



Town of Wethersfield
505 Silas Deane Highway
Wethersfield, CT 06109
Phone (860)721-2835
wethersfieldct.com

ZBA APPLICATION PACKET

INSTRUCTIONS:

Please note the list of materials must be submitted to the Building Department. It is the applicant's responsibility to provide all the information. The Wethersfield Zoning Regulations are available on line (wethersfieldct.com). If you have any questions/concerns please contact the Zoning Enforcement Officer (ZEO) at (860) 721-2835.

DEADLINE FOR APPLICATIONS:

Due to legal notice requirements, applications must include all supporting materials, and submit by the **1st Monday** of each month by 4:00 pm, in the Building Department, 2nd Floor, 505 Silas Deane Highway, Wethersfield, CT 06109, in order to be put on the agenda for the same month. The meetings are held the **4th Monday** of each month at 7 p.m. The schedule and deadline for the meeting dates are attached.

APPLICATION FEES:

Variance application fee is \$185.00 along with a sign deposit fee of \$50.00 which is required at the time of submission. The sign deposit will be refunded once the sign is returned. (We accept cash/checks)

SUBMISSION REQUIREMENTS:

One (1) original and eight (8) copies of all documents. You are required to submit scaled plot plan/site plans (scale 1"=20'), floor plans, and elevation drawings. Show existing buildings, existing fences or retaining walls. All maps must be folded. (See Appendix B – Plot Plan requirement is attached). Please discuss the need for a licensed surveyor to prepare the plan with the Zoning Enforcement Officer.

NEIGHBORHOOD NOTIFICATION:

You are required to notify abutting properties owners by mail within 300 feet of the subject property. The Town provides the applicant with a list of mailing labels and the legal notice to send to the abutting properties. Also the Town provides a sign to post on your property in the front yard. When sending the abutters notice and posting the sign, it must be mailed/posted **no later than 10 days prior to the meeting date**. Once the abutters' notices are mailed by certificate of mailing, you are required to bring proof that the abutters were mailed to the Building Department. The post office will stamp your list of certificate of mailings. **Failure to post your sign or mail your abutters will result in your application being incomplete and your application will not be heard.**

PLEASE NOTE THAT THE APPLICANT/AGENT MUST BE PRESENT AT THE MEETING.



**TOWN OF WETHERSFIELD
ZONING BOARD OF APPEALS
VARIANCE APPLICATION**

1. Applicant _____	Phone _____
2. Address _____	Zone _____
3. Email _____	Cell phone _____
4. Property Owner _____	
5. Address/Phone _____	

6. Property Address (include tax map ID)

7. Variance Requested

8. Describe in detail the difficulty or unusual hardship

9. Section of the Zoning Regulation the variance is referring to _____

10. Please list any variances and the date with the decisions for this property: _____

11. Are there Wetlands on the property? Yes No

12. Do you have a septic/well? Yes No

13. Are you in the Historic District? Yes No

14. Is this property within 500 feet from another town? Yes No

I understand that by applying, I grant permission for members of the Zoning Board of Appeals and staff to enter upon the subject premises for the purpose of making visual examination of same.

All the above statements contained in any papers submitted herewith are true to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

Property Owner Signature _____ Date _____

ZBA # _____	Date# _____
Fee paid/receipt # _____	Sign deposit receipt# _____



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DEFINITION OF A VARIANCE:

A variance is the process by which an applicant can request deviation from the set of rules a municipality applies land use and land development.

DEMONSTRATION OF HARDSHIP:

The following Wethersfield Zoning Regulations is meant to assist you in the preparation of your variance application. Section 10.4 – Variances: No variance of the strict application of any provision of these regulations shall be granted by the Board unless it finds all of the following:

1. That there are special circumstances or conditions applying to the land or building for which the variance is sought which:
 - a. Are peculiar to such land or building and do not apply generally to land or buildings in the neighborhood or in the zoning district at large,
 - b. Have not resulted from any act, of the applicant or anyone in privity with the applicant, subsequent to the adoption of these Regulations whether in violation of these provisions or not,
 - c. Are not temporary in nature, and
 - d. Preclude the use of the property for that which it is reasonably adapted.
2. That the aforesaid circumstances or conditions are such that the literal enforcement or strict application of the provisions of the Regulations would:
 - a. Result in exceptional difficulty
 - b. Result in unusual hardship
 - c. Deprive the applicant of rights commonly enjoyed by other properties in the same district, or
 - d. Deprive the applicant of the reasonable use of the land
3. That the difficulty or hardship complained of:
 - a. Is caused by the restrictions contained in the Regulations,
 - b. Was not created by the applicant or any predecessor in title, and
 - c. Is not primarily financial in nature
4. That the use applied for is not impliedly or expressly prohibited by the Zoning Regulation.
5. That these circumstances justify the granting of the variance
6. That the granting of the variance:
 - a. Is necessary for the reasonable use of the land or buildings,
 - b. Is the minimum variance that will accomplish this purpose,
 - c. Will not confer upon the applicant any special privilege or use that is denied by these Regulations to other lands, structures, or buildings in the same district,
 - d. Will be in harmony with the purposes and intent of these Regulations
 - e. Will accomplish substantial justice

- f. Will not be injurious to the neighborhood, and
- g. Will not be otherwise detrimental to the public health, safety, and welfare.

WHAT HAPPENS AFTER AN APPROVAL:

- Following the meeting, the decision of the Board will be posted in the newspaper (Rare Reminder) usually the Thursday, following the meeting. Once the decision is published, the public has 15 days to appeal the decision of the Board. After that period, the Notice of Decision must be filed on the Land Records.

FILING THE DECISION:

- You will be notified when the legal notice for the record has been prepared and is ready to be filed on the Land Records in the Town Clerks Office. The applicant is responsible for filing the document on the Land Records after paying the \$53.00 filing fee in the Town Clerks Office, after the 15 day appeal period has passed.

BUILDING/ZONING PERMIT:

- After the variance has been filed in the Town Clerk's Office, you are required to submit a building/zoning permit in the Building Department.



ZONING BOARD OF APPEALS

2015 MEETING DATES

Application Deadline	Meeting Dates	Meeting Location
January 5, 2015	January 26, 2015	Town Hall Council Chambers
February 2, 2015	February 23, 2015	Town Hall Council Chambers
March 2, 2015	March 23, 2015	Town Hall Council Chambers
April 6, 2015	April 27, 2015	Town Hall Council Chambers
April 27, 2015	May 18, 2015	Town Manager's Conference Room
June 1, 2015	June 22, 2015	Town Hall Council Chambers
July 6, 2015	July 27, 2015	Town Hall Council Chambers
August 3, 2015	August 24, 2015	Town Hall Council Chambers
September 7, 2015	September 28, 2015	Town Hall Council Chambers
October 5, 2015	October 26, 2015	Town Hall Council Chambers
November 2, 2015	November 23, 2015	Town Hall Council Chambers
December 7, 2015	December 28, 2015	Town Hall Council Chambers

Meeting start time 7:00 p.m.