

ZONING BOARD OF APPEALS INFORMATIONAL HANDOUT

Please read before completing this application

- A) Meetings of the Board are held in the Town Hall or as designated by the Chairman at such times as the caseload warrants, and the Chairman designates. All public hearings will be held within 65 days following receipt of application, except when the Applicant grants extension.
- B) Applicants should understand that terms “exceptional difficulty” and “unusual hardship” refer to inability to make reasonable or practical use of the property in a manner that conforms to the Town’s Zoning Regulations. They DO NOT refer to the Owner’s inability to fulfill a purely personal or financial wish. The Board is not permitted to approve variances, which, in effect, constitute a personal license to violate the Zoning Ordinance.
- C) A variance becomes effective when a copy has been filed in the Town Clerk’s Office and has been recorded in the Town’s Land Records. The Applicant must initiate the action.
- D) All appeals from the Zoning Official’s decision must be filed with the Chairman or Secretary of the Board within 30 days of the date of the action from which the appeal is entered. There is no similar time limit for which a request for variance must be presented.
- E) Appeals from the Board’s decision may be taken to the Superior Court within (15) fifteen days of the date when the notice of decision is published.
- F) It is highly desirable that applications be filed in person with the Chairman or Secretary. The Chairman is available by appointment for consultation concerning the application.
- G) Applicants or Representatives must be present at the public hearing.
- H) A copy of the “Regulations and Practices of the East Lyme Zoning Board of Appeals” is available for consultation in the offices of the Zoning Official, Zoning Board of Appeals and Town Clerk.