



City of Milford, Connecticut

APPLICATION TO THE ZONING BOARD OF APPEALS

Date Filed _____ Receipt # _____

Date of Hearing _____ Fee _____

Address of Property _____

Map _____ Block _____ Parcel _____ Zone _____

Appeal the decision of the City Planner/Asst. City Planner/Zoning Enforcement Officer in accordance with the provisions of section 9.2.1 regarding _____

Appellant's name _____

Appellant's address _____ City _____ Zip _____

Phone _____ Email _____

Name of property owner _____

Address of property owner _____ City _____ Zip _____

Phone _____ Email _____

If appearing by attorney or agent, his/her name _____

Address of attorney or agent _____ City _____ Zip _____

Phone _____ Email _____

Specify all grounds of this appeal _____

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

Signature of Applicant _____

Subscribed and sworn to by _____ on this _____ day of _____, before me,

Notary Public _____

Henceforth, when an applicant withdraws his or her application after the matter has been advertised for hearing, s/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: Decision Upheld _____ Decision Overturned _____

Effective Date _____

Tabled _____ Withdrawn _____

Clerk, Zoning Board of Appeals _____

INSTRUCTIONS TO FILE AN APPLICATION WITH THE ZONING BOARD OF APPEALS

APPEALING A DECISION OF THE ZONING ENFORCEMENT OFFICER/ASSISTANT CITY PLANNING OR CITY PLANNER

GENERAL INFORMATION

1. All persons considering appealing a decision are encouraged to thoroughly discuss the issue(s) before filing an appeal. Such discussion is needed to determine the range of the problem.

It may be discovered that an appeal would benefit each side to clarify ambiguous wording.

Filing an appeal without prior discussion is discouraged because it may be necessary to request a continuance to submit additional supporting documentation by the above named position holder, i.e., Zoning Enforcement Officer, City Planning, Asst. City Planner.

2. An appeal, where it is alleged that there is an error in an order, requirement or decision of the above named position holders, must be filed within 15 days of the decision.
3. In accordance with Connecticut General Statutes Section 8-7, the appellant must obtain a minimum of four concurring votes to overturn the decision of any of the above named positions.
4. If the decision or order involves a permit already issued, copies of the original will be forwarded to the Appeals Board by the person whose decision is being challenged.
5. Decisions made by the Planning & Zoning Board are not appealable to the Zoning Board of Appeals

PRE-APPLICATION PHASE

1. Fill out application form in ink, have it signed and notarized.
2. Six copies of the previously filed plans will be submitted by the Planning & Zoning Office. Six copies of plans not previously filed must be provided by the appellant.
3. The plot plan must also show adjacent buildings in relation to the subject property (if applicable)
4. 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.