

Town of Waterford
Zoning Board of Appeals
Guidelines For Use With Application Form

1. Check type of variance requested
2. Submission must include the name of each owner of record as it appears on the land record (deed) of the Town of Waterford for the subject parcel. Complete mailing address, telephone number and e-mail address must be provided.
3. Submission must include the full name, mailing address, telephone number and e-mail address of each applicant.
4. Submission must include the full name, mailing address, telephone number and e-mail address of the agent. An agent prepares the application for submission and/or will represent the owners/applicants at the scheduled hearing.
5. Check appropriate choice.
6. Provide parcel information (map/parcel number can be found on the Assessor's field card).
7. Fill in requested information.
8. Cite the appropriate section(s) of the Zoning Regulations you are appealing. **It is the responsibility of the owner, applicant or agent to complete this section.** If administrative staff assists with the completion of this section, no responsibility is assumed for correctness.
9. Fill in requested information.
10. Explain the hardship associated with this property which prevents you from meeting the regulations.
11. It is the owner's, applicant's or agent's responsibility to research previous appeals and respond accordingly. The minutes and notices of decisions of the ZBA are maintained in the Office of the Town Clerk.
12. Check appropriate box. The owner, applicant, or agent must determine if the subject site is within the Coastal Area Management Boundary as shown on the Coastal Boundary Map prepared by the Connecticut State Department of Environmental Protection and adopted 1/18/82 by the Waterford Planning and Zoning Commission. If the property is within the CAM boundary, an additional fee will be necessary to process the application, and shall be submitted with an entire application. Copies of said map are on file in the Zoning Office and the office of the Town Clerk. All buildings, uses and structures fully or partially within the coastal boundary as defined by Section 22a-94 of the Connecticut General Statutes as delineated on the Coastal Boundary Map for the Town of Waterford shall be subject to Section 22a-105 through 22a-109 of the Connecticut General Statutes. Refer to Section 25.4 of the Zoning Regulations to determine if the project requires coastal site plan review.
13. Original signatures of the Owner(s) and Applicant(s) are required.

- Plot Plan (see requirements below)
- Legal description (deed)
- List of all property owners within 150 feet of all boundaries of the subject property (see requirements below).
- Portion of Assessor's map(s) showing the subject site and the properties within 150 feet.
- Assessor's street (property) card.

Plot Plan Requirements

- A. **A plan prepared by a licensed surveyor/engineer to A-2 standards**, drawn to a scale of 1" = 40' or other such scale which provides sufficient detail at the discretion of the Zoning Official. Said plan is to be tied into the Town's GIS control network if the subject property lies within 2,000 feet of such control. At least two boundary points of the A-2 plan are to be labeled with horizontal coordinates established from the Town's GIS control network.
- B. Location and size of all existing buildings and uses.
- C. Location and size of all proposed building and uses.
- D. Location and size of all water supply facilities and utilities.
- E. Location and design of all sanitary disposal systems.
- F. Location of all accessory buildings and swimming pools.
- G. A location plan which shows the subject property in relationship to nearby streets – a portion of the zoning map for the area can be copied and the parcel highlighted.
- H. Location of any regulated wetlands on the property. It may be required that these wetlands be flagged by a certified soil scientist, and located by a surveyor at the discretion of the Zoning Official.
- I. Location or distance to adjacent buildings on neighboring properties and wetlands.
- J. Zoning Compliance chart with the requested variance(s).
- K. The required building setback lines are to be shown on the plan.

List of Property Owners within 150 Feet

- A. Use form provided.
- B. All columns must be completed for each entry.
- C. Names (last name, first name) and addresses of owners of all properties within one hundred fifty (150) feet of all property lines of the subject site, including across streets, as shown on the latest grand list of the Town of Waterford in the Assessor's Office.

Notification of Adjacent Property Owners

- A. The applicant shall mail notification of application to at least one owner of each property within 150 feet not more than thirty (30) days or less than ten (10) days before the date set for the public hearing, by transmitting the text of the public hearing notice provided by the Zoning Office. Evidence of such mailing shall be submitted in the form of United States Post Office Certificates of Mailing to the Zoning Office at least five (5) days prior to the hearing date.