

**TOWN OF CROMWELL
ZONING BOARD OF APPEALS**

**APPLICATION FOR VARIANCE, ZONING APPEAL, DMV LOCATION APPROVAL,
OR CHANGE OF NON-CONFORMING USE SPECIAL PERMIT**

Address:		
Zoning District:	Map/Block/Lot:	Volume/Page:
Applicant:		Property Owner:
Home or Business Address:		Home or Business Address:
Phone:		Phone:
<i>I hereby certify that the information presented is to the best of my knowledge true and accurate, and that should such information be proved to be inaccurate or misleading, any permit issued on the basis of this information may be revoked.≡</i>		<i>I hereby consent to the Applicant acting as my agent for the purpose of this application.</i>
Signature:		Signature:
<u>Type of Application (check one):</u> <input type="checkbox"/> Variance from Article _____ of the Zoning Regulations. (fill this in) <input type="checkbox"/> Appeal from a Decision of the ZEO dated _____ (fill this in, and attach a copy). <input type="checkbox"/> Change of Non-Conforming Use Special Permit. <input type="checkbox"/> Application for Motor Vehicle Location Approval (attach a copy of your completed DMV Form K-7)		
<u>Description of Request:</u> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

Justification for Request:

If Applying for a variance, state the hardship and explain why the variance is required.

If appealing a Decision of the ZEO, explain why you feel the ZEO is wrong.

If Applying for a Change in Non-Conforming Use Special Permit, explain how the new use will be less non-conforming than the current use.

If Requesting DMV Location Approval, state the date of the original Public Hearing (if any).

1. If applying for a variance to reduce a minimum yard by 50% or more, a "zoning location" or recent "as-built" survey must be attached. This survey should show the location of the desired building, the required setback, and the width of the resulting yards, plus as much of the site as is necessary to illustrate the requested variance. Photocopies of the Cromwell Tax Assessor's Map are not acceptable.

2. Certified Mail notices must be sent to the owners of property across the street and property that abuts this property not less than 14 days before the public hearing. U. S. Postal Service receipts for these certified mail letters must be submitted to the ZBA not less than 10 days before the hearing. "I understand that I must send notice of this application to property owners by certified mail and submit proof of that notice to the ZBA."

2. A 4' x 4' sign must be posted on the property not less than 14 days before the public hearing in accordance with Article IX of the ZBA bylaws. "I understand that I must post the required sign."

applicant

date

TOWN OF CROMWELL ZONING BOARD OF APPEALS

Application Instructions

1. **Eligibility:** Familiarize yourself with the zoning regulation that pertains to you. You must explain to the Zoning Board of Appeals how the zoning regulations are causing a "hardship" for you, and why it should be waived. The "hardship" must be due to something unusual about the property and not your personal or family situation. The inability to make maximum profit from the use or sale of your property is NOT a hardship.
2. **Application:** Explain in your own words why you feel a hardship exists. Remember, the hardship cannot be financial nor personal. The application must be accompanied by a map or plan showing the location of the proposed building and the property boundaries.
3. **Deadline:** The ZBA meets on the fourth Tuesday of the month, and the deadline for submitting applications is the first Tuesday of the month.
4. **Notice to Neighbors:** At least fourteen days before the public hearing you must send a letter by certified mail to all owners of adjacent property and property directly across the street informing them of the pending application. Use the attached form letter and send it with a copy of your application. You can get the names and addresses from the Cromwell Tax Assessor.
5. **Sign:** At least fourteen days before the public hearing you must post a sign announcing the public hearing. The sign shall be not less than 4' x 4' and shall contain your name, the application file number, and the date, time, and location of the public hearing in contrasting letters not less than 4" high. One sign shall be posted on every side of the property that has frontage on a town road, not more than five feet from the edge of the property. The sign shall be in place continuously for fourteen days prior to the public hearing and shall remain in place throughout the public hearing. See attached.
6. **Public Hearing:** By state law, all applications for variances must undergo a public hearing. The ZBA conducts these hearings in the Town Hall at 7:30 p.m. on the fourth Tuesday of every month. At the public hearing you will be given the opportunity to explain your request and show why the variance should be granted. Persons in the audience will be given the opportunity to speak "for" or "against" your request. You or your agent must be present; if you are not present and have not made other arrangements, the ZBA will probably deny your request. In most cases a decision is made that night, but the ZBA reserves the right to continue the hearing to the next month to receive additional information, and make its decision then.
7. **Approval:** If the ZBA grants your request, a Certificate of Approval will be mailed to you. This Certificate is usually sent out three weeks after the night of the meeting. You must take the Certificate of Approval to the Town Clerk to be recorded in the Land Records. The variance is not valid until it is recorded.

CHECKLIST

DO NOT SUBMIT THIS CHECKLIST. It is for YOUR benefit, to make sure you have complied with all of the application requirements. Use it and keep it!

Have you:

- _____ 1. Filled out the Application Form completely?
- _____ 2. Submitted a map or plan showing the dimensions of the property, the location of the proposed construction, and the property boundaries?
- _____ 3. Submitted a "zoning location survey" (if required)?
- _____ 4. Paid the Application fee of \$130?
- _____ 5. Posted the 4'x4' sign in accordance with the ZBA bylaws?
- _____ 6. Notified the neighbors by certified mail in accordance with the ZBA bylaws?
- _____ 7. Submitted the certified mail receipts to the ZBA?

[LETTER TO BE SENT TO ABUTTING PROPERTY OWNERS BY THE APPLICANT]

(date)

To the Owner of the Property Located at: _____.
(address of abutting property)

This is to inform you that I have applied to the Zoning Board of Appeals for a (check one):

- _____ Variance
- _____ Special Permit
- _____ Motor Vehicle Dealer's and Repairer's License
- _____ Appeal from the ZEO's decision

for my property at _____. A copy of my application is attached.
(applicant's address)

There will be a public hearing on my request, and you will have the opportunity to speak and ask questions. The public hearing will be in Room 224 of the Cromwell Town Hall at 7:30 p.m. on _____.
(meeting date)

If you have any questions about the process, please call Town Planner Craig Minor at 632-3422 or email him at cminor@cromwellct.com.

If you have questions about my request, call me at _____.
(applicant's phone number)

Thank you.

(applicant's printed name)