

BLOOMFIELD ZONING BOARD OF APPEALS

Instructions and Procedures

Regular meetings of the Board are generally held on the first Monday of each month in the Town Hall, commencing at 7:30 p.m. Final date for filing of applications shall be 21 days before the scheduled meeting date.

Applications shall be signed by the applicant and property owner. All pertinent questions on the application must be answered. Telephone numbers must be given. Additional statements may be added on separate sheets, if needed. Included with the application shall be the appropriate fee, a written legal property description (as found in the deed that is recorded in the Town Clerk's Office) and ten copies of a plot plan as described below.

Plot plans submitted with variance requests shall be prepared to an A-2 accuracy standard, by a licensed civil engineer or surveyor. Plot plans must be drawn to scale, accurately depicting lot dimensions, area, yard dimensions, the location and size of existing buildings, proposed additions, and any other information as necessary to clearly define the variance request involved. The plan may, however, be a Limited Property/Boundary Survey such as a building location map completed to an A-2 quality standard that depicts only the improvement that need be shown for the existing/proposed structure in relation to a required yard to depict the variance request.

Section 9.12.G of the Bloomfield Zoning Regulations requires that applicants for yard variances notify adjacent property owners of the public hearing by mail, at least seven days prior to the scheduled hearing. Applicants for use variances must notify owners within 400 feet of the subject property. A Certificate of Mailing from the Post Office shall be evidence of compliance. A sample letter for the abutters is attached to the application.

A sign (provided by the Town) must be posted on the subject property for ten days immediately preceding the date of the hearing. The sign will be given when the application is filed.

Fees: A variance request/appeal is \$135.00. Checks shall be made payable to the Town of Bloomfield.

After approval by the Zoning Board of Appeals, a form (which is attached) shall be signed by the Secretary of the Board and mailed to the applicant. The approval will not become effective until the form is recorded on the Land Records in the Town Clerk's Office. No building permits may be issued until this has been done. The owner is responsible for the recording fee.

If there are any questions regarding these instructions, please call (860) 769-3515.

Revised 9/10/09

BLOOMFIELD ZONING BOARD OF APPEALS

Type of Application

- Variance
- Use Variance
- Ruling of Zoning Enforcement Officer

Enclosed herewith is the required \$135.00 fee for this petition.

Applicant (to whom notices will be sent)

Daytime Phone #

Mailing Address

E-mail Address

Owner (if different from applicant)

Daytime Phone #

Owner's Address

E-mail Address

Applying as Owner Developer Agent Other

Applicant's Signature

Date

Owner's Signature (if different from applicant)

Location of Site _____

Zone _____

Applicable Section(s) of the Zoning Regulations: _____

Is the property located within 500 feet of a town boundary line? Yes No

For Variance Applications:

Related to Use Area Yard(s) Height
 Building Line Other (specify) _____

In connection with a proposed building existing building

Why will strict application of the Zoning Regulations produce an undue hardship? _____

Why is the hardship unique to these premises and not shared by other premises in the neighborhood? _____

This variance would not change the character of the neighborhood because _____

If work constitutes an alteration, conversion or extension to an existing building and/or nonconforming building or use, briefly describe: _____

Has any previous appeal been filed in connection with these premises? Yes No

If yes, please describe the nature, date and outcome. _____

For Zoning Enforcement Officer Ruling Application:

I hereby appeal the decision of the Zoning Enforcement Officer for _____

NOTE: This application shall be accompanied by all items as described in the attached Instructions and Procedures. Failure to supply any of the required information and/or documentation may invalidate this application.

BLOOMFIELD ZONING BOARD OF APPEALS

VARIANCE _____

USE VARIANCE _____

SECTION(S) OF THE ZONING REGULATIONS: _____

PURPOSE OF THE VARIANCE: _____

PROPERTY LOCATION: _____

APPLICANT: _____

OWNER OF RECORD: _____

I hereby certify that the Zoning Board of Appeals, at a meeting held on _____, approved the application described above. Said approval pertains to the premises as bounded and described in the attached written legal description. If applicable, the following conditions apply:

Pamela Gray
Secretary – ZBA

(Type or attach a written legal boundary description.)

Date

Signature of Owner of Record

NOTE: Pursuant to Section 8-3d of the Connecticut General Statutes, this variance will not become effective until it has been recorded on the Land Records of the Town of Bloomfield. It is the responsibility of the owner to record this form (which will be mailed to the applicant if it is approved) and pay the recording fee.

No building permits required in connection with the above variance may be issued until this approval has been recorded.

[This is a draft notification letter that is to be sent from the applicant to the owners of the land that is adjacent to the subject of the public hearing. For use variances, every landowner within 400 feet is to be notified. The sections in ***bold italics*** are to be filled in for each application. Letters are to be sent no less than 7 days before the hearing date. Letters are to be addressed to the property owner of record. The applicant must submit a Certificate of Mailing from the U.S. Post Office before or at the public hearing. Sections of this document in square brackets are NOT to be included in the notice letter.]

Date of this letter

Dear Property Owner:

In accordance with Section 9.12 of the Bloomfield Zoning Regulations, this letter is being sent to notify you that a public hearing has been scheduled for the application described below. You have the right to attend the public hearing, and ask questions and make comments about the application; however, you are not required to attend the hearing.

The hearing concerns the following:
[As appears on the Application Form]

Location of subject property
Description of proposed variance or ruling
Applicant's name and address

HEARING DATE AND PLACE:

Day and Date [to be determined by the Zoning Board of Appeals]
7:30 P.M.
Council Chambers, Bloomfield Town Hall
800 Bloomfield Avenue
Bloomfield, Connecticut 06002

If you should have any questions concerning this hearing, please contact Michael Kosilla, Zoning Enforcement Officer, at 860-769-3515.

Very truly yours,

Applicant's printed name and Signature