NOTE: The Zoning Board of Appeals will hold a public hearing on this application. The appellant, or his authorized agent, must be present at the public hearing. If a variance from the Zoning Regulations is requested, the appellant should be prepared to present information concerning 1) details of any exceptional difficulty or unusual hardship claimed, 2) the conditions especially affecting the premises that are not typical of the district, 3) how the relief sought is only that which is necessary to relieve any exceptional difficulty or hardship, 4) how the granting of the variance would be in harmony with the purpose and intent of the Zoning Regulations and 5) how the granting of the variance will not impair the public health, safety, convenience, welfare and property values. The Board of Appeals is authorized by this application to inspect the premises. The board may obtain information on its own initiative but will need to rely upon
data presented at the hearing. Variances may be granted by the Board subject to conditions deemed necessary to preserve the purpose and intent of the Zoning Regulations.

1. Name of Appellant:
   Home Address: ________________________________
   Business Address: ________________________________
   Home Telephone #: __________________ Mobile __________________
   Business Telephone #: __________________
   E-Mail Address: ________________________________

2. Name of Property Owner:
   Home Address: ________________________________
   Business Address: ________________________________
   Home Telephone: __________________ Mobile __________________
   Business Telephone: __________________
   E-Mail Address: ________________________________

3. Property owner's consent to the application: ________________________________ Date: __________

4. Appellant's interest in the property ________________________________

The appellant hereby appeals to the Zoning Board of Appeals of the Town of Watertown, Connecticut:

( ) To determine and vary application of the Zoning Regulations relating to (Describe the variance):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

So as to permit

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

( ) To hear and decide an alleged error by the Zoning Enforcement Officer concerning

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
5. Application for Zoning Permit #______________________________
   Dated_____________________________ was disapproved by the Zoning Enforcement
   Officer on ____________________________

6. Has a previous application for a variance or appeal been filed for the premises?
   YES ( )    NO ( )
   If yes, give Application #__________________________, date of hearing
   ____________________________ and action taken by ZBA ____________________________

7. Cite the particular sections of the Zoning Regulations which are the subject of this
   application ____________________________________________
   ____________________________________________
   ____________________________________________

8. Specify the relief sought from the Zoning Board of Appeals under this application.
   The grounds for this application may also be stated here along with any exceptional
   difficulty or unusual hardship that may be claimed ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

9. Steps taken to avoid the proposed variances of the Zoning Regulations
10. Steps taken to minimize the proposed variances of the Zoning Regulations

_____________________________________________________________________________________

11. Give the names and addresses of all abutting property owners including property directly across the street

Name: ____________________________________________
Address: _______________________________________

Name: ____________________________________________
Address: _______________________________________

Name: ____________________________________________
Address: _______________________________________

Name: ____________________________________________
Address: _______________________________________

Name: ____________________________________________
Address: _______________________________________

12. If this application is submitted for the same variances which have been denied by the Zoning Board of Appeals, then describe any changes in facts or circumstances involved or affecting the premises.
Signature of Appellant: __________________________  Date: __________________________

Signature of Property Owner: __________________________  Date: __________________________
ZONING BOARD OF APPEALS CHECKLIST FOR SUBMITAL OF APPLICATION

Read and comply with all applicable aspects of the Zoning Regulations pertaining to the Zoning Board of Appeals. Provide written comments/answers to the attached Section 59.4.3 a, b, c and d and describe how your requested variance complies with those regulations.

THIS CHECKLIST MAY NOT BE ALL INCLUSIVE.

Submit with application for staff and Board review this form with all answers. Mark the space below with a “Y” if you have read the checklist and the regulations and have supplied the required information. Mark the space with an “N” if you have read the checklist and regulations and have not supplied the required information. State your reasons why you have not supplied the required information on the remarks section of this statement.

Mark the space below with an “NA” if you have read the checklist and the regulations and found it not to be applicable to your application

Application # ____________________________
Application Location ____________________________
Applicants Name ____________________________

The following items must be submitted with your application to the Zoning Board of Appeals:

1. Copy of your deed ______
2. Copy of the Assessor’s Card ______
3. Statement of hardship ______
4. Floor plan of existing structure with dimensions ______
5. Floor plan of proposed structure with dimensions ______
6. Elevation drawings of front, rear, and sides of the building______
7. A map of your property done to scale preferably an A-2 Survey. All maps of property should indicate with dimensions of all existing and proposed structures on your property including driveway location, well and septic system location, public water and sewer, and public or private easement locations.

8. Are there any wetlands or watercourse on the property? If yes, the map of the property must show the location of the wetlands and watercourse.

9. A copy of the Town of Watertown Tax Map highlighting your property and identifying all abutting neighbors and across the street.

10. Is the property serviced by onsite septic system and private well? If yes did Torrington Area Health District approved the proposal?

11. Completed application form with application fee.

12. The name and addresses of all abutting property owners and properties directly across the street.

13. Tax Map, Block, and Lot Number.

14. Total Building Coverage (%).

15. Total Impervious Surface Coverage (%).

16. For Sign Applications:
   a. Existing Sign Type, Size, Location, and Drawings.
   b. Proposed Sign Type, Size, Location, and Drawings.

17. Please provide 12 copies of your application and all supporting documents plus the original for staff review and distribution. If you are unable to make copies please talk to a staff person in the Planning and Zoning Office.

REMARKS

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Written comments/answers to the attached Section 59.4.3 a, b, c, and d:


Applicant’s Signature __________________________ Date __________________________
59.4.3 No variance shall be granted by the ZBA unless it makes the following findings. (Effective date 5/15/15)

a. That there are special circumstances or conditions, fully described in the findings of the ZBA, applying to the lot or structure for which the variance is sought which are peculiar to such lot or structure and do not apply generally to lots or structures in the neighborhood and which have not resulted from any willful act of the applicant subsequent to the date of adoption of the regulation from which the variance is sought whether in violation of the provisions herein, or not;

b. That, for reasons fully set forth in the findings of the ZBA, the circumstances or conditions are such that the particular application of the provisions of these regulations would deprive the applicant of the reasonable use of the lot or structure, that the granting of the variance is necessary for the reasonable use of the lot or structure, and that the variance as granted by the ZBA is the minimum adjustment necessary to accomplish this purpose; (Effective date 5/15/15)

c. That the granting of the variance shall be in harmony with the general purposes and intent of these Regulations and the Town's Plan of Conservation and Development and shall not be injurious to the neighborhood or otherwise detrimental to the public health, safety, and welfare; and

d. That the granting of the variance is not based upon the non-conformity of neighboring lots, uses, buildings, or structures, nor upon a financial or economic hardship. Previous variances granted by the ZBA shall not be considered precedent for new variances.
Public hearings are required in the process of deciding appeals to zoning compliance. In addition to the required legal notice by the ZBA published in a local newspaper having substantial circulation in Town, applicants for an appeal from zoning compliance action shall place public hearing notice signs on the subject property observable to passing motorists and pedestrians. Public hearing notice sign(s) shall comport with the following. (Effective date 5/15/15)

59.7.1 Signs shall be

a. Placed no further than 500 feet apart along paved street frontage of property which is the subject of a ZBA public hearing, and shall be in proximity to the street with clear and unobstructed visibility to motorists passing the sign(s). If a property has no paved street frontage, sign(s) shall be posted in location(s) determined by the Administrator for Land Use / Zoning Enforcement Officer;

b. Provided by the Land Use Office upon receipt of an application fee and shall be posted on the subject property by the applicant during the ten day period prior to commencement of and during a ZBA scheduled public hearing. More than one sign may require an additional fee; (Effective date 5/15/15)

c. No less in size than 2 feet wide by 1½ feet high, indicating a land use public hearing is scheduled and displaying the Land Use Office telephone number to contact for information about the public hearing; and (Effective date 5/15/15)

d. Reasonably maintained and replaced if necessary by the applicant until the day following the close of the public hearing, at which time all sign(s) shall be removed by the applicant.

59.7.2 The applicant shall provide a statement on forms provided by the Land Use Office certifying compliance with this Regulation. (Effective date 5/15/15)

59.7.3 Failure to post and maintain sign(s) as required by this Section shall be cause for the ZBA to deem an application incomplete, unless waived by a vote of four (4) members of the ZBA. (Effective October 10, 2008) (Effective date 5/15/15)
AFFIDAVIT

I, ___________________________ of, ___________________________
hereby depose and say:

1. That I am over the age of 18 and believe in the obligation of an oath;

2. That I am the __________________________ of __________________________:

3. That I have an application pending before the Zoning Board of Appeals which is subject to Section 10.2 of the Watertown Zoning Regulations concerning the posting of public hearing notices;

4. That I have fully complied with the regulation concerning posting of public hearing notices.

Subscribed and sworn to before me, this _____ day of ________________ , 20_____

____________________________________
Commissioner of the Superior Court
Notary Public

My Commission Expires: