



Town of North Stonington
Zoning Board of Appeals

ZBA Application Instructions

REVISED 12/08/2011

Note: The Zoning Board of Appeals may, in its sole discretion, refuse to act upon an application not properly completed and or lacking supporting documentation.

1. The applicant shall complete the attached application form and submit it to the ZBA Office:
 - Applications will be reviewed for completeness by the Board at the meeting following its submission to the ZBA Office.
 - The Public Hearing will then be scheduled for the following month's regularly scheduled Board meeting.
2. Each application to the Board shall:
 - Fully set forth the circumstances of the case
 - Refer to the specific provisions of the Zoning Regulations involved
 - Exactly set forth the interpretation that is applied for and the grounds on which it is claimed that the variance should be granted
 - Be accompanied by **\$140.00** cash or a check made payable to the Town of North Stonington. (\$80.00 application fee and \$60.00 for CT DEP fee)
 - Identify the 'Hardship' in applying for a variance
3. Eleven (11) copies of the following shall be submitted with the application:
 - The complete deed including all variances filed on the land records
 - Drawing of the proposed structure
 - If wetlands are involved, a statement from the Inland Wetlands Commission
 - A legible copy of the appropriate tax map and a plot plan showing property boundaries, building location, location of the well and septic system, proposed building/addition location including distances along boundaries, between buildings, and between buildings and boundaries. It must also show abutting property owners.
 - For an application for an addition to existing structures, a photograph of the existing structure showing where the addition is planned
 - The Tax Assessor's Card (both sides) and GIS Map for the property
4. Proof that abutting property owners have been notified of the application shall be provided by the applicant at the Public Hearing.

(Postal 'Green Cards' are acceptable proof if they were mailed a minimum of seven (7) calendar days prior to the date of the Public Hearing)

5. Each applicant will be notified by mail as to the date of the Public Hearing. The applicant and/or designated representative shall be present at the Public Hearing to offer evidence in support of the application.

An applicant other than the property owner shall have a 'Notarized Power of Attorney' from the owner designating said applicant as the duly authorized representative for the application.

6. Any additional documentation/evidence presented during the Public Hearing will become the property of the ZBA.

The applicant shall make at least eleven (11) copies of all additional information so that each member or the Board has a copy, and the remaining copies will be for the Record and the Land-Use Offices.



Town of North Stonington
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Zoning Board of Appeals Application

Application Number:	<input type="text"/>	Receipt Date:	<input type="text"/>
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Application Fee \$140.00
(\$80.00 Application fee & \$60.00 CT DEP fee)
Check No./Cash _____

A. To the Zoning Board of Appeals

In a matter involving property owned by: _____
Street Address: _____
Mailing address: _____

Located on the _____ side of _____
approximately _____ feet, _____ (direction) from the intersection
of _____ with _____ in a _____ zone.

Street address of property in question: _____
Tax Map _____, Lot/GIS PIN _____

I (We) hereby appeal/apply to the Board for the following:

- ____ 1. Correction of an error in an order, requirement, or decision made by the Zoning Enforcement Officer
- ____ 2. A variance from the application of the Town of North Stonington Zoning Regulations

Is the property located within 500 feet of another town? Yes _____ No _____.
If 'yes', name of town _____

This application relates to the following:

Use _____, Bulk Requirements _____, or Other
(explain) _____

Describe the order or decision complained of or the variance requested, and indicate the Section(s) of the North Stonington Zoning Regulations pertaining to the application: _____
