



APPLICATION

APPLICATION FOR:

- VARIANCE
- COASTAL AREA MANAGEMENT APPROVAL
- SPECIAL USE EXCEPTION
- APPEAL OF DECISION OF ZONING ENFORCEMENT OFFICIAL

APPLICANT
NAME _____
ADDRESS _____

PROPERTY OWNER
NAME _____
ADDRESS _____

PARTY TO BE NOTIFIED
ATTORNEY OR AGENT _____
ADDRESS _____
TELEPHONE NUMBER _____

LOCATION OF PROPERTY _____

ZONE _____

SECTION(S) OF ZONING REGULATIONS THAT IS APPLICABLE _____

BRIEFLY DESCRIBE THIS APPLICATION _____

**ZONING BOARD OF APPEALS APPLICATION
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HAS A PREVIOUS APPLICATION BEEN FILED FOR THIS PROPERTY?

YES NO DON'T KNOW

IF YES, WHEN _____ ATTACH COPY OF DECISION LETTER

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IS THE PROPERTY LOCATED WITHIN 500 FT OF ANOTHER TOWN YES NO

DOES THIS APPLICATION INVOLVE A BUILDING OR USE IN A HISTORIC DISTRICT?

YES NO

**DOES THIS PROPOSAL REQUIRE THE APPROVAL OF THE INLAND WETLAND
AGENCY? YES NO IF YES, PROVIDE A COPY OF THE APPROVAL**

THIS APPLICATION RELATES TO: LOT AREA SETBACKS LOT COVERAGE

THE STRUCTURE (S) IS EXISTING PROPOSED

**PROVIDE FEES AS DETERMINED BY THE STAFF OF THE PLANNING &
DEVELOPMENT DEPARTMENT**

SUBMIT 16 COPIES OF COLLATED APPLICATIONS AND SITE PLANS

PROVIDE A DESCRIPTION OF THE PROPOSED DEVELOPMENT ACTIVITIES.

IF SEEKING A VARIANCE, DESCRIBE THE SPECIFIC LEGAL HARDSHIP CLAIMED

**IF APPEALING THE ACTION OF A ZONING ENFORCEMENT OFFICIAL, PROVIDE A
COPY OF THE OFFICIAL DOCUMENT OR DECISION BEING APPEALED.**

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CERTIFICATION

I/WE CERTIFY THAT ALL OF THE ABOVE INFORMATION AND STATEMENTS CONTAINED IN ANY DOCUMENTS SUBMITTED WITH THIS APPLICATION ARE TRUE TO THE BEST OF MY/OUR KNOWLEDGE.

I/WE FULLY UNDERSTAND THAT THE ZONING BOARD OF APPEALS RESERVES THE RIGHT TO REVOKE ANY PERMIT SHOULD THE INFORMATION CONTAINED HEREIN NOT BE TRUE AND CORRECT OR THAT INFORMATION REQUESTED BY THIS APPLICATION HAS NOT BEEN FULLY DISCLOSED.

SIGNATURE OF OWNER

SIGNATURE OF APPLICANT

DATE

DATE

NOTICE: BY FILING THIS APPLICATION, OWNER AND APPLICANT CONSENT TO SITE INSPECTIONS BY CITY STAFF AND/OR COMMISSIONERS

REV. 8-1-12



APPLICATION PROCEDURE FOR VARIANCES

1. All applications for Variances, except one and two family residences, must be accompanied by an A-2 survey showing:
 - a. The name and address of the applicant
 - b. A Site Plan showing the subject property, a Location Map and North Arrow, the square feet of the property, square feet and percent coverage of building, parking and open space, setbacks, an elevation drawing of any proposed structure, types and number of rooms proposed, parking layout. Drainage and contour elevations, wetland or C.A.M. boundaries (if applicable), landscaping.
2. Applications for sign variances need only to show the subject property, the location map, the square footage of the sign(s), the location of the sign(s) on the property, and a comparison of the signage permitted by right with the proposed square footage of the proposed sign(s).
3. Should a review of the Inland Wetland Agency be required, that approval must be granted before the Zoning Board of Appeals can act upon an application.
4. The applicant must submit sixteen (16) copies of the application and other data, collated, before submission or the application will not be accepted for processing.
5. The application must be legible, typewritten or printed, contain correct information, and be signed by the applicant who attests to the validity of the application.
6. The application must also be signed by the owner who thus indicates that the application is made with the consent of the owner of the property.
7. The applicant must post the Notice of Variance sign in the front of the property so that it is visible from the street.
8. The applicant shall notify adjacent property owners and others as required by Article 12, Section 92.2 of the Zoning Regulations.

9. **Should the applicant or his/her representative be unable to attend the meeting without withdrawing the application or requesting an extension of time for the Public Hearing, it may be denied.**
10. **Applications must be filed with the Planning and Development Department by 3:00 P.M. of the due date as shown on the attached schedule.**
11. **All applications for a Variance shall be accompanied by a fee of \$460.00 made payable to the City of West Haven.**
12. **Regular meetings are held on the third Wednesday of each month at 7:15 P.M. in the Harriet North Community Room, Second Floor, City Hall 355 Main Street, West Haven, CT. No Public Hearings are held in July or December.**
13. **If the application is approved, a Certificate of Decision will be sent to the Applicant, who is then required to file the Certificate with the West Haven City Clerk.**



CITY HALL 1898-1967

PUBLIC HEARING AND NOTICE REQUIREMENTS

The West Haven Zoning Regulations require that applicants mail a Notice of Public Hearing to properties within 200 feet of the location of the application by U.S. Mail. You must prepare your own notice, which must summarize your request and state the date, time and place of the Public Hearing. You must complete an Affidavit that you mailed the Notice of Public Hearing as required and bring the Affidavit to your Public Hearing, along with the receipts from the Postal Department for the mailings. Present the affidavits and the receipts for mailing to the Clerk at the meeting.

REGULAR MAIL LIST - NOTICE TO PROPERTY OWNERS WITHIN 200 FEET

You are required to mail notice to all property owners within 200 Feet of the property that is the subject of your application by U.S. Mail. You will be furnished mailing labels for all property owners within 200 Feet of your application's location. The Mailing shall be made not less than 10 or more than 15 days prior to the Public Hearing.

AFFIDAVIT AND POSTAL SERVICE MAIL RECEIPTS REQUIRED

The applicant shall furnish an Affidavit to the Board at the Public Hearing that the individual notices were sent by U.S. Mail in accordance with the requirements and shall obtain and submit a Certificate of Mailing issued by the Postal Service. A copy of the Affidavit is in this package.

PUBLIC HEARING REQUIRED

A public hearing will be held. At such public hearing, the applicant may be heard and any other person may be heard to speak in favor of or against the application.

LEGAL NOTICE

Notice of the time and place of such hearing will be published by the Department of Planning and Development in the New Haven Register.

PUBLIC HEARING NOTICE - Please post the enclosed sign at the front of your lot and front street not less than 10 days prior to the Public Hearing date.



STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
100 STATE STREET, SUITE 300
HARTFORD, CONNECTICUT 06103
TEL: 860-424-3200 FAX: 860-424-3201
WWW.CONSUMERPROTECTION.CT.GOV

OFFICE OF THE
CLERK OF THE SUPERIOR COURT
100 STATE STREET, SUITE 300
HARTFORD, CONNECTICUT 06103
TEL: 860-424-3200 FAX: 860-424-3201
WWW.CONSUMERPROTECTION.CT.GOV

AFFIDAVIT OF MAILING

I SWEAR THAT THE REQUIRED NOTICES OF PUBLIC HEARING TO OWNERS OF RECORD WITHIN 200 FEET OF THE LOCATION OF MY APPLICATION HAVE BEEN MAILED IN ACCORDANCE WITH THE REQUIREMENTS OF THE WEST HAVEN ZONING REGULATIONS.

I HAVE ATTACHED THE POSTAL SERVICE CERTIFICATE OF MAILING.

APPLICANT SIGNATURE

PRINT NAME OF APPLICANT

APPLICANT ADDRESS

FILE NUMBER

_____, 20
DATED

SWORN TO BEFORE ME THIS DAY OF , 20

NOTARY PUBLIC
MY COMMISSION EXPIRES ON

2014

City of West Haven, Connecticut
Zoning Board of Appeals

2014

Meeting Schedule
Ads: West Haven Voice
Follows Inland Wetland Ads

Month	Application Deadline	Meeting Date	1 st Legal Ad Date	1 st Ad Drop Date	2 nd Legal Ad Date
January	12/13/13	1/15/14*	1/2/14	12/30/13	1/9/14
February	01/10/14	2/19/14	2/6/14	2/3/14	2/13/14
March	02/14/14	3/19/14	3/6/14	3/3/14	3/13/14
April	03/14/14	4/16/14	4/3/14	3/31/14	4/10/14
May	04/11/14	5/21/14	5/8/14	5/5/14	5/15/14
June	05/9/14	6/18/14	6/5/14	6/2/14	6/12/14
July	No Public Hearing		n/a	n/a	n/a
August	07/11/14	8/20/14	8/7/14	8/4/14	8/14/14
September	08/8/14	9/17/14	9/4/14	9/1/14	9/11/14
October	09/12/14	10/15/14*	10/2/14	9/29/14	10/9/14
November	10/10/14	11/19/14	11/6/14	11/3/14	11/13/14
December	No Public Hearing		n/a	n/a	n/a
January 2015	12/19/14	01/21/15	1/8/15	1/5/15	1/15/15

The Zoning Board of Appeals meets on the third Wednesday of each month, except in July and December when there is no meeting.

Public Hearings are held at **7:15 PM**, in the Harriet North Room, 2nd Floor, City Hall, 355 Main Street, West Haven, Connecticut 06516 unless otherwise posted.

*Not same week as I.W.