

ZBA Case No. \_\_\_\_\_

## Application to Zoning Board of Appeals

108 Pennsylvania Ave, Niantic, CT. 06357

Telephone: (860)-691-4114

**APPLICATIONS MUST BE FILLED OUT COMPLETELY IN INK AND BE ACCOMPANIED BY NINE (9) COPIES OF ALL ITEMS LISTED ON THE CHECKLIST BELOW AND A FEE OF \$410.00 PAYABLE TO "TOWN OF EAST LYME".**

**ALL PERTINENT QUESTIONS MUST BE ANSWERED. WHERE ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH A SEPARATE SHEET OF PAPER. WHERE ILLUSTRATIVE MATERIAL IS NEEDED, PLEASE ATTACH A FLOOR PLAN, SKETCHES, PHOTOS, OR OTHER MATERIAL TO ENSURE COMPREHENSION OF ALL CIRCUMSTANCES.**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### **AFFECTED PROPERTY INFORMATION:**

Street Address of Affected Parcel: \_\_\_\_\_

Zone: \_\_\_\_\_ Assessor's Map Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Is affected property within 500 feet of Town Line? \_\_\_\_ Yes \_\_\_\_ No

Has any previous variance request or appeal relative to this property been filed with the Zoning Board of Appeals? \_\_\_\_ Yes \_\_\_\_ No

If Yes, was the variance request granted or denied? \_\_\_\_\_

Describe how the front, side, and rear property boundaries were determined. Do you have an A-2 Survey?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approve/Denied \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

A. Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

B. Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

C. Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

D. Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**Application relates to (check appropriate item):**

- \_\_\_\_\_ Request for variance of Section(s) \_\_\_\_\_ of East Lyme Zoning Regulations.  
Applicants should understand that the terms “exceptional difficulty” and “unusual hardship” refer to the ability or practical use of 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 wish. An “exceptional difficulty” or “unusual hardship” can’t be economic or personal and must be unique to the subject property. The Board is not permitted to approve variances, which, in effect, constitute a personal license to violate the Zoning Ordinance.
- \_\_\_\_\_ Alleged error in the Zoning Official’s action under Section(s) \_\_\_\_\_.  
 When an Applicant enters an appeal charging the Zoning Official with an error, a detailed explanation of the basis of the allegation MUST be attached to this form.
- \_\_\_\_\_ Approval of Gas Station or Motor Vehicle Business.  
 Applicants seeking approval of a proposed location for a Gas Station or Automobile Dealer’s or Repairer’s Business MUST be accompanied by the appropriate Department of Environmental Protection or Department of Motor Vehicles for.

I hereby certify that the above information is true and correct to the before my knowledge and authorize the Zoning Board of Appeals’ members to inspect the property in question.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*IMPORTANT:** Applicant must complete this form and submit it to the Chairman or Secretary of the Zoning Board of Appeals, together with the fee (\$410.00) and

**NINE COPIES OF EACH OF THE FOLLOWING:**

1. \_\_\_\_\_ Denial from Zoning Official (if applicable)
2. \_\_\_\_\_ Application, FULLY COMPLETED
3. \_\_\_\_\_ Copy of Deed
4. \_\_\_\_\_ Copy of Site Plan showing proposed activity (3 full size, 5 11x17)
5. \_\_\_\_\_ Letter from Applicant describing hardship
6. \_\_\_\_\_ Any other documentation

# **ZONING BOARD OF APPEALS**

## **INFORMATIONAL HANDOUT**

**Please read before completing this application**

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- 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.

