



Town of Watertown Connecticut
Zoning Board of Appeals
Watertown Municipal Center
61 Echo Lake Road
Watertown, CT 06795
Telephone: (860) 945-5266
Website: www.watertownct.org

Fax: (860) 945-4706

ZONING BOARD OF APPEALS
Town of Watertown, Connecticut

Application for: () Zoning Variance or () Appeal of ZEO Decision

Application Number: _____

Property Location: _____

For Office Use Only

Application Fee (\$310.00): Paid () Not Paid ()

Date of Receipt by the Land Use Office: _____

Date of Receipt by Zoning Board of Appeals: _____

Date of First Legal Notice Published: _____

Date of Second Legal Notice Published: _____

Date of Public Hearing: _____

Action Taken: _____

Conditions: _____

Date of Legal Notice of Approval/Denial Published: _____

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: _____

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:** _____



TOWN OF WATERTOWN CONNECTICUT
WATERTOWN MUNICIPAL CENTER

61 Echo Lake Road

Watertown, Connecticut 06795-2200

Planning and Zoning, Zoning Board of Appeals, Conservation Commission/Inland Wetland Agency

Telephone: (860) 945-5266

Fax: (860) 945-4706

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

2

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.

59.7 Posting Public Hearings Notices on Subject Property

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: