

# ZONING BOARD OF APPEALS APPLICATION

**Town of East Windsor**



**ZBA Hearing No.**

Planning & Zoning Department ♦ Town Hall ♦ 11 Rye Street Broad Brook, Connecticut 06016 ♦ (860)-623-6030 Fax (860)-623-4798

1) Application for a public hearing is hereby submitted to: [CHECK ONE]

- ☐ request a variance from specific requirements of the zoning regulations
- ☐ appeal an order, requirement or decision of the zoning enforcement official
- ☐ request a location approval for Motor Vehicle Dealer's license for ⇒ ☐ gasoline station ☐ repairer license  
☐ new car dealer license ☐ limited repairer license ☐ used car dealer ☐ other \_\_\_\_\_

2) The application relates to the following: East Windsor Zoning Regulations - Section(s) \_\_\_\_\_  
Connecticut General Statutes - Section(s) \_\_\_\_\_

3) Describe exactly what is being appealed or requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) In the case of a variance, what hardship is being claimed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) Has any hearing previously been heard regarding the same parcel of land? **Yes** **No** If yes, list the date(s) \_\_\_\_\_

6) Complete all of the following information on the subject property:

- ⇒ Property Address: (street and number) \_\_\_\_\_
- ⇒ Assessor's Map No. \_\_\_\_\_ ⇒ Block No. \_\_\_\_\_ ⇒ Lot No. \_\_\_\_\_
- ⇒ Zone District: \_\_\_\_\_ ⇒ Parcel Area (acres) \_\_\_\_\_ ⇒ Parcel Frontage \_\_\_\_\_
- ⇒ Deed Recorded in Volume No. \_\_\_\_\_ Page(s) \_\_\_\_\_ (latest recording) Please attach copy of deed.
- ⇒ Map on file in Volume No. \_\_\_\_\_ Page(s) \_\_\_\_\_ (latest recording)
- ⇒ Property is served by: [CHECK ONE] ☐ private well ☐ public water ☐ septic system ☐ public sewer
- ⇒ Is the property within 500' of an adjoining municipality? **Yes** **No**

7) Attach a copy of a map, drawn to scale, of the parcel of land in question, which indicates the size of property and the location, dimensions, and square footage of all existing and proposed structures. Include a copy of the assessor's property card. **An A-2 survey is required for a request for variances for any setback requirement.**

8) Applicant Name: \_\_\_\_\_ Phone (    ) \_\_\_\_\_ Cell / Pager \_\_\_\_\_  
 E-mail address \_\_\_\_\_  
 Address: (mailing) \_\_\_\_\_

9) Owner of property: (if not applicant) \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
 Owner Address: (mailing) \_\_\_\_\_

10) It is understood by the applicant that anyone permitted by state statute may appeal the decision of the Board within fifteen (15) days of the publication of the notice of said decision.

It is further understood that it is the applicant's responsibility to obtain any and all other permit or approvals required under local, state or federal law prior to the start of any construction or use authorized by the decision of the Board.

11) The applicant agrees to post one or more signs with notice of the hearing on the parcel of land in question in such a manner as to be reasonably visible from the adjacent roads by pedestrians or motorists. Such signs shall be posted at least fifteen (15) days prior to the hearing date and shall remain until the appeal period has expired. Signs are available, upon request, in the zoning office.

12) I hereby certify that all of the above statements and additional documentation provided with the application are true and accurate.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**OWNER'S SIGNATURE (if not applicant)**

\_\_\_\_\_  
**DATE**

13) List the names and addresses of owners of any land abutting or within 100 feet of any part of the land involved in the hearing. (attach extra pages if needed).

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_  
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Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

**\* It is the applicant's responsibility to notify the landowners by Certificate of Mailing (PS Form 3877)  
 A copy of the Legal Notice will be provided for mailing.**

**FOR OFFICE USE ONLY**

Fee Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Sign Provided \_\_\_\_\_

# EAST WINDSOR ZONING BOARD OF APPEALS

## APPLICATION PROCEDURES

- 1) Indicate for what purpose this appeal is being requested.
- 2) Determine the section(s) being appealed from the East Windsor Zoning Regulations. Copies are available in the Zoning Office at the Town Hall.
- 3) The description in #3 should include the amount of the variance requested (i.e. the difference between what is required and what is available). Be specific, including requests for any requirements that are not in conformance.
- 4) In the case of a variance, a hardship must be claimed for the application to be considered by the Zoning Board of Appeals. The hardship cannot be solely economic but must relate to specifics of the property, location, buildings, etc.
- 5) Records of previous hearings are available in the Zoning Office.
- 6) Information for #6 may be obtained in the Assessor's Office and/or Town Clerk's Office in the Town Hall. Please include copies of the following: • Assessor's Street Card (both sides) for your subject property; • Deed of Title (all pages); and • Recorded map or plan, if any, as referenced in the Deed of Title.
- 7) A map or plan showing the existing and proposed building locations, property size, property frontage, setbacks, etc. should be filed with the application. ***An A-2 survey is required for any variance request regarding property setbacks.***
- 8) Please print name of applicant and contact information.
- 9) Please print name of owner (if not applicant) and contact information.
- 10) Information on the statutes can be provided from the Zoning Office
- 11) Be sure to pick up a sign from the Zoning Office for posting on the property involved for fifteen (15) days before the hearing and through the appeal period (15 days after publication of decision). A \$30.00 deposit is required for the sign. This will be returned once the sign is returned to the Zoning Office. It is the applicant's responsibility to maintain the sign during that period of time.
- 12) The applicant and/or owner must sign the application.
- 13) A list of names and addresses of any landowners abutting or within 100 feet of any part of the land involved must be included on the back of the application. (Please remember those across the street.) This information may be obtained in the Assessor's Office in the Town Hall. A copy of the legal notice may be used for notification to abutters. \* It is the applicant's responsibility to notify the landowners by Certificate of Mailing (PS Form 3877).
- 14) The application fee must be submitted with the application to the Zoning Office. The fee for variances or appeals is \$190.00 (\$130.00 application fee, plus \$60.00 State imposed fee). Checks should be made payable to the Town of East Windsor.

**NOTE:** Once a variance is granted, the Applicant must file a Notice (provided by this Office) on the Land Records in the Town Clerk's office. A \$53.00 filing fee is charged.