

Town of Ellington Zoning Board of Appeals Application

Type of Application: Variance Appeal of Decision Auto Dealer / Repairer License

Application #
Date Received

Notices associated with this application will be sent to the applicant unless otherwise requested.

Owner's Information

Name: _____

Mailing Address: _____

Email: _____

WHEN NOT REQUIRED BY LAW TO MAIL NOTICE BY USPS, MAY NOTICES BE EMAILED TO YOU? Yes No

Primary Contact Phone #: _____

Secondary Contact Phone #: _____

Owner's Signature: _____ Date: _____

By signing below I certify that all information submitted with this application is true and accurate to the best of my knowledge, that I am aware of and understand the application requirements and regulations, and acknowledge that the application is to be considered complete only when all information and documents required by the Board have been submitted. Moreover, by signing above I/we expressly provide written consent to the filing of the application and access to the site by the Board or its staff.

Notices associated with this application will be sent to the applicant unless otherwise requested.

Applicant's Information (if different than owner)

Name: _____

Mailing Address: _____

Email: _____

WHEN NOT REQUIRED BY LAW TO MAIL NOTICE BY USPS, MAY NOTICES BE EMAILED TO YOU? Yes No

Primary Contact Phone #: _____

Secondary Contact Phone #: _____

Applicant's Signature: _____ Date: _____

By signing below I certify that all information submitted with this application is true and accurate to the best of my knowledge, that I am aware of and understand the application requirements and regulations, and acknowledge that the application is to be considered complete only when all information and documents required by the Board have been submitted.

Street Address: _____

Assessor's Parcel Number (APN): _____ - _____ - _____ Zone: _____

Public Water: Yes No Public Sewer: Yes No
If not served by public water and sewer, applicant/owner shall make application to North Central District Health Department (Enfield Office).

Is parcel within 500' to any municipal boundary? Yes No

Are there any wetlands/watercourses within 100' of construction activity or within 250' of wetlands/watercourses when located in the Shenipsit Lake Drainage Basin? Yes No

Is the project in a public water supply watershed area? Yes No
If YES, applicant shall notify Connecticut Water Company and Commissioner of Public Health about the proposed project by certified mail, return receipt within 7 days of application Conn. Gen. Stat. §8-3i(b). Copy of application, plans, and supporting documents must accompany notice. Proof of notice and copies of return receipts must be provided to the Planning Department.

Previous Variances related to this property? Yes No If yes, specify date _____

Requesting a Variance to Zoning Regulations Section: (For Variance Application only) _____

Describe Variance Request, Appeal of Decision, or Auto Dealer/Repairer License: (Attach additional sheets if needed)

Hardship: Describe hardship and indicate why other options are unacceptable. (For Variance Application only)

GENERAL INSTRUCTION FOR APPLICATION

1. In order for application to be received by the Board, a completed application, applicable fee, proposed site development plan (for variance and auto dealer/repairer license only), and other documentation sufficient to represent the nature of the request must be submitted to the Planning Department, Town Hall Annex, 57 Main Street, Ellington, CT, 06029, **15 business days** prior to the posted meeting date. A list of meeting dates is maintained in the Planning Department, the Town Clerk's Office, and online at www.ellington-ct.gov.
2. One original signed and completed application, one copy of each attachment, and twelve (12) copies of the signed and sealed development plan(s) must be submitted, and electronic copies provided when requested.
3. The owner and applicant (if different) must sign the application.
4. The State mandated surcharge, applicable at the time of submission, shall be submitted with the application. (Please see fee schedule / consult with the Planning Department)
5. A Zoning Location Survey or Improvement Location Survey of the subject property that conforms to Horizontal Accuracy Class A-2 must be submitted with this application when requesting a variance indicating the location of the proposed structure(s) and the requested setback distance to the property line(s). The Zoning Board of Appeals reserves the right to require additional information on surveys and accept surveys and maps of a lesser accuracy.
6. Subsequent to original submission, if plans/documents are revised in any way, or additional information is requested by the Board, revised/additional information shall be submitted TWO WEEKS prior to the next scheduled meeting. If not submitted by this timeframe, the application may be continued or denied, if necessary, based on insufficient time for staff review.
7. Upon revision to any sheet in a plan set, a notation shall be made on the cover sheet and each plan sheet revised indicating the date and nature of the revision.
8. The applicant, his/her representative and/or qualified professional, must attend the meeting(s) of the Board for which the application is scheduled to be reviewed. Written notice of the time, date, and place of meetings will be sent to the applicant by the Planning Department.
9. When a public hearing is scheduled, the applicant shall send notice of hearing to all property owners within 100' of the property subject to application by US Post Office Certificate of Mailing a minimum of ten (10) days prior to the hearing date. The Planning Department will provide the applicant with a copy of the public legal notice or other form of correspondence to be enclosed with the mailing and a list of names and addresses of the abutters. Proof of adequate notice shall be provided by the applicant prior to the commencement of hearing. The applicant can generate a list of abutters using the town's GIS mapping found at <https://ellingtonct.mapgeo.io/>
10. Inquiries regarding this application may be directed to the Planning Department at (860) 870-3120.