



Town of Litchfield

Zoning Board of Appeals Application

Name and MAILING ADDRESS of Applicant

_____. Phone () _____
_____.
_____. email _____

STREET ADDRESS of Property _____

Owner name _____ Zone _____ Map, Block, Lot _____

Volume/Page _____ Date of Subdivision map _____

Check one of the following that apply:

<input type="checkbox"/>	From an Order or Decision made by the Zoning Enforcement Officer - Permit # _____ (If applicable)
<input type="checkbox"/>	For approval of a gasoline station or a motor vehicle dealer or repairer location.
<input type="checkbox"/>	For a variance from the Zoning Regulations (<i>complete next section</i>).

Description of Variance Request:

_____ variance of _____ feet from Article _____ Section _____ Subsection _____.
(yard, height, use, other)

Of the zoning regulations for a _____.
(type of structure)

The variance is requested because literal enforcement of the regulation would result in **exceptional difficulty** or **unusual hardship** because:

The hardship created is **unique** and not shared by all properties because:

The variance would not change the **character of the neighborhood** and would be in **harmony** with the general purpose and **intent** of the regulations with due consideration for conserving the public health, safety, convenience, welfare and property values because:

The decision or order made by the Zoning Enforcement Officer is Appealed because:

Signature of Applicant

Date

Signature of Owner (if different) Date

Application Procedures for Variance from Zoning Regulations

1. The regular meeting of the Zoning Board of Appeals is the first Tuesday of each month. Hand in your application at least three weeks in advance of the meeting to ensure that your application will be placed on the agenda.
2. Fill out the application as completely as possible. Make sure a correct **mailing** address is on the form for the **applicant** to ensure mailing of agendas and notices. If an applicant is not the property owner, the application should be signed by the owner or written permission from the property owner must be obtained.
3. The applicable fee (see below) must be submitted with the application. Checks should be made payable to the Town of Litchfield. The original application and supporting materials plus eight copies (in packet form) shall be submitted along with the fee.
4. You will be notified of the public hearing date, time and place. Applicants are required to send a letter (example shown below) **by Certified Return Receipt Mail** to the owners of property, as shown on the Assessor's records, within 200 feet of all directions, including property located across the street. Notice shall be sent no later than five (5) days prior to the hearing (the date of the hearing may be included in calculating). Prior to commencement of the public hearing, the applicant shall present the return receipts to the Commission as evidence of meeting this requirement.
5. It is requested that a copy of the land description of the property involved be obtained from the Town Clerk's office and submitted with this application.
6. You will be notified by certified mail of the Board's decision.

Fee Schedule

1. Request for Variance from Zoning Regulations	\$250
2. State of Connecticut DEEP Environmental Quality Fund Fee	
<u>\$ 60</u>	\$310

****Sample letter of notice to all property owners within 200 feet from the property boundary****

Mr. John A. Smith
Main Street
Litchfield, CT 06759

Dear Mr. Smith:

I have applied to the Litchfield Zoning Board of Appeals for a variance from the Zoning Regulations. The variance requests permission to (purpose of Variance request). The public hearing will be at (Time) p.m. on (Date) at (Public Hearing Location).

Please note that additional zoning and building permits may be needed before construction can begin.