

PETITION FOR A VARIANCE OR WAIVER OF THE ZONING REGULATIONS

DATE: _____

INSTRUCTIONS

READ CAREFULLY BEFORE FILLING OUT THIS PETITION!

1. Petition must be prepared and work submitted in accordance with attached checklist.
2. The acceptance of the plot plan and building plan with accompanying application shall be subject to approval of the Administrator of the Board of Zoning Appeals.
3. All questions must be answered. No application will be accepted if received by mail.
4. Photos and/or any other data as the Administrator may require shall be submitted to clearly present the petition to the Board.
5. No petition will be accepted until all requirements contained herein are completed.

SUBMIT COMPLETE APPLICATION. DO NOT DETACH.

SITE VISITS

After the submission of this application, the Board of Zoning Appeals members and /or staff may decide to carry out informal, independent site visits to the subject property. These visits would take place prior to the Public Hearing at which the application is scheduled.

We thank you for your cooperation.

Please feel free to contact the Planning and Zoning Office if you have any questions or there are any special circumstances which might affect site visits.

Town of Stratford, Conn.

Date : _____

The undersigned presents the following petition for a (Check those which apply):

VARIANCE [] APPEAL FROM ZONING ENFORCEMENT OFFICER []
under the Zoning Regulations of the Town of Stratford, sections _____ and
located in _____ Zoning District at:

_____ Number Street _____ Lot # _____ Name of Record Map

_____ Check here if property is located within 500 feet of adjoining Town Line.

Deed information: Volume: _____ Page _____ Date _____

1. Name of Petitioner _____

2. Petitioner's interest in property (Owner, lessee, etc.) _____

3. Has any previous petition been filed? _____ If so, give date of hearing _____ Brief statement
in which this petition may differ _____

4. This petition relates to: LOT AREA [] LOT WIDTH [] LOT DEPTH [] SET-BACK []

SIDE YARD [] REAR YARD [] FLOOR AREA [] PARKING SPACE [] LOT COVERAGE []
ADVERTISING SIGN [] (Check those which apply) OTHER _____

5. Use to be made of property if petition is granted _____

6. Is hardship claimed? _____ What is the specific hardship? _____

This application shall be signed by the owner of record.

OWNER'S SIGNATURE _____ Applicant's signature _____

Mailing Address _____ Phone # _____

* I AM AWARE OF THE REQUIREMENT FOR NOTIFICATION OF NEIGHBORING PROPERTY OWNERS
PURSUANT TO THE ATTACHED INSTRUCTIONS (Must Check)

FEES – Please make checks to STRATFORD BOARD OF ZONING APPEALS

RESIDENTIAL

Waiver of Variance \$260.00 Fee Paid [] Cash Receipt # _____

Appeal from Z.E.O. \$260.00

Commercial & \$460.00

Industrial \$460.00 \$_____ Check Received by _____ Date: _____

As of July 5, 1994, the Board of Zoning Appeals requires that all plot plans submitted with waiver applications conform to the following check list:

VARIANCE REQUESTED	ITEMS REQUIRED (See Check List)
Setback, rear yard, side yard, and /or parking	#1, 2, 3, 4 and 5
Swimming Pools Above ground	#1, 5
In ground	#1, 2 and 5
Motor Vehicle	#1,3, (#2 and 4 new construction only) and 5
Division of land, lot area, lot width, lot depth or lot frontage	# 1, 2, 3, 5, 6 and 9
Building coverage, impervious area, open space area	#1, 2,3, 4,and 5
Height (Garages, building height)	# 1, 4, 5, 7
Signs, Free Standing	#1, 2, 5, 8 and 9
Signs, Wall	#1, 5, and 8
Fence	#1 and 5
Flood Elevation	#1, 5 and 10
Expand, alter or rebuild nonconforming bldg.	#1, 2, 3, 4 and 5
Home Occupations	#1, 2, 3, 4 and 5

CHECK LIST

1. Nine plot plans drawn to scale showing the following;
 - a. All existing and proposed buildings on property.
 - b. Any building within 35 feet and street numbers on all adjoining property lines.
 - c. Location of existing and proposed streets, sidewalks and curbs.
 - d. Location of existing or proposed driveways, parking areas, impervious areas and open space areas. (Include area calculations)
 - e. Building set-back line as required by applicable zoning.
 - f. Width and location of all easements, if any.
 - g. Amount and location of all wetlands, waterbodies and watercourses and distance of any land elevation change from wetlands.
 - h. Location of the following coastal resources: Tidal Wetlands, Coastal bluffs and escarpments and beaches and dunes.
 - i. Private restrictions, if any.
 - j. Trees and wooded area affecting application.
 - k. A general location map showing the property in relation to all neighboring streets.
2. Plot plans to be certified by a Registered Land Surveyor. In the case of beach cottages, plot plan should show distances to adjoining cottages and size of cottages. For open uncovered decks not exceeding 200 sq. ft.: A site plan, by a licensed architect, showing the proposed deck, will be accepted if it is submitted with a plot plan, certified by a registered surveyor, which is not more than 10 years old.
3. All areas to be tabulated.
4. Nine floor plans and building elevation plans (minimum front & side views) must accompany the petition where required.
5. Copy of deed. For approval of a building lot, submit copies of all deeds since 1945.
6. Copy of Sewer Assessment.
7. Height of buildings on adjoining properties.
8. Sketch of sign with dimensions, contents, material and illumination.
9. Block map of area.
10. Copy of floor elevations.

All supporting documents relating to ownership, tax and assessment information and sewer assessment information must be presented as exhibits at the public hearing.

In reviewing this petition, the Board has relied upon information provided by the applicant and if such information subsequently, proves to be false, incomplete and/or inaccurate, any approvals given may be modified, suspended and/or revoked.

An As-built survey will be required for all new building construction as well as setback waivers prior to the issuance of a certificate of occupancy.

In accordance with Section 8-3d of the General Statutes of the State of Connecticut, every variance of the Zoning Regulations granted by the Board of Zoning Appeals must be recorded in the land records to be effective. This office will provide the service of preparing the document for filing after the appeal period has expired. The recording fee is \$53.00 per page, and must be submitted when application fee is paid. This must be in the form of a separate check (Undated) made payable to the Town Clerk. Cash will not be accepted. In the event the application is denied, the check for \$53.00 only will be returned with the letter of notification. A photocopy of the deed for this property must be submitted as part of this application.

Prior to submitting this variance application, the petitioner must contact the Building Inspector's Office to determine if the subject property is located within a Flood Zone on the National Flood Insurance Rate Map.

The property located at _____

is [] is not [] located in a Flood Zone.

The necessary information must be provided to the Board of Zoning Appeals if the property is in a Flood Zone.

Building Official

The proposed structures are not within 50 feet of the mean high water line of any waterbody or watercourse or within 50 feet of any freshwater inland/wetland as defined in Chapter 440 of the Connecticut General Statutes.

Inland/Wetlands Department

Instructions to the Applicant for Notification of Adjoining Property Owners.

1. Letters must be sent to each adjoining property owner and those directly across the street explaining the requested variance. (See sample letter below). Names of neighboring property owners may be found in the Assessor's Office.
2. Certificates of Mailing must be obtained from the U.S. Post Office for each letter and presented to the Board.
3. These Letters must be mailed no later than fourteen (14) days prior to the public hearing date.
4. Sign this form below and present to the Board at the public hearing along with the Certificates of Mailing.

SAMPLE LETTER

TO WHOM IT MAY CONCERN:

I have applied to the Board of Zoning Appeals for a variance of the Town of Stratford Zoning Regulations to vary Section _____ in order to

on property located at

_____ in a _____ District.

Copies of the plans are on file in the Board of Zoning Appeals Office, Room 113, Town Hall, Stratford.

This application will be heard on Tuesday evening, _____

At 7:00 P.M. in the Council Chamber, Town Hall.

Very truly yours,

The undersigned has complied with the Board of Zoning Appeals requirement of notification of neighboring property owners of the property on which a variance has been requested.

Certificates of such mailing are attached hereto.

Signed
