

Important Information

All permit application forms must be printed on legal size paper (8 1/2" x 14"). Reduced size copies (printed on letter paper) are not acceptable because ample room is needed for handwritten notations on the applications by office staff.

Any forms that have a colored background must be printed in color.

Color printouts are necessary because the Division uses a color coding system.

Type in information on screen and print out. Print page 3 in color on legal size paper.

Sign and have notarized where required.

Applications are not accepted by email.

Instructions and Procedures for Application for Appeal to the Planning and Zoning Board of Appeals

Regular meetings of the Board are held on the third Wednesday of each month at 8:00 pm at Town Hall or such other time or place as the Chairman or Acting Chairman of the board may from time to time determine.

Applications must be typed and filed in triplicate on the original application forms only and each shall be signed by the property owner. If there is also an applicant, the applicant must also sign the application. If there is an agent representing the owner and/or the applicant, the agent must also sign the application. All pertinent questions on the application must be answered and all information required on the form shall be concisely stated. Additional statements may be added if required, in the blank space or on separate sheets. Do not use supplemental sheets unless the application form is filled.

Supporting documents – Applications must be accompanied with three copies of a class A-2 survey by a CT Licensed Land Surveyor, three sets of building plans for a new or existing building, addition, or alteration to a building, a copy of the G.I.S. (Geographical Information System) aerial map, a copy of the current Assessor's field card, and the appropriate filing fee (checks only). Please make checks payable to the Town of Greenwich. Building plans and surveys submitted with this application may not be larger than 11" x 17" in size. Larger scale drawings may be submitted at the Public Hearing. Applications involving floor area ratio must be accompanied by building floor plans demonstrating the calculated areas.

Notice – The appellant or his agent must **submit an affidavit certifying that all abutting property owners have been notified by mail, as evidenced by the Certificate of Mailing, stamped and certified by the US Post Office**, about said application, concurrent with filing the application to the Planning and Zoning Board of Appeals. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property owners.

If **topographical conditions** are claimed as hardship, the applicant must be prepared with photographs or a topographical survey showing same at the time of the public hearing.

The **final date for filing** applications shall be nineteen days before the date of a regular meeting, which date will be kept posted in the office of the Board and of the Building Official / Zoning Enforcement Officer. **Applications will be heard on a first come first heard, agenda space available basis.**

Plans approved by the Board cannot be changed. What is presented for approval must be built. Any changes to approved plans will require re-submission to the Planning and Zoning Board of Appeals for a new public hearing.

On an application for a re-hearing, the appellant must allege new facts and prove same at the hearing.

Survey Maps accompanying applications pertaining to gasoline filling stations, garages, auto showrooms, and parking lots, in addition to giving the location of building or buildings shall also include the location of any pumps and shall show height and size of signs in addition to location, height and intensity of lights, planting, curbs, sidewalks, street lines, exits and entrances.

Applications for variance of the sections pertaining to **liquor outlets** shall be accompanied with three copies of a map showing the location of other outlets within 400 feet or 1000 feet as defined in the ordinance and certified by a CT Licensed Land Surveyor.

The Board in its discretion may dismiss an appeal (without prejudice) for failure to comply with any of the foregoing rules.

The filing fees for all Planning and Zoning Board of Appeals applications shall be:

- \$210 for single and 2 family residential appeals
- \$260 for appeals of the decisions or orders of the Zoning Enforcement Officer
- \$360 for appeals for division of non-conforming lots
- \$560 for all other appeals including review of subdivisions

This includes the \$60.00 State of Connecticut mandatory land use application fee effective 10/1/09

Appellant or his agent must be present at the meeting. Failure to appear may result in the application being dismissed.



Appeal to the Planning and Zoning Board of Appeals

1. I (we) hereby appeal to the Planning and Zoning Board of Appeals from the decision of the Building Inspector whereby the Building Inspector:
 granted or denied an application to: Use Erect Alter Add to Occupy
 Land only Structure or building, Year erected: _____, Parcel I.D. No. _____
 For use as: Family residence Accessory building Business Industry _____

2. **LOCATION** of affected premises: Address _____
 Located on the N S E W side of _____ Street
 _____ feet N S E W from the intersection of _____ Street
 Title of Subdivision Map: _____ Lot No. _____
 Section of Town: _____ Buildg. Zone _____ Lot Size _____
 Owner _____ Address _____
 Applicant(s) _____ Address _____
 Lessee _____ Address _____
 Agent _____ Address _____

3. **PREVIOUS APPEALS** have been made with respect to this property as follows:
 Application No(s). _____ Date(s) _____

4. **THIS APPEAL RELATES TO:** Use Yard dimension Height No. of family units Street frontage Areas
 Other _____

DESCRIBE BRIEFLY:

5. **VARIANCE** of the following section(s) of the Building Zone Regulations is (are) requested: _____
 a. Strict application of the regulations would produce **UNDUE HARDSHIP** because:

b. The **HARDSHIP CREATED IS UNIQUE** and not shared by all properties alike in the neighborhood because:

c. The variance would not change the **CHARACTER OF THE NEIGHBORHOOD** because:

6. **A SPECIAL EXCEPTION** is requested as authorized by Sections 6-19, 6-20, and _____ of the Building Zone Regulations because:

7. **THE ISSUANCE OF PERMIT** No. _____ for the above named premises by the Building Official is **APPEALED** because:

8. **ALL OWNERS** whose property bounds upon any portion of subject property including that property directly across the street and bounding it:
 (Give mailing address)
 Name _____ Address _____
 Name _____ Address _____
 Name _____ Address _____
 Name _____ Address _____
 Name _____ Address _____
 Name _____ Address _____

Owner's Signature

Applicant's Signature

Agent's Signature

Contact Person's Telephone No. () _____

Application fee paid _____ Receipt no. _____ CT Land Use fee paid _____ Receipt no. _____