



Cam Report Required
Yes _____ No _____

Office Signature _____

City of Milford, Connecticut

APPLICATION TO THE ZONING BOARD OF APPEALS

Date Filed _____ Receipt # _____

Date of Hearing _____ Fee _____
(Includes State Fee)

Address of Property _____

Map _____ Block _____ Parcel _____ Zone _____

Section of zoning regulations for variance _____

Use to be made of property if variance is granted? _____

Previous appeal filed? _____ If so, date _____

Appellant's name _____ Phone _____

Appellant's address _____ City _____

Name of property owner _____ Phone _____

Address of property owner _____ City _____

If appearing by attorney or agent, Name _____ Phone _____

Address of attorney or agent _____ City _____

Specify all grounds of this appeal and state the exceptional or unusual hardship which is claimed _____

PLANNING & ZONING BOARD APPROVAL REQUIRED YES NO

I hereby depose and say that all of the statements herein and contained in all the exhibits attached hereto are true.

Signature of Appellant _____

Subscribed and sworn to by _____ on this _____ day of _____

_____, before me,
Notary Public _____

If the appellant is not the owner of the property in question, complete the following: The undersigned, being all of the owners of the property referred to above, hereby consent to the filing of this appeal.

Owner _____

Owner _____

Henceforth, when an applicant withdraws his application after the matter has been advertised for hearing, he may be denied a rehearing for a period of six months, as determined by the Board. (See reverse side for filing instructions)

FOR OFFICE USE ONLY:

Action Taken: Granted _____ Granted Conditionally _____ Effective _____

Denied _____ Effective _____

Tabled _____ Withdrawn _____

Clerk, Zoning Board of Appeals _____

INSTRUCTIONS TO FILE AN APPLICATION WITH THE ZONING BOARD OF APPEALS

VARIANCE APPLICATION

PRE-APPLICATION PHASE

1. Fill out application form in ink, have it signed and notarized.
2. Six copies of a scaled plot plan must be submitted showing the proposed or existing lot and building dimensions and the location of all buildings in relation to the street lines, side lot lines and rear lot lines.
3. The plot plan must also show adjacent buildings in relation to the subject property.
4. Elevation views may be required. The exact number of elevation views will depend on the proposed construction. Check with staff personnel for further details.
5. The staff will determine if you are within a Coastal Area Management (CAM) and if so, you will be required to submit a short form CAM letter along with your application.
6. A filing fee must accompany the application, which includes a State fee that is required by Public Act 03-6.

POST APPLICATION PHASE

1. You will be notified by mail of the date of your public hearing, approximately 14 days before the actual date of the hearing.
2. You will be requested to come to the office to obtain a placard (prepared by the clerk) which must be posted on the property no later than 8 days before the date of the hearing (not including the hearing date).
3. You are required to obtain the names and addresses of all the property owners within 200 ft. of your boundary lines from the Assessor's office (for a nominal fee).
4. Letters must be sent to each property owner explaining the requested variance as well as date, time and location of hearing. The language on your placard will be utilized to prepare the proper body of the notification letter(s).
5. The letters must be mailed no later than 7 days before the hearing date (excluding the date of the hearing).
6. Take the letters and Form PS 3877 to the U.S. Post Office for **CERTIFICATION**. Additional postage per letter will be required.
7. Present the Form PS 3877 to a Notary with the **AFFIDAVIT**, which is included in the packet of information, to be signed and notarized.
8. The affidavit along with the PS 3877 Form must be presented to the Clerk of the Zoning Board of Appeals prior to the public hearing.
9. The estimated time to complete the above process (within the 3 day window) is approximately 3-4 hours in order to obtain names, prepare letters, take letters to Post Office, post placard, etc. unless condominium owners need to be notified.