

ZONING BOARD OF APPEALS OF THE CIVIC ASSOCIATION OF SHORT BEACH

APPEAL FOR A VARIANCE

MANNER OF FILING USING FORM 30 AND FORM 30A

1. All applications for an Appeal for a Variance or Appeal for a Review of Action shall be contained in the official form adopted by the Zoning Board of Appeals (ZBA) for that purpose, which shall be available from the Executive Board of the Civic Association of Short Beach. An appeal shall be taken to the ZBA within sixty (60) days after an appealable action by the Executive Board of the Civic Association of Short Beach.

2. Twelve (12) copies of the Application (Form 30) and Schedule A Information (Form 30A) with original signatures of the applicant (or agent) and the owner shall be submitted, together with the Filing Fee of \$250 (checks made payable to the Civic Association of Short Beach). All information requested on form shall be completed by applicant and be consistent with all other documents. If extra space is needed, use separate sheets of paper.

3. Applications shall be accompanied by all of the following documents:
 - 3.1. Twelve (12) copies of all pages of the current Deed for subject property;
 - 3.2. Twelve (12) copies of denial of Application for Zoning Permit by Executive Board of C.A.S.B.;
 - 3.3. Twelve (12) original copies of a Property and Boundary Survey, dated after 8/13/96 and conforming to Sec. 20-300b[-1, et seq.,] of the Regulations of Connecticut State Agencies, [as amended,] and each bearing the original signature and seal of a Connecticut licensed surveyor [sic] such survey to include, but not be limited to:
 - a. Title block, north point, numeric and graphic scale, location map, seal and signature of the preparer and signature, street address, assessor's map, block and lot number, and all revision dates;
 - b. Boundaries of the property certified to a State of CT Class A-2 Survey Standard (Effective 8-5-98); and Location of all existing buildings, additions, structures, walls, fences, property size, frontage, septic system and landscaping.
 - 3.4. Twelve (12) copies of a Topographical Survey are required if topographical conditions are claimed as a hardship. In addition, photographs of conditions may be submitted;

- 3.5. Twelve (12) copies of Building Plans. Required for proposed new buildings as well as additions or alterations to existing buildings. All elevation drawings and floor plans need to be accurate, to scale, and include dimensions of structures, [including, if applicable, current dimensions];
- 3.6. Twelve (12) copies of a Plot Plan accurately drawn to scale. Plan should agree with A-2 Survey. Plot plans shall include:
 - a. Dimensions and area of the lot, including apparent width of all abutting street rights-of-way and all other easement and rights-of-way of record;
 - b. The height, dimensions, setbacks, square footage, number of stories, and location of all existing and proposed buildings and other structures on the lot;
 - c. The existing and proposed uses of each part of any building;
 - d. The number of family units the buildings are designed to accommodate;
 - e. The location, area and dimensions of all required off-street parking spaces and vehicle access; and
 - f. Plot plans accompanying applications pertaining to commercial uses, including gasoline filling stations, automotive repair garages, and parking lots shall also include the location of any petroleum pumps, plantings, curbs, sidewalks, signage, area lighting with height and intensity, vehicle exits and entrances and all required parking and loading spaces.
4. Applicant is responsible for notification of all adjoining property owners, by certified mail - at least fourteen (14) days prior to hearing. Receipts (certificate of mailing) must be submitted at the hearing. Applicant is also responsible for recording of the variance, if granted, in the Branford Land Records.
5. The Zoning Board of Appeals at its discretion may deny an appeal (without prejudice) for a failure to comply with any of the foregoing rules. Any resubmitted application shall incur a new filing fee.
6. On an application for a rehearing the applicant must allege new facts and prove same at the hearing.

7. Applications are to be submitted to the ZBA, at a ZBA meeting. Only complete applications accompanied by the filing fee and all required documents, collated together, may be submitted to the ZBA. Application[s] will be reviewed for completeness and accuracy in accordance with Section 10.2.3 of these rules. Applications deemed complete and accurate will be formally accepted at the next regular meeting of the ZBA, at which time the date(s) for a public hearing will be set.
8. Public hearings shall be scheduled to commence within sixty-five (65) days after formal acceptance of an application for appeal.
9. The period for public hearing shall be completed within thirty-five (35) days after such hearing commences.
10. All decisions on such matters shall be rendered not later than sixty-five (65) days after completion of such hearing.