



## **CHESTER ZONING BOARD OF APPEALS APPLICATION INSTRUCTIONS AND PROCEDURES**

NOTE: "The applicant has the responsibility to identify and specify by section and name the regulations sought to be varied for variance applications."

### ZBA Meetings

Regular Meetings of the Zoning Board of Appeals are held on the third Monday of each month at 7:30 PM at the Chester Meeting House, 4 Liberty Street, Chester, unless otherwise advertised.

### Filing the Application: Hearing Scheduling

The ZBA Application must be filed with the Chester Town Hall by 12:00 noon on the Wednesday before a Regular Meeting in order to be reviewed for being "received" at the next Regular Meeting. The filing fee (see Applicant Checklist) must also accompany the application in order for it to be deemed "received". In the event that a Regular Meeting is not held for any reason (e.g. lack of quorum, weather, etc.) then applications will not be reviewed for being "received" until the next following Regular Meeting. After an application is deemed "received", it will be scheduled for a public hearing at the next following Regular Meeting.

### Application Requirements

1. Applications must be signed by the applicant, or the applicant's duly authorized agent, **and** by the property owner (if the property owner is not the applicant). The printed name of every person signing the Application must appear below each signature.
2. The filing fee must also accompany each Application (see Applicant Checklist).
3. The original and 12 copies of the Application with all required attachments must be filed.
4. The required attachments/information are as follows:
  - a. A2 survey, blueprints, or an accurate scale drawing of the property and proposed project. Any of the foregoing must show the full boundaries of the subject property, existing structures, septic and leach fields, wells or water supply, boundary markers (such as concrete monument, iron pipes, stone walls, fences, etc.), wetlands, watercourses and applicable setbacks, and proposed improvements with the same detail and specifications. Any maps or drawings must show the signature of the preparer with the name of the signer printed below, and the date the map or drawing was made.
  - b. Copy of tax map showing surrounding properties for at least 500 feet from each boundary of the subject property.



- c. Copy of a letter from the Zoning Compliance Officer stating the Officer's decision is being appealed, if applicable.
  - d. Copy of property deed.
  - e. Copy of Tax Assessor's Field Card.
  - f. List of names and mailing addresses (including zip codes) of all property owners within 500 feet of every lot line of the subject property, showing tax map and lot number for each.
5. If topographical conditions are claimed as a hardship, the applicant should include photographs or a topographical survey showing the same. Maps and drawings should also show property contours. These inclusions can help avoid the need for a site walk.
  6. If the project/plan requires an Inland Wetlands Commission Permit, the permit must be obtained **prior** to filing the ZBA Application, and a copy of the Inland Wetland Permit letter must accompany this Application.
  7. If any part of the subject property is located within Coastal Area Management boundaries, a Coastal Site Plan application must accompany the ZBA application.
  8. Upon the applicant's written request, the Board may, in its discretion, waive or vary these application requirements.
  9. The applicant, applicant's agent, or the property owner must be present at the hearing, and must be prepared to show in full the circumstances claimed to justify the granting of the Application. It is also recommended, but not required, that the applicant, etc. be present at the meeting at which the Application will be reviewed for being "received".
  10. Applications pertaining to GASOLINE STATIONS, GARAGES, AUTO SHOWROOMS, PARKING LOTS, AND COMMERCIAL USES must include plot plans showing the location of any pumps, height and size of signs, location, height and intensity of lights, plantings, curbs, sidewalks, street lines, exits and entrances. Applications pertaining to GASOLINE FILLING STATIONS, GAS PUMPS, REPAIRERS OR DEALERS' LICENSES, and MOTOR VEHICLE JUNKYARDS must be accompanied by Connecticut Department of Motor Vehicle forms to be signed by the Board.



**APPLICANT CHECKLIST**

- Application completely filled out and signed
- \$325.00 filing fee plus \$1.60 mailing fee per envelope
- Original and 12 copies, including all required attachments
- Survey, map or scale drawing showing all required features
- Topographical evidence, if needed
- Tax Map
- Property Deed
- Tax Assessor's Field Card
- Improvements after January 11, 1969
- Name/Address list of property owners within 500 feet
- Copy of Inland Wetland Permit Letter, if needed
- Coastal Site Plan Application, if needed