 Variance Notification. The applicant shall, no later than ten (10) days prior to the hearing for the Variance; send notices to all abutting property owners by First Class Mail, and proof of such mailing shall be evidenced by a certificate of mailing. Such ownership shall be as indicated on the most recent Grand List. Said notices shall contain the following information: (8/10/09)

- 1. The zoning regulation(s) that is(are) the subject of the Variance application. Detailed, written narrative explanation of the proposed Variance application.
2. Copy of any plan or sketch that shows the location of the variance(s) as described in the Variance application.
3. The date, time and place of the Zoning Board of Appeals hearing.

The applicant shall present evidence of mailing to the Zoning Board of Appeals at the scheduled hearing. (8/10/09)

The applicant shall present evidence of mailing to the Zoning Board of Appeals at the scheduled hearing. (8/10/09)

- 4. Copy of Legal Notice

Below is a sample of the evidence of mailing that is required for each abutter's letter mailed; these shall be submitted to the Zoning Board of Appeals at the time of the public hearing. This form is obtained at the Post Office and stamped by the postal clerk.

U.S. POSTAL SERVICE CERTIFICATE OF MAILING
MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE-POSTMASTER
Received From:
One piece of ordinary mail addressed to:

Affix fee here in stamps or meter postage and post mark. Inquire of Postmaster for current fee.

**BOROUGH OF JEWETT CITY
ZONING REGULATIONS
REGARDING
VARIANCES AND APPEALS**

2.1 **Zoning Permit.** No building shall be erected, moved, structurally enlarged or changed to another use or shall any use be established or changed in any area of the Borough of Jewett City without a Zoning Permit therefore from the Zoning Enforcement Officer, issued in conformance with the provisions of these Regulations, except that a written order from the Zoning Board of Appeals in the form of an administrative review or variance shall constitute a Zoning Permit. Uses of land or buildings not clearly permitted in the various zoning districts are prohibited.

2.1.1 The Zoning Enforcement Officer is empowered to cause any building or land to be inspected and to order in writing any violation of these Regulations to be corrected or terminated.

2.6 **Administrative Procedures.** Whenever an application is filed with the Planning & Zoning Commission that requires a public hearing per the Borough of Jewett City Zoning Regulations, or whenever the Commission deems it necessary to hold a public hearing for an application, the applicant shall, no later than ten (10) days prior to the date of the scheduled public hearing send notices to all abutting property owners by First Class Mail, and proof of such mailing shall be evidenced by a certificate of mailing. Such notices shall contain the following information: (03/30/09)

1. A copy of the zoning application filed with the Commission.
2. A copy of the site plan. If the site plan contains multiple sheets, the sheet that best describes the proposed project shall be forwarded. The copy may be reduced as long as the document is readable.
3. A narrative describing the proposed development.
4. A copy of the legal notice giving the date, time and place of the public hearing.

DIMENSIONAL REQUIREMENTS

9.1 **Minimum Lot Size and Street Frontage.** Although the amount of developable land in the Borough is minimal and public sewer and water is available throughout the Borough, density is already high and open space limited. Therefore there is a need to address minimum lots size and minimum frontage requirements to protect the remaining available land from being developed at excessive levels of density or intensity. (9/26/02)

9.1.1 Existing lots upon which a single family dwelling is located or to be established shall comply with the requirements of Sections 9.2, 9.3, 9.4, 9.5, 9.6 and 9.7 of these Regulations. For all other uses of land, including cases where a commercial use abuts a residential use, the yard setback requirements of Sections 9.4 and 9.5 shall be increased by 50 percent of that required for a single-family dwelling. (9/26/02)

9.1.2 Except as provided in the following subsection, existing lots that are divided or subdivided into additional lots shall have a minimum of 50 feet of frontage on a street, as defined in these Regulations, for each lot so created. (9/26/02)

9.1.3 The Commission may approve a Special Exception in accordance with the criteria of Section 12.4 of these Regulations to allow a reduction of frontage to no less than 25 feet for lots (often called “flag”, “rear”, or “interior” lots) that are divided or subdivided into additional lots, provided that: (a) not more than two such lots shall be located adjacent to each other on the same side of the street; and (b) any two such adjacent lots shall be located not less than 50 feet from any other flag lot as measured in a straight line from their closest points. (9/26/02)

9.1.4 The division or subdivision of any lot within the Borough for [residential] development that requires the extension of any street to satisfy the street frontage requirement of Section 9.1.1 shall require the subdivider to extend such street in accordance with the construction standards required by the Town of Griswold Road Ordinance adopted June 11, 2002. (9/26/02)

9.2 Minimum Setback from Street Centerline.

R	Zones	-	50 feet
RC	Zones	-	50 feet
RM	Zones	-	50 feet
C	Zones	-	40 feet
I	Zones	-	75 feet

9.2.1 Setback requirements shall be 75 feet on circular turn-arounds at the end of dead-end or cul-de-sac streets.

9.2.2 Additions may be made to existing buildings that do not conform to the setback requirements of these Regulations provided the additions extend no closer than the existing building to the street.

9.2.3 Any new building in any Residential or Commercial district need not be set back further than the average setback for all other existing buildings in the block wherein it is to be constructed.

9.2.4 On the corner lot, setback requirements shall be met for both street frontages.

9.3 Maximum Lot Coverage by Buildings.

R	Zones	-	30%
RC	Zones	-	40%
RM	Zones	-	40%
C	Zones	-	50%
I	Zones	-	60%

9.4 Minimum Side Yards.

R	Zones	-	10 feet
RC	Zones	-	15 feet
RM	Zones	-	15 feet
C	Zones	-	10 feet
I	Zones	-	20 feet

9.4.1 Side yards not required in RC and C Zones between adjoining commercial buildings within such zones.

9.5 Minimum Rear Yard.

R	Zones	-	20 feet
RC	Zones	-	15 feet
RM	Zones	-	15 feet
C	Zones	-	10 feet
I	Zones	-	20 feet

9.6 Maximum Building Height.

R	Zones	-	35 feet
RC	Zones	-	35 feet
RM	Zones	-	35 feet
C	Zones	-	50 feet
I	Zones	-	50 feet

9.7 Minimum Floor Area for Residences.

9.7.1 One-story, single-family dwelling – 500 square feet.

9.7.2 Two-story, single-family dwelling – 600 square feet on the first floor and a total of 1,000 square feet on both floors.

9.7.3 Two-family dwelling – 500 square feet per dwelling unit.

9.7.4 Multi-family dwelling – 500 square feet per dwelling unit with one bedroom, plus 150 square feet for each additional bedroom.

9.8 Maximum Density Allowance. The development of two-family and multi-family residences shall be limited to a maximum allowable density of four (4) units per acre, as follows: (12/1/04)

9.8.1 For two-family dwellings: Minimum lot area of ½ acre for each two- family dwelling, plus an additional ½ acre for one additional two-family dwelling. See section 10.8 (no more than two (2) principal structures on a lot) (12/1/04)

9.8.2 For multi-family dwellings: Minimum lot area of 1 ½ acres for up to six (6) dwelling units in one or two buildings. See Section 10.8 (no more than two (2) principal structures on a lot). (12/1/04)

SECTION 16. APPEALS

16.1 Appeals. Any person may appeal to the Zoning Board of Appeals when it is alleged that there is an error in any order, requirement, or decision made by the Zoning Enforcement Officer related to the enforcement of these Regulations. The Board may reverse or affirm, wholly or partly, or may modify the order, requirement, or decision appealed from and shall make such order, requirement, or decision as in its opinion ought to be made in the premises, and shall have the powers of the officer from whose order, requirement, or decision the appeal was taken. The concurring vote of four (4) members of the Zoning Board of Appeals shall be necessary to reverse any order, requirement, or decision of the Zoning Enforcement Officer. (12/28/00)

16.2 Variances. Any person seeking a Variance from the literal enforcement of these Regulations may apply to the Zoning Board of Appeals for a Variance. Said Board may, after consideration of a variance application in accordance with Section 8-6 and 8-7 of the Connecticut General Statutes, approve or deny a Variance, except that no Variance may be approved for uses in districts in which such uses are not otherwise permitted by these Regulations. (12/28/00)

SECTION 17. AMENDMENTS

17.1 General. These Regulations may be amended by the Planning & Zoning Commission, after proper public notice and public hearing, in accordance with Section 8-3 of the Connecticut General Statutes.

17.2 Variance Notification: The applicant shall, no later than ten (10) days prior to the hearing for the Variance, send notices to all abutting property owners and all owners directly opposite the applicant's property by First class mail, and proof of such mailing shall be evidenced by a certificate of mailing. Such ownership shall be indicated on the most recent Grand List. Said notices shall include the following information: (12/28/00) (8/10/09)

- 1) The zoning regulation(s) that is (are) the subject of the Variance application. (12/28/00)
- 2) Detailed written narrative explanation of the proposed Variance application. (12/28/00)
- 3) Copy of any plan or sketch that shows the location of the Variance(s) as described in the Variance application. (12/28/00)
- 4) The date, time and place of the Zoning Board of Appeals hearing. (12/28/00)

The applicant shall present the evidence of mailing to the Zoning Board of Appeals at the scheduled hearing. Failure to satisfy these requirements shall render the Variance application null and void.

Copy of evidence of mailing for each abutter noticed.

U.S. POSTAL SERVICE	CERTIFICATE OF MAILING
MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE-POSTMASTER	
Received From: _____ _____	
One piece of ordinary mail addressed to: _____ _____ _____	

Affix fee here in stamps or meter postage and post mark. Inquire of Postmaster for current fee.

**STATE OF CONNECTICUT
GENERAL STATUTES
REGARDING APPLICATIONS
FOR APPEALS AND VARIANCES**

Planning & Zoning Statutes

January, 2009

Sec. 8-3d. Variances, special permits, special exceptions and special exemptions to be recorded. No variance, special permit or special exception granted pursuant to this chapter, chapter 126 or any special act, and no special exemption granted under section 8-2g, shall be effective until a copy thereof, certified by a zoning commission, planning commission, combined planning and zoning commission or zoning board of appeals, containing a description of the premises to which it relates and specifying the nature of such variance, special permit, special exception or special exemption, including the zoning bylaw, ordinance or regulation which is varied in its application or to which a special exception or special exemption is granted, and stating the name of the owner of record, is recorded in the land records of the town in which such premises are located. The town clerk shall index the same in the grantor's index under the name of the then record owner and the record owner shall pay for such recording.

History: P.A. 77-509 included reference to chapter 126; P.A. 88-338 added special exemptions granted under Sec. 8-2g.

Sec. 8-6. Powers and duties of board of appeals. (a) The zoning board of appeals shall have the following powers and duties: (1) To hear and decide appeals where it is alleged that there is an error in any order, requirement or decision made by the official charged with the enforcement of this chapter or any bylaw, ordinance or regulation adopted under the provisions of this chapter; (2) to hear and decide all matters including special exceptions and special exemptions under section 8-2g upon which it is required to pass by the specific terms of the zoning bylaw, ordinance or regulation; and (3) to determine and vary the application of the zoning bylaws, ordinances or regulations in harmony with their general purpose and intent and with due consideration for conserving the public health, safety, convenience, welfare and property values solely with respect to a parcel of land where, owing to conditions especially affecting such parcel but not affecting generally the district in which it is situated, a literal enforcement of such bylaws, ordinances or regulations would result in exceptional difficulty or unusual hardship so that substantial justice will be done and the public safety and welfare secured, provided that the zoning regulations may specify the extent to which uses shall not be permitted by variance in districts in which such uses are not otherwise allowed. No such board shall be required to hear any application for the same variance or substantially the same variance for a period of six months after a decision by the board or by a court on an earlier such application.

(b) Any variance granted by a zoning board of appeals shall run with the land and shall not be personal in nature to the person who applied for and received the variance. A variance shall not be extinguished solely because of the transfer of title to the property or the invalidity of any condition attached to the variance that would affect the transfer of the property from the person who initially applied for and received the variance.

History: P.A. 77-509 added provisions concerning variances; P.A. 88-338 added reference to special exemptions under Sec. 8-2g; P.A. 93-385 designated existing provisions as Subsec. (a) and added Subsec. (b) providing that zoning variances shall run with the land.

Section 8-7. Appeals to board. Hearings. Effective date of exceptions or variances; filing requirements. The concurring vote of four members of the zoning board of appeals shall be necessary to reverse any order, requirement or decision of the official charged with the enforcement of the zoning regulations or to decide in favor of the applicant any matter upon which it is required to pass under any bylaw, ordinance, rule or regulation or to vary the application of the zoning bylaw, ordinance, rule or regulation. An appeal may be taken to the zoning board of appeals by any person aggrieved or by any officer, department, board or bureau of any municipality aggrieved and shall be taken within such time as is prescribed by a rule adopted by said board, or, if no such rule is adopted by the board, within thirty days, by filing with the zoning commission or the officer from whom the appeal has been taken and with said board a notice of appeal specifying the grounds thereof. Such appeal period shall commence for an aggrieved person at the earliest of the following: (1) Upon receipt of the order, requirement or decision from which such person may appeal, (2) upon the publication of a notice in accordance with subsection (f) of section 8-3, or (3) upon actual or constructive notice of such order, requirement or decision. The officer from whom the appeal has been taken shall forthwith transmit to said board all the papers constituting the record upon which the action appealed from was taken. An appeal shall not stay any such order, requirement or decision which prohibits further construction or expansion of a use in violation of such zoning regulations except to such extent that the board grants a stay thereof. An appeal from any other order, requirement or decision shall stay all proceedings in the action appealed from unless the zoning commission or the officer from whom the appeal has been taken certifies to the zoning board of appeals after the notice of appeal has been filed that by reason of facts stated in the certificate a stay would cause imminent peril to life or property, in which case proceedings shall not be stayed, except by a restraining order which may be granted by a court of record on application, on notice to the zoning commission or the officer from whom the appeal has been taken and on due cause shown. The board shall hold a public

hearing on such appeal in accordance with the provisions of section 8-7d. Such board may reverse or affirm wholly or partly or may modify any order, requirement or decision appealed from and shall make such order, requirement or decision as in its opinion should be made in the premises and shall have all the powers of the officer from whom the appeal has been taken but only in accordance with the provisions of this section. Whenever a zoning board of appeals grants or denies any special exception or variance in the zoning regulations applicable to any property or sustains or reverses wholly or partly any order, requirement or decision appealed from, it shall state upon its records the reason for its decision and the zoning bylaw, ordinance or regulation which is varied in its application or to which an exception is granted and, when a variance is granted, describe specifically the exceptional difficulty or unusual hardship on which its decision is based. Notice of the decision of the board shall be published in a newspaper having a substantial circulation in the municipality and addressed by certified mail to any person who appeals to the board, by its secretary or clerk, under his signature in any written, printed, typewritten or stamped form, within fifteen days after such decision has been rendered. In any case in which such notice is not published within such fifteen-day period, the person who requested or applied for such special exception or variance or took such appeal may provide for the publication of such notice within ten days thereafter. Such exception or variance shall become effective upon the filing of a copy thereof (A) in the office of the town, city or borough clerk, as the case may be, but, in the case of a district, in the offices of both the district clerk and the town clerk of the town in which such district is located, and (B) in the land records of the town in which the affected premises are located, in accordance with the provisions of section 8-3d.

Sec. 8-7a. Evidence at hearings and meetings to deliberate formal petitions, applications, requests or appeals to be taken by stenographer or recorded. The zoning commission, planning commission, planning and zoning commission and zoning board of appeals shall call in a competent stenographer to take the evidence, or shall cause the evidence to be recorded by a sound-recording device, in each hearing before such commission or board in which the right of appeal lies to the Superior Court and at each meeting in which such commission or board of appeals deliberates any formal petition, application, request or appeal.

Sec. 8-7e. Notice to adjoining municipalities of applications or requests. Section 8-7e is repealed, effective October 1, 2003.

Sec. 8-8. Appeal from board to court. Mediation. Review by Appellate Court. (a) As used in this section:

(1) "Aggrieved person" means a person aggrieved by a decision of a board and includes any officer, department, board or bureau of the municipality charged with enforcement of any order, requirement or decision of the board. In the case of a decision by a zoning commission, planning commission, combined planning and zoning commission or zoning board of appeals, "aggrieved person" includes any person owning land that abuts or is within a radius of one hundred feet of any portion of the land involved in the decision of the board.

(2) "Board" means a municipal zoning commission, planning commission, combined planning and zoning commission, zoning board of appeals or other board or commission the decision of which may be appealed pursuant to this section, or the chief elected official of a municipality, or such official's designee, in a hearing held pursuant to section 22a-250, whose decision may be appealed.

(b) Except as provided in subsections (c), (d) and (r) of this section and sections 7-147 and 7-147i, any person aggrieved by any decision of a board, including a decision to approve or deny a site plan pursuant to subsection (g) of section 8-3 or a special permit or special exception pursuant to section 8-3c, may take an appeal to the superior court for the judicial district in which the municipality is located, notwithstanding any right to appeal to a municipal zoning board of appeals under section 8-6. The appeal shall be commenced by service of process in accordance with subsections (f) and (g) of this section within fifteen days from the date that notice of the decision was published as required by the general statutes. The appeal shall be returned to court in the same manner and within the same period of time as prescribed for civil actions brought to that court.

(c) In those situations where the approval of a planning commission must be inferred because of the failure of the commission to act on an application, any aggrieved person may appeal under this section. The appeal shall be taken within twenty days after the expiration of the period prescribed in section 8-26d for action by the commission.

(d) Any person affected by an action of a planning commission taken under section 8-29 may appeal under this section. The appeal shall be taken within thirty days after notice to such person of the adoption of a survey, map or plan or the assessment of benefits or damages.

(e) The proceedings of the court for an appeal may be stayed by agreement of the parties when a mediation conducted pursuant to section 8-8a commences, provided any such stay shall terminate upon termination of the mediation.

(f) Service of legal process for an appeal under this section shall be directed to a proper officer and shall be made as follows:

(1) For any appeal taken before October 1, 2004, process shall be served by leaving a true and attested copy of the process with, or at the usual place of abode of, the chairman or clerk of the board, and by leaving a true and attested copy with the clerk of the municipality. Service on the chairman or clerk of the board and on the clerk of the municipality shall be for the

purpose of providing legal notice of the appeal to the board and shall not thereby make the chairman or clerk of the board or the clerk of the municipality a necessary party to the appeal.

(2) For any appeal taken on or after October 1, 2004, process shall be served in accordance with subdivision (5) of subsection (b) of section 52-57. Such service shall be for the purpose of providing legal notice of the appeal to the board and shall not thereby make the clerk of the municipality or the chairman or clerk of the board a necessary party to the appeal.

(g) Service of process shall also be made on each person who petitioned the board in the proceeding, provided such person's legal rights, duties or privileges were determined therein. However, failure to make service within fifteen days on parties other than the board shall not deprive the court of jurisdiction over the appeal. If service is not made within fifteen days on a party in the proceeding before the board, the court, on motion of the party or the appellant, shall make such orders of notice of the appeal as are reasonably calculated to notify the party not yet served. If the failure to make service causes prejudice to the board or any party, the court, after hearing, may dismiss the appeal or may make such other orders as are necessary to protect the party prejudiced.

(h) The appeal shall state the reasons on which it has been predicated and shall not stay proceedings on the decision appealed from. However, the court to which the appeal is returnable may grant a restraining order, on application, and after notice to the board and cause shown.

(i) Within thirty days after the return date to court, or within any further time the court allows, the board shall transmit the record to the court. The record shall include, without limitation, (1) the original papers acted on by the board and appealed from, or certified copies thereof, (2) a copy of the transcript of the stenographic or sound recording prepared in accordance with section 8-7a, and (3) the written decision of the board including the reasons therefore and a statement of any conditions imposed. If the board does not provide a transcript of the stenographic or the sound recording of a meeting where the board deliberates or makes a decision on a petition, application or request on which a public hearing was held, a certified, true and accurate transcript of a stenographic or sound recording of the meeting prepared by or on behalf of the applicant or any other party shall be admissible as part of the record. By stipulation of all parties to the appeal, the record may be shortened. A party unreasonably refusing to stipulate to limit the record may be taxed by the court for additional costs. The court may require or permit subsequent corrections or additions to the record.

(j) Any defendant may, at any time after the return date of the appeal, make a motion to dismiss the appeal. If the basis of the motion is a claim that the appellant lacks standing to appeal, the appellant shall have the burden of proving standing. The court may, on the record, grant or deny the motion. The court's order on the motion may be appealed in the manner provided in subsection (o) of this section.

(k) The court shall review the proceedings of the board and shall allow any party to introduce evidence in addition to the contents of the record if (1) the record does not contain a complete transcript of the entire proceedings before the board, including all evidence presented to it, pursuant to section 8-7a, or (2) it appears to the court that additional testimony is necessary for the equitable disposition of the appeal. The court may take the evidence or may appoint a referee or committee to take such evidence as it directs and report the same to the court, with any findings of facts and conclusions of law. Any report of a referee, committee or mediator under subsection (f) of section 8-8a shall constitute a part of the proceedings on which the determination of the court shall be made.

(l) The court, after a hearing thereon, may reverse or affirm, wholly or partly, or may modify or revise the decision appealed from. If a particular board action is required by law, the court, on sustaining the appeal, may render a judgment that modifies the board decision or orders the particular board action. In an appeal from an action of a planning commission taken under section 8-29, the court may also reassess any damages or benefits awarded by the commission. Costs shall be allowed against the board if the decision appealed from is reversed, affirmed in part, modified or revised.

(m) Appeals from decisions of the board shall be privileged cases and shall be heard as soon as is practicable unless cause is shown to the contrary.

(n) No appeal taken under subsection (b) of this section shall be withdrawn and no settlement between the parties to any such appeal shall be effective unless and until a hearing has been held before the Superior Court and such court has approved such proposed withdrawal or settlement.

(o) There shall be no right to further review except to the Appellate Court by certification for review, on the vote of two judges of the Appellate Court so to certify and under such other rules as the judges of the Appellate Court establish. The procedure on appeal to the Appellate Court shall, except as otherwise provided herein, be in accordance with the procedures provided by rule or law for the appeal of judgments rendered by the Superior Court unless modified by rule of the judges of the Appellate Court.

(p) The right of a person to appeal a decision of a board to the Superior Court and the procedure prescribed in this section shall be liberally interpreted in any case where a strict adherence to these provisions would work surprise or injustice. The appeal shall be considered to be a civil action and, except as otherwise required by this section or the rules of the Superior Court, pleadings may be filed, amended or corrected, and parties may be summoned, substituted or otherwise joined, as provided by the general statutes.

(q) If any appeal has failed to be heard on its merits because of insufficient service or return of the legal process due to unavoidable accident or the default or neglect of the officer to whom it was committed, or the appeal has been otherwise avoided for any matter of form, the appellant shall be allowed an additional fifteen days from determination of that defect to properly take the appeal. The provisions of section 52-592 shall not apply to appeals taken under this section.

(r) In any case in which a board fails to comply with a requirement of a general or special law, ordinance or regulation governing the content, giving, mailing, publishing, filing or recording of any notice either of a hearing or of an action taken by the board, any appeal or action by an aggrieved person to set aside the decision or action taken by the board on the grounds of such noncompliance shall be taken not more than one year after the date of that decision or action.

History: 1959 act deleted qualification in sentence re taking of evidence in addition to record "if said record does not contain a stenographic report or a complete mechanical recording of the entire proceedings before said board including all evidence presented to it"; 1963 act added to the same sentence "if the record does not contain a complete transcript of the entire proceedings before said board, including all evidence presented to it, pursuant to section 8-7a"; 1965 act provided 15 days allowed for taking appeal run from date decision was published rather than from date it was rendered; 1967 acts allowed costs against board if decision "reversed, affirmed in part, modified or revised" rather than allowing costs only when court decides board acted with gross negligence, in bad faith or with malice as previously and allowed appeals by persons owning land adjacent to land involved in decision; 1971 act added provisions concerning appeals to supreme court; P.A. 74-183 included judicial districts; P.A. 76-436 substituted superior court for court of common pleas, effective July 1, 1978; P.A. 77-470 allowed appeals by persons whose land is within one-hundred-foot radius of land involved in decision; P.A. 78-280 deleted reference to counties; P.A. 81-165 allowed for service of notice upon the clerk of the municipality; June Sp. Sess. P.A. 83-29 deleted reference to supreme court and substituted appellate court in lieu thereof; P.A. 84-227 inserted Subsec. indicators, added Subsec. (d) re a hearing on a motion to dismiss made by the person who applied for the board's decision where each appellant has the burden of proving his standing to bring the appeal, and added Subsec. (h) prohibiting withdrawal or settlement without court approval; P.A. 85-284 provided for notice of appeals to be given to the chairman or clerk of the board and the clerk of the municipality, rather than just one; P.A. 86-236 amended Subsec. (c) to require the return of the transcript of the stenographic or sound recording; P.A. 88-79 amended Subsec. (b) to add proviso that service of the notice of the appeal upon the clerk of the municipality is for the purpose of providing additional notice of such appeal to the board and does not thereby make such clerk a necessary party to such appeal; P.A. 89-356 entirely reorganized existing provisions and added Subsec. (a) defining "aggrieved person" and "board", added Subsec. (c) re the procedure for taking an appeal where the approval of the planning commission must be inferred, formerly part of Sec. 8-28, added Subsec. (d) re the procedure for taking an appeal by a person affected by an action of a planning commission under Sec. 8-29, formerly part of Sec. 8-30, added Subsec. (f) re service of process on parties other than the board and the consequences and court remedies if such service is not made, added provisions in Subsec. (i) requiring the record to include the board's findings of fact and conclusions of law, authorizing the record to be shortened by stipulation and additional costs to be taxed against a party who unreasonably refuses to stipulate to limit the record and authorizing the court to require or permit subsequent corrections or additions to the record, added provisions in Subsec. (l) authorizing the court in sustaining an appeal to render a judgment that modifies the board decision or orders the particular board action if a particular board action is required by law and authorizing the court in an appeal from an action of a planning commission taken under Sec. 8-29 to reassess damages or benefits awarded by the commission, formerly part of Sec. 8-30, added Subsec. (p) providing for a liberal interpretation of the right to appeal and the appeal procedure and providing that an appeal shall be considered a civil action, and added Subsec. (q) allowing an appellant additional time to take the appeal if the appeal has failed to be heard on its merits because of certain defects and providing that Sec. 52-592 shall not apply to appeals taken under this section; P.A. 90-286 amended Subsec. (b) to replace "The appeal shall be taken" with "The appeal shall be commenced by service of process in accordance with subsections (e) and (f) of this section" and to replace "The appeal shall be commenced and returned to court in the same manner as prescribed for civil actions brought to that court" with "The appeal shall be returned to court in the same manner and within the same period of time as prescribed for civil actions brought to that court" and amended Subsec. (i) to replace requirement that the board transmit the record within 30 days "after the appeal is served" with within 30 days "after the return date to court"; P.A. 91-219 amended Subsec. (i) to require that the record include the written decision of the board rather than the board's findings of fact and conclusions of law; P.A. 92-249 amended Subdiv. (2) of Subsec. (a) to include the chief elected official of a municipality in the definition of "board" re hearings under Sec. 22a-250; P.A. 99-238 amended Subsec. (b) by adding reference to new Subsec. (r), and added new Subsec. (r) re appeal of aggrieved person to set aside decision or action of board for noncompliance with requirement of notice of content, giving, mailing, publishing, filing or recording of hearing or action taken by board within two years of the date of such decision or action, effective July 1, 2000; P.A. 00-84 revised effective date of P.A. 99-238 to specify applicability of section as amended by that act to errors, irregularities and omissions occurring on or after January 1, 1999, effective July 1, 2000; P.A. 00-108 deleted former Subsec. (h) re surety bond, relettered the subsections accordingly and amended new Subsec. (h) to add provision re transcripts of meetings; P.A. 01-47 inserted new Subsec. (e) re mediation, redesignated existing Subsecs. (e) to (q) as Subsecs. (f) to (r) and made technical and conforming changes; P.A. 01-110 amended former Subsec. (q) by reducing the time for appeal from within two years to not more than one year; P.A. 01-195 made technical changes, effective July 11, 2001 (Revisor's note: In merging the gender-neutral technical changes to Subsec. (a)(2) contained in P.A. 01-47 and P.A. 01-195, the Revisors gave precedence to the changes contained in P.A. 01-195); P.A. 02-74 amended Subsec. (b) to allow appeals of decisions to approve or deny site plans under Sec. 8-3(g), effective June 3, 2002; P.A. 04-78 amended Subsec. (f) by designating existing service requirements as Subdiv. (1), applicable to appeals taken before October 1, 2004, adding Subdiv. (2) re service requirements applicable to appeals taken on or after said date and making conforming changes; P.A. 07-60 amended Subsec. (b) to authorize appeal of special permits and special exceptions and add provision notwithstanding right to appeal under Sec. 8-6.

Sec. 8-12. Procedure when regulations are violated. If any building or structure has been erected, constructed, altered, converted or maintained, or any building, structure or land has been used, in violation of any provision of this chapter or of any bylaw, ordinance, rule or regulation made under authority conferred hereby, any official having jurisdiction, in addition to other remedies, may institute an action or proceeding to prevent such unlawful erection, construction, alteration, conversion, maintenance or use or to restrain, correct or abate such violation or to prevent the occupancy of such building, structure or land or to prevent any illegal act, conduct, business or use in or about such premises. Such regulations shall be enforced by the officer or official board or authority designated therein, who shall be authorized to cause any building, structure, place or premises to be inspected and examined and to order in writing the remedying of any condition found to exist therein or thereon in violation of any provision of the regulations made under authority of the provisions of this chapter or, when the violation involves grading of land, the removal of earth or soil erosion and sediment control, to issue, in writing, a cease and desist order to be effective immediately. The owner or agent of any building or premises where a violation of any provision of such regulations has been committed or exists, or the lessee or tenant of an entire building or entire premises where such violation has been committed or exists, or the owner, agent, lessee or tenant of any part of the building or premises in which such violation has been committed or exists, or the agent, architect, builder, contractor or any other person who commits, takes part or assists in any such violation or who maintains any building or premises in which any such violation exists, shall be fined not less than ten nor more than one hundred dollars for each day that such violation continues; but, if the offense is willful, the person convicted thereof shall be fined not less than one hundred dollars nor more than two hundred and fifty dollars for each day that such violation continues, or imprisoned not more than ten days for each day such violation continues or both; and the Superior Court shall have jurisdiction of all such offenses, subject to appeal as in other cases. Any person who, having been served with an order to discontinue any such violation, fails to comply with such order within ten days after such service, or having been served with a cease and desist order with respect to a violation involving grading of land, removal of earth or soil erosion and sediment control, fails to comply with such order immediately, or continues to violate any provision of the regulations made under authority of the provisions of this chapter specified in such order shall be subject to a civil penalty not to exceed two thousand five hundred dollars, payable to the treasurer of the municipality. In any criminal prosecution under this section, the defendant may plead in abatement that such criminal prosecution is based on a zoning ordinance or regulation which is the subject of a civil action wherein one of the issues is the interpretation of the civil action results in an interpretation different from that claimed by the state in the criminal prosecution. If the court renders judgment for such municipality and finds that the violation was willful, the court shall allow such municipality its costs, together with reasonable attorney's fees to be taxed by the court. The court before which such prosecution is pending may order such prosecution abated if it finds that the allegations of the plea are true. such ordinance or regulations, and that the issues in the civil action are such that the prosecution would fail if

History: 1959 act changed jurisdiction of violations from local police court to circuit court; 1965 act added provisions concerning civil and criminal actions involving violation of one zoning regulation; P.A. 73-434 added provision allowing issuance of cease and desist orders for violations involving land grading or earth removal; P.A. 74-183 substituted court of common pleas for circuit court; P.A. 76-436 substituted superior court for court of common pleas, effective July 1, 1978; P.A. 77-509 made no change; P.A. 79-348 increased civil penalty for violation of order from \$250 to \$500 and added provision re costs and attorneys' fees; P.A. 87-244 authorized soil erosion and sediment control orders to be effective immediately; P.A. 87-347 changed amount of civil penalty from \$500 to an amount not to exceed \$2,500

Sec. 8-12a. Establishment of municipal penalties for violations of regulations. (a) Any municipality may, by ordinance adopted by its legislative body, establish penalties for violations of zoning regulations adopted under section 8-2 or by special act. The ordinance shall establish the types of violations for which a citation may be issued and the amount of any fine to be imposed thereby and shall specify the time period for uncontested payment of fines for any alleged violation under any such regulation. No fine imposed under the authority of this section may exceed one hundred fifty dollars for each day a violation continues. Any fine shall be payable to the treasurer of the municipality.

(b) The hearing procedure for any citation issued pursuant to this section shall be in accordance with section 7-152c except that no zoning enforcement officer, building inspector or employee of the municipal body exercising zoning authority may be appointed to be a hearing officer.

(c) Any zoning enforcement officer who issues a citation pursuant to an ordinance adopted under this section shall be liable for treble damages in any civil action if the court finds that such citation was issued frivolously or without probable cause.

History: P.A. 92-180 amended Subsec. (a) to include violations of zoning regulations adopted "by special act"; P.A. 93-435 amended the section by deleting Subsec. (d), which had terminated provisions of section as of October 1, 1993, effective June 28, 1993; P.A. 96-210 amended Subsec. (a) by deleting phrase "concerning primary uses and buildings and structures which pose an immediate and substantive threat to public safety" modifying "special act"; P.A. 02-74 amended Subsec. (a) by replacing "a single citation" with "each day a violation continues".

CHAPTER 125
ZONING DISTRICTS FOR COMMERCIAL STRUCTURES AND ADVERTISING SIGNS

Secs. 8-14 to 8-17. Purpose. License. Appeal. Exceptions. Sections 8-14 to 8-17, inclusive, are repealed.

CHAPTER 125a
LOCAL LAND USE ORDINANCES

Sec. 8-17a. Land use ordinances. Any town, city or borough which, on June 8, 1982, has not adopted the provisions of chapter 124 and which is not exercising zoning power pursuant to any special act may, by ordinance, prescribe minimum land use regulations reasonably related to public health, safety and welfare, provided that such ordinance shall not be effective for a period of more than five years from the date of its adoption and provided further that such regulations shall be superseded by any regulations adopted on or after June 8, 1982, by any town, city or borough pursuant to chapter 124.

Sec. 8-18. Definitions. As used in this chapter: "Commission" means a planning commission; "municipality" includes a city, town or borough or a district establishing a planning commission under section 7-326; "subdivision" means the division of a tract or parcel of land into three or more parts or lots made subsequent to the adoption of subdivision regulations by the commission, for the purpose, whether immediate or future, of sale or building development expressly excluding development for municipal, conservation or agricultural purposes, and includes resubdivision; "resubdivision" means a change in a map of an approved or recorded subdivision or resubdivision if such change (a) affects any street layout shown on such map, (b) affects any area reserved thereon for public use or (c) diminishes the size of any lot shown thereon and creates an additional building lot, if any of the lots shown thereon have been conveyed after the approval or recording of such map; "cluster development" means a building pattern concentrating units on a particular portion of a parcel so that at least one-third of the parcel remains as open space to be used exclusively for recreational, conservation and agricultural purposes except that nothing herein shall prevent any municipality from requiring more than one-third open space in any particular cluster development; "town" and "selectmen" include district and officers of such district, respectively.

History: 1959 acts added district to definition of municipality, added words "parts or" before "lots" in definition of subdivision and added definition of town and selectmen; 1967 acts included changes which create additional building lot or lots in definition of "resubdivision" and excluded development for municipal and conservation purposes from definition of "subdivision"; P.A. 77-545 redefined "subdivision" to specify divisions made after adoption of subdivision regulations by commission; P.A. 91-395 added the definition of "cluster development".

THIS APPLICATION FORM MUST BE RECEIVED BY 3:00 P.M. ON THE 15TH DAY PRIOR TO THE PUBLIC HEARING. TEN (10) COPIES OF SURVEYOR MAPS OR SKETCHES DRAWN TO SCALE ARE REQUIRED.

PUBLIC HEARINGS ARE HELD ON THE FIRST WEDNESDAY OF EVERY MONTH (EXCEPT LEGAL HOLIDAYS AND/OR WHEN OTHERWISE POSTED) AT 7:00 P.M. IN THE MEETING ROOM OF THE GRISWOLD TOWN HALL LOCATED AT 28 MAIN STREET, JEWETT CITY, CT 06360

APPLICATION FEES ARE NON-REFUNDABLE

ZBA APPLICATION FEES:

Variance \$150.00 plus \$60 State Fee
 Automotive Location \$150.00 plus \$60 State Fee
 Zoning Officer Appeal \$150.00 plus \$60 State Fee

TOTAL AMOUNT PAID: \$ _____

RECEIVED DATE: _____ **INITIALS:** _____

APPLICATION NUMBER _____ **ZBA** _____

**TOWN OF GRISWOLD
 ZONING BOARD OF APPEALS
 APPLICATION**

VARIANCE / APPEAL / AUTOMOTIVE LOCATION

(PLEASE CIRCLE ONE)

1. Property Owner(s): _____
 Name(s)

2. **Mailing Address:** _____
 Street P.O. Box City State Zip Code

3. Telephone No.: _____
 Home Work Hours

4. Representative(s): _____
 Attorney Name/Telephone. No. Surveyor/Contractor Name/Tel. No. Other

5. **Location of property in Griswold known as:** 54 North Main Street
 No. Street Name

_____ Map(s) Block (s) Lot(s) Volume(s) Page(s)

6. Property is located in a(n) _____ zone.

7. Requesting relief from **Section(s)** _____ **Town of Griswold Zoning Regulations**

OR

Requesting relief from **Section(s)** _____ **Borough of Jewett City Regulations**

- a. In order to reduce side / rear / front yard / height requirement from _____ feet to _____ feet
- and/or to reduce side / rear / front yard / height requirement from _____ feet to _____ feet
- and/or to reduce side / rear / front yard / height requirement from _____ feet to _____ feet
- and/or to reduce side / rear / front yard / height requirement from _____ feet to _____ feet
- and/or to reduce frontage / area / lot coverage requirement from _____ feet to _____ feet
- and/or to reduce frontage / area / lot coverage requirement from _____ ft. / % to _____ ft. / %
- and/or to increase frontage / area / lot coverage requirement from _____ ft. / % to _____ ft. / %

b. In order to construct a _____ foot X _____ foot _____
 and a _____ foot X _____ foot _____
 and/or _____

OR

Appeal of the Zoning Enforcement Officer's decision: _____

PLOT PLAN FOR:

Property Owner(s) Name(s)

If there is insufficient room on this page to draw your site plan, please fill in your name above, sign and date the application form below and submit a site plan on the paper of your choice.

Property Owner's Signature

Date

Property Owner's Signature

Date

The property owner or a duly appointed Power of Attorney must be present at the hearing to discuss this application with the members of the Zoning Board of Appeals. A Power of Attorney must present a written authorization from the property owner to represent him/her in this matter.