

# ZONING BOARD OF APPEALS

## Redding, Connecticut

**Application for:**

**Fee: \$** \_\_\_\_\_

- Variance
- Appeal

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone (hm/cell): \_\_\_\_\_ email: \_\_\_\_\_

Assessor Map Number: \_\_\_\_\_ Assessor's Lot Number: \_\_\_\_\_

(if any map on file in the Town Clerk's office will assist in showing the property, give map number)

Give an accurate description of the property involved, with boundaries:

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If this application is not by the Owner, then a written consent to the application should be filed at, or prior to, time of the hearing or should be indicated on this application or some other authority to take this appeal, should be indicated as contract, purchaser, lessee, etc.

What variance is desired, or from what action is this appeal being taken? Indicate the specific provisions of the Zoning Regulations from which you seek relief:

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Specify fully the reasons why the variance or appeal should be granted, stating clearly the exceptional difficulty or unusual hardship. (Bear in mind that financial hardships WILL NOT warrant a variance.) State exactly the terms of the resolution you desire the Zoning Board of Appeals to grant:

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

Signature of Applicant: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Email: \_\_\_\_\_

**In addition:**

**File with the application a map or plot plan, preferably a surveyor's map or a correct copy of an official map on file, or an accurate diagram showing exact distances or measurements involved, correct location of buildings, etc. This map or diagram will become part of the application.**

TO: ALL ZBA APPLICANTS  
FROM: Jean Winters  
Administrative Assistant, Redding ZBA

RE: Instructions for filing a ZBA Application

The Redding Zoning Board of Appeals (ZBA) is located in the Town Hall Office Building where the applications can be obtained.

Please read through the following instructions carefully and completely.

If you need to contact me regarding a ZBA matter, you may call **Monday through Thursday from 8:00am to 3:00pm at (203) 938-8517.**

ZBA meetings are scheduled **once a month** on the **third Tuesday** of each month and are held at 7:30PM in the Hearing Room in the Town Hall. The application deadline is 3:00pm, 21 days prior to the meeting date. This is necessary because by state statute the legal notice for a ZBA meeting must appear in the local newspaper twice prior to the meeting. There is no exception to the deadline.

**There is an application fee payable to the Town of Redding in the amount of \$200 for an appeal or variance request, \$60.00 for a DEEP Permit Fee and \$100 for Legal Notices posted in the local newspaper.** If you are unclear as to what your fee should be, please ask.

**You will need to fill out the application completely and include the following:**

- The **specific zoning regulation** you are requesting relief from. (Example: Section 4.6.5 or Section 6.17.2a, etc).
- **How much relief you are requesting** (Example: reduce side yard setback from required 40 feet to 38 feet).
- **What are you constructing?** (Example: kitchen addition, garden shed, driveway, inner court, etc.)
- **The hardship** (Example: Why the addition cannot be placed in another location which would conform to current zoning regulations - septic, well, topography, etc.) **Please note that financial consideration is not a hardship.**

If any information is missing or unclear on your application, it could delay your hearing for another month.

**Be sure to include your phone number, mailing address and correct zip code in your application.**

A map of your property must be submitted, showing the property boundaries and all buildings, structures, etc. to scale. The map must show the proposed request for variance structure/building/driveway, etc. to scale.

A list of abutting property owners' names and mailing addresses is required. I will also need to know if your property is within 500 feet of another town or city. If it is, in accordance with Connecticut state statute, that town or city needs to be notified of the variance request or appeal.

If possible, letters from your neighbors stating how they feel about your application and photographs of the property can be brought to the meeting or submitted with your application. Although these are not required, they can be beneficial.

Once you have all of this information together, **please submit your original application and supporting information along with 9 (NINE) COPIES stapled into sets for a total of 10 (TEN) sets.** You will receive written notice as to when your application will be reviewed and voted on. Plan on attending the hearing to present your application and answer any questions the Board may have.

The completed application and supporting information **X10** should be mail to the Town of Redding, PO Box 1028 attn: Jean Winters or brought in to the Town Hall Monday thru Thursday 8:00am - 3:00pm.

**REQUIRED CHECKLIST:**

- ✓ 10 sets of application and map(s) listing specific zoning regulation requesting variance from and how much.
- ✓ Check payable to the Town of Redding
- ✓ List of abutting property owners with mailing addresses
- ✓ Your phone number and mailing address
- ✓ Yes or No if your property is within 500 feet of another town or city

**Additional Information:**

- ✓ Letters from neighbors
- ✓ Photographs

If your application or appeal is approved, there is a 15 day waiting period from the day the approval notice appears in the Redding Pilot. This allows anyone who wishes to file an appeal to the ZBA's decision an opportunity to do so.

REDDING ZONING BOARD OF APPEALS

2018 FEE SCHEDULE

EFFECTIVE FEBRUARY 13, 2018

All applications to the Redding Zoning Board of Appeals are subject to the following fees and costs:

Application Fee.....	\$200.00
State of Connecticut Land Use Fee .....	\$ 60.00
Legal Notice Fee: Notice of Public Hearing* .....	\$ TBD
Legal Notice Fee: Notice of Decision .....	\$ TBD

In addition to the above, applications may also be subject to the following:

“After the Fact” or Enforcement Appeals Fee** .....	\$200.00
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\*In the event that a meeting is cancelled due to weather conditions, or due to lack of a quorum, the legal notice fee for a rescheduled meeting will be paid by the town. In the event that an applicant requests a hearing to be postponed, all new legal notice costs will be paid by the applicant.

\*\*In the event that an Enforcement Appeal is granted by the board, the Application Fee and Enforcement Appeals Fee will be returned to the applicant. Other costs associated with the application will still apply.

Draft: 12/19/16  
Adopted: 2/13/18