

CIVIC ASSOCIATION OF SHORT BEACH  
ZONING BOARD OF APPEALS  
P.O. BOX 2012  
SHORT BEACH, CONNECTICUT 06405

**Appeal For a Review of Action**  
**Manner of Filing Using Form 31**

For Appeals Where It Is Alleged That There Is An Error In Any Order, Requirement,  
Or Decision Made By The Executive Board OR Zoning Enforcement Officer Of  
The Civic Association Of Short Beach.

1. All applications for an Appeal for a Review of Action (form 31) 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 (CASB). An appeal shall be taken to the ZBA within 60 days after notice of a decision by the Executive Board or Zoning Enforcement Officer (ZEO) of the CASB.
2. Twelve (12) copies of the Application with the original signatures of the applicant (or agent) and the owner (if applicable) shall be submitted. All information requested on the form shall be completed by the applicant and be consistent with all other documents. If extra space is needed, use separate sheets of paper.
3. Applications shall be accompanied by the following documents:
  - *Twelve (12) copies* of the Decision of the Executive Board or ZEO of the CASB.
  - *Twelve (12) copies* of any other documents that have subject matter pertinent to applicant's claim. This may include copies of deeds, land surveys, topographical surveys, building plans, plot plans, photographs, tax records, assessment records, receipts, previous zoning applications or permits, and any/or other document(s) deemed necessary by the ZBA. These requirements may be waived by the ZBA.
4. Applicant is responsible for notification of all adjoining owners (and subject property owner if applicable) by certified mail 20 days prior to the scheduled appeal meeting. This requirement may be waived at the discretion of the ZBA.
  - 4.1 The ZBA shall notify the CASB Executive Board or C.E.O of said appeal.
5. The ZBA at its discretion may deny an appeal (without prejudice) for a failure to comply with any of the foregoing rules.
6. On an application for a rehearing the applicant must allege new facts and prove same at the hearing.
7. Applications may be submitted to the ZBA any regular monthly meeting, or by arrangement with the ZBA Chairman. Only completed applications accompanied by the filing fee and all of the required documents, collated together, will be accepted by the ZBA for a hearing.
8. The ZBA will hear appeals only when submitted by the owner (or agent) of a subject property, or any property owner that owns land within one hundred (100) feet of any portion of the subject property, or any officer, department, board or bureau of any municipality aggrieved by any action of the Executive Board or ZEO of the CASB.