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.

Revised 9/10/09
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:

__________________________________________
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.
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