



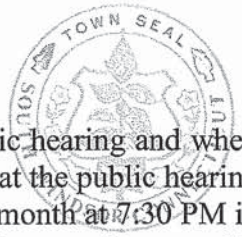
Town of South Windsor Zoning Board of Appeals Application Requirements

☒ VARIANCE REQUEST ☐ Area Variance ☐ Use Variance:

1. ☒ Fill out application **completely** - typed or printed in ink with required signatures. (If applicant is not the owner, owner signature is required on the application. In lieu of the owner's signature, a letter from the owner authorizing the applicant to act as its representative is required.) **Ten (10) copies of the application must be submitted.**
2. ☒ A surveyed site/plot plan (Class D or better) must be submitted with the application. The plan shall include the following:
 - Name of property owner, address of property
 - Property lines, streets, building lines, easement lines
 - Location and size of all existing and proposed structures on the property
 - **Ten (10) copies of the survey/plot plan must be submitted.**
3. If this is a request for a variance:
 - ☒ A copy of the legal description and deed of the property must be included with the application. This can be obtained in the Town Clerk's Office. **Two (2) copies of the legal description and deed must be submitted.**
 - ☒ Abutting neighbors and properties across the street must be notified of the variance request, via certificate of mailing. (A sample letter is included.) Names of abutting neighbors can be obtained at the Town's Assessor's Office. The applicant must submit a copy of the letter along with the certified receipts to the Planning Department within 7 days of filing the application. **Two (2) copies of the abutter notification and evidence of mailing must be submitted.**
4. ☒ If this is an application for a sign variance, in addition to the above, there is a supplementary packet that must be filled out and submitted. This is additional information for the Board.
5. ☒ Fee for the application is \$190.00. Checks should be made out to the "Town of South Windsor".
6. When the application is submitted to the Planning Department, the applicant will be given a ZBA sign which is to be displayed on the property at least 10 days prior to the public hearing, clearly visible from all abutting streets.
7. The applicant will be notified by mail of the time, date, and place of the public hearing and when the ZBA sign must be posted. The applicant (or a representative) must be present at the public hearing to present the application. Meetings are generally held the first Thursday of every month at 7:30 PM in the South Windsor Town Hall. Cutoff for applications is the second Thursday of the preceding month.

☐ APPEAL OF ZONING ENFORCEMENT/DECISION

1. ☐ Fill out application **completely** - typed or printed in ink with required signatures submitted in accordance with the ZBA cutoff dates. There are no fees for a Zoning Enforcement Appeal. **Ten (10) copies of the application must be submitted.**



2. ☐ The applicant will be notified by mail of the time, date, and place of the public hearing and when the ZBA sign must be posted. The applicant (or a representative) must be present at the public hearing to present the application. Meetings are generally held the first Thursday of every month at 7:30 PM in the South Windsor Town Hall. Cutoff for applications is the second Thursday of the preceding month.