



**MADISON ZONING BOARD OF APPEALS**

TOWN of MADISON

Land Use Office, 8 Campus Drive

Madison, CT 06443

(FOR OFFICE USE ONLY)

Appeal No. \_\_\_\_\_

Date Filed \_\_\_\_\_

Fee Paid \_\_\_\_\_

DEP Fee \_\_\_\_\_

Unique ID \_\_\_\_\_

Date of Receipt \_\_\_\_\_

**APPLICATION**

Complete ALL of the following sections: **PLEASE TYPE OR PRINT IN INK.**  
If section does not apply to your application, indicate N/A in appropriate space(s).

(1) Type of Application (Check one):

Variance from Zoning Regulations

Appeal from decision of Zoning Enforcement Officer (Attach copy of denial or order from ZEO)

Substitution of non-conforming use (Section 12.1)

Modification of Previously Granted Variance

(2) Location of affected premises:

\_\_\_\_\_  
Assessor's Map No(s): \_\_\_\_\_ Lot No(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_

(3) Name of Owner(s): \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
*Street Town State Zip*

(4) If Owner is not Applicant, complete the following section:

Name of Applicant(s): \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
*Street Town State Zip*

(5) Name of Agent (if any): \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
*Street Town State Zip*

(6) Describe proposed application – change or action, including **all** work proposed:

(7) State Variance(s) requested and note Section(s) of the Regulations

SECTION	VARIANCE REQUESTED
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(8) IN ORDER TO IDENTIFY THE LEGAL HARDSHIP ON WHICH APPEAL IS BASED, PLEASE PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS. (Use additional pages if necessary. See Town website: [www.madisonct.org](http://www.madisonct.org) for additional information on variances and legal hardship.)

a. What conditions especially affect this parcel that do not generally affect the district in which it is situated?

b. How will literal enforcement of these regulations result in exceptional difficulty or unusual hardship?

c. How will this variance be in harmony with the general purpose and intent of the regulations?

(9) Have any previous appeals been filed in connection with these premises?  YES  NO

Date: \_\_\_\_\_ Application No.: \_\_\_\_\_ Request: \_\_\_\_\_ Decision: \_\_\_\_\_

Date: \_\_\_\_\_ Application No.: \_\_\_\_\_ Request: \_\_\_\_\_ Decision: \_\_\_\_\_

Date: \_\_\_\_\_ Application No.: \_\_\_\_\_ Request: \_\_\_\_\_ Decision: \_\_\_\_\_

Date: \_\_\_\_\_ Application No.: \_\_\_\_\_ Request: \_\_\_\_\_ Decision: \_\_\_\_\_

FOR OFFICIAL ZBA USE - Information verified: \_\_\_\_\_

(10) Is Coastal Site Plan Review Required?  YES  NO

(If yes, attach application and provide additional site and building/elevation plans. Site Plan must conform to requirements for Coastal Site Plan application.)

(11) Is the property in a Flood Zone?  YES  NO

(12) Are there Inland Wetlands and/or Watercourses on or adjacent to the property?  YES  NO

(13) Is the property

(a) located within 500 feet of an adjacent municipality?

YES  NO

(b) located within a filed Watershed Boundary?

YES  NO

(Maps are on file in the Land Use Office and Town Clerk's Office. If yes, the Applicant must notify the affected Water Company and the CT Department of Public Health at [http://www.dir.ct.gov/dph/Water/Web\\_form.htm](http://www.dir.ct.gov/dph/Water/Web_form.htm).)

(c) located in an Aquifer Protection Area?

YES  NO

(14) Complete all sections below *\*(please refer to Section 2.8 of the Regulations for exemptions and inclusions, and Section 19 for definitions of all terms):*

Lot characteristics:	Lot width: _____ ft.	Lot area: _____ sq. ft.
*Lot Coverage:	existing: _____ sq. ft.	proposed: _____ sq. ft.
*Total Floor Area:	existing: _____ sq. ft.	proposed: _____ sq. ft.
*Number of Stories:	existing: _____	proposed: _____
*Average Building Height:	existing: _____ ft.	proposed: _____ ft.
*Total Building Height:	existing: _____ ft.	proposed: _____ ft.

(15) It is helpful for ZBA members to have seen the property prior to their review of your application. Do you give Board members permission to go on your property for the purpose of observing existing conditions? YES  NO

(16) NOTIFICATION OF NEIGHBORING PROPERTY OWNERS.

Zoning Regulations Section 13.7. After making application and being given assignment for public hearing thereon, the applicant shall prepare a list of names and addresses of owners of all properties within the area which is the subject of the application and of all properties within at least 500 feet distant therefrom in all Rural Districts, and at least 150 feet distant therefrom in all other Districts, all as verified from the most current real property records on file in the Office of the Assessor of the Town of Madison The list shall include map and lot numbers.

The applicant shall mail notification of said pending application to at least one owner of each such property not more than 20 days nor less than 7 days before the date set for public hearing by transmitting the text of the legal notice for the public hearing. **A COPY OF THE LEGAL NOTICE WILL BE MAILED TO THE APPLICANT OR AGENT (IF ONE IS INDICATED) APPROXIMATELY TWO (2) WEEKS PRIOR TO THE PUBLIC HEARING. THIS NOTICE MUST BE MAILED TO ALL PROPERTY OWNERS LISTED.** Evidence of such mailing shall be submitted with the aforementioned list, in the form of United States Post Office Certificate of Mailing, to the Land Use Office prior to the date of the hearing.

At least twenty (20) days prior to the date of the public hearing and continuously thereafter until the close of the public hearing(s), the applicant shall also post a notice of the hearing on the property for which the application has been filed. Said notice shall be in the form of a freestanding sign, facing each adjacent public street, placed no more than thirty feet (30') from the public right-of-way and shall be clearly legible from the public street. Said sign shall be produced of weather resistant material and shall be professionally lettered with a minimum letter size of two inches (2"). The sign shall not be greater than twenty square feet (20 sq. ft.).

The sign shall contain the following text and the applicant shall fill-in the date and time of the hearing:

"Application pending on this property before the Zoning Board of Appeals. A public hearing is scheduled:

Time:

Date:

Place: Madison Town Campus  
8 Campus Drive  
Madison, CT 06443

For information, call (203) 245-5632."

Use a separate sheet to list properties and their owners located within 500 ft. of all lot lines of the affected property in Rural Districts, and within 150 ft. of all lot lines of the affected property in all other zoning districts. Please be sure that your list includes the following:

- Name of the Owner of Record with Mailing Address if different
- Address of Property
- Assessor's Map Number
- Assessor's Lot Number.

(17) SIGNATURE(S)

**Please be aware that the Zoning Board of Appeals has the right to place conditions of approval on the granting of a variance or variances.** Such conditions are intended to help assure that the variances will not have an unnecessarily harmful impact on the overall scheme of zoning or on the neighborhood. The Board examines the overall size and scope of the project, including all portions of the project that would, without the variance(s), comply with the Zoning Regulations, and may find that the proposed variance would have acceptable impacts if the project is built in accordance with the specific plans presented to the Board, but that it may not otherwise be acceptable.

**When the Zoning Board of Appeals approves an application, that does not automatically give you the right to build.** You must apply for a Building Permit if applicable. Your Building Permit Application **will be** reviewed by the following Town departments: BUILDING, ZONING, INLAND WETLANDS, and HEALTH. It **may** also be reviewed by: FIRE MARSHAL, ENGINEERING, or OTHER APPLICABLE STATE OR FEDERAL AGENCIES. Each Department has its own criteria and regulations to enforce, one no more important than the other. Please be aware that there may be other local, state, or federal agencies or regulations that may need to be addressed. **THIS IS THE RESPONSIBILITY OF THE APPLICANT.**

**THE PLANS SUBMITTED WITH THE BUILDING PERMIT APPLICATION MUST BE THE SAME AS THOSE SUBMITTED AND APPROVED WITH YOUR VARIANCE APPLICATION.**

*I hereby declare that all statements contained in any documents and/or drawings submitted as part of this application are, to the best of my knowledge and belief, true and accurate as presented and that I have read and understand the foregoing:*

**APPLICANT:** \_\_\_\_\_  
*signature* *print name* *date*

**OWNER:** \_\_\_\_\_  
*signature* *print name* *date*

**ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION – (Initial box for each completed item.):**

FOR  
OFFICIAL  
ZBA USE

- 1. Site Plan. If site plan is not an A-2 survey, EXPLAIN WHERE SITE PLAN INFORMATION WAS OBTAINED (reference maps, deeds, dimensions, measurements taken from, etc.). EXPLAIN ON A SEPARATE SHEET OF PAPER. SHOW **ALL** present and **ALL** proposed structures on this plan. Indicate the number of feet from each side of all buildings to nearest lot line and number of feet between buildings on lot. Show size of lot and location and name of all streets bounding lot. Show all easements, rights-of-way, driveways, and approved sanitary system on the property. Show all inland/tidal wetlands and/or watercourses and/or coastal resources on or adjacent to property. **One (1) additional set of all site plan sheets must be submitted if a Coastal Site Plan review is required.**
- 2. Plans, blueprints, elevation drawings, documents, photographs, etc. as needed to enable the Board to make a decision on the appeal. Existing and proposed construction must be clearly identified. **One (1) complete full size set of plans must be submitted.** This is in addition to the set of plans submitted for the preliminary review.
- 3. 11" X 17" reductions of all full size plans.
- 4. List of names of all property owners within 150/500 feet of property affected.  
  
NOTE: CERTIFICATES OF MAILING MUST BE SUBMITTED PRIOR TO THE DAY OF THE PUBLIC HEARING; THE APPLICATION WILL NOT BE HEARD AS SCHEDULED IF THE MAILING IS NOT CORRECTLY DOCUMENTED
- 5. Copy of Tax Assessor's property field card(s) (obtained from Assessor's office) showing both sides.
- 6. Copy of Tax Assessor's map(s) showing location of subject and adjacent properties.
- 7. Fee. Make check payable to Town of Madison.
- 8. Copy of any information mailed to abutters in addition to legal notice. (Note: Legal Notice is required to be mailed; additional explanation is optional.

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\_\_\_\_\_

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FOR OFFICIAL ZBA USE

Certificates of Mailing received: \_\_\_\_\_

Certificates of Mailing checked: \_\_\_\_\_

Sign Placement Verified: \_\_\_\_\_