APPLICATION FOR APPEAL OR VARIANCE
MONTVILLE ZONING BOARD OF APPEALS

Name of Owner (s): _____ Application No. _____

Name of Applicant (s): _____ Date Submitted: _____

Mailing Address: _____

Phone Number: _____ Cell: _____ Zone: _____

Street Address of Property: _____

Assessor's Map No. _____ Lot _____ Email Address: _____

Is Property in question within **500 feet** of the Town Line? Yes ☐ No ☐

Please List The **Names And Addresses** of the Adjacent, Abutting, etc. Property Owners below (attach an additional sheet if needed):

_____ _____
_____ _____
_____ _____
_____ _____

The Applicant's **Reason** for Submitting This Application (Check One):
_____(1) There is an Error in an Order, Requirement, or Decision made by the Zoning Enforcement Officer.
_____(2) The Applicant seeks a Variance in the Application of the Zoning Regulations.
_____(3) Other. Describe: _____

The **Decision** which is being Appealed, **or** the Section(s) of the **Zoning Regulations** from which a Variance is Requested:

_____
_____

The Applicant **Requests** the Board to take the following action:

_____

The Nature of the **Unusual Hardship or Exceptional Difficulty** existing with regard to the property is: _____

_____
_____

Has any previous **Appeal** been filed in connection with these premises? _____ If so, when? _____

If the Applicant has Designated an **Agent:**
Name of Agent: _____ Relationship: _____
Address: _____ Phone No.: _____

I Certify that the information contained in this Application is true and correct and hereby authorize the Montville Zoning Board of Appeals and/or Zoning Enforcement Officer to enter upon the property in question for the purpose of inspecting the conditions described in this Application.

Date _____ Applicant(s) _____

THIS SPACE RESERVED FOR THE BOARD

Date Officially Received _____ **Date of Public Hearing** _____

Action by Board _____ **Date** _____

Application Instructions for An Appeal or Variance

1. Submit **2 (two) copies** of the completed application signed by all owners of the property and applicants to the Zoning Enforcement Officer (ZEO), Planning and Zoning Department; 310 Norwich New London Turnpike, Uncasville, CT 06382. **All applications shall be submitted to the Zoning Board of Appeals not less than twenty-one (21) days before the meeting. The day of receipt of said application to the Zoning Board of Appeals shall be the day of the next regularly scheduled meeting of the Zoning Board of Appeals, immediately following the day of submission to the Board, or thirty-five (35) days after such submission, whichever is sooner. The ZEO will review the applications; and, if deemed to be complete, will notify the applicant(s) so that certified mailings to abutters can be forwarded in a timely fashion and ZEO will advertise for a public hearing at the next regularly scheduled meeting.**

2. Include **seven (7) drawings**, reasonably to scale. The Board may require an appropriate plan prepared, signed, and sealed by a licensed land surveyor or registered professional engineer to insure compliance with the zoning regulations. Be sure to show all pertinent data -- lot lines, labeled streets or roads, location of any structures, well, septic system, etc., appropriate to your application. Also show ownership of all abutting, adjacent, and/or contiguous property owners (including those directly across the street) listing names and complete addresses of the owners. Indicate clearly what action by the Board is requested. The seven (7) copies will be distributed by the Office of the ZEO.

3. All applications shall include **a non-refundable fee** of sixty dollars ($60). Check made payable to Town of Montville. There will also be a fee, payable to the Montville Town Clerk, for filing and recording of the decision granting a variance. This fee is payable only **after** decision is made.

4. The applicant must notify the abutting property owners of the public hearing date scheduled by way of certified mail, in a form similar to the following: **(NOTE: do not send certified letters until a public hearing date is set.)**

EXAMPLE LETTER:

Dear Mr. Property Owner:

You have been identified as a property owner required to be notified by certified mail in connection with a proposed ***** (variance, appeal, exception).***

Explain the nature of variance, statutory approval or exception requested (i.e. side yard variance, front yard variance, use variance, area variance, frontage variance, gasoline station, etc.), include date, time and place of public hearing. Information regarding this application is on file in the office of the Zoning Enforcement Officer, Planning Department- Montville Town Hall. At the public hearing interested persons may appear to be heard and written communications will be received.

5. Applicants must furnish evidence that appropriate owners of record as described in item #2 above have been notified by way of certified mail of the proposed petition. Return receipts shall be requested at the time of mailing and those receipts obtained should be provided to the board before the public hearing, along with a copy of the letter mailed.

6. If a request for a variance or special exception is granted, a **Certificate of Notice of Decision** will be mailed to the applicant by certified mail within fifteen (15) days of decision. The decision will also be published in a newspaper having a substantial circulation in the town within fifteen (15) days. The decision may be appealed to court by any aggrieved party within fifteen (15) days of publication of the decision in a newspaper.

The applicant(s) must record the original Certificate of Notice of Decision in the land records of the town in order for it to become effective. In addition to recording of the decision, no work shall be performed until necessary permits are obtained from the Zoning Enforcement Officer prior to construction.