

**PLEASE READ THE Zoning Board of Appeals INSTRUCTIONS CAREFULLY
FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS COULD RESULT IN
THE POSTPONEMENT OR DISMISSAL OF YOUR APPLICATION.**

ALL APPLICATIONS MUST BE RETURNED TO THE BUILDING DEPARTMENT ON OR BEFORE THE DEADLINE DATE BELOW AND MUST INCLUDE THE FOLLOWING:

CHECKLIST FOR SUBMITTING APPLICATIONS

summarized from instructions on opposite side of sheet

- 1. Five (5) copies of Plot Plan. (as defined in the instructions, section 5)
- 2. Five (5) copies of building plan(s) (if applicable).
- 3. For applications for liquor permits, five (5) copies of map showing location of liquor outlets within 1,500 feet of subject property; as well as all residential zoning districts, public and private schools and religious institutions within 1,500 feet of the subject location. (as defined in the instructions, section 5)
- 4. List of the names and mailing addresses (**mailing address must include ZIP codes**) of all property owners whose property abuts, is directly across the street from, and/or is within 100 feet of the subject property. **This information may be obtained from a computer printout from the Assessor's Office for the abutting owners' proper mailing addresses.**

NOTE: If the subject property is within 500' of the boundary of an adjoining municipality, the name and mailing address of the Town Clerk of that adjoining town/city must also be included.

- 5. Check for appropriate fee(s) made payable to "Treasurer, City of New Britain". Applications for Variances and Special Exceptions shall be **\$260.00**; Variances and Special Exceptions for alcohol permit locations shall be **\$400.00**; Motor Vehicle Sales, Service or Repair Uses shall be **\$400.00**; and Appeals from the decisions of the Building Inspector/Zoning Enforcement Officer shall be **\$260.00**.
- 6. Signed and notarized application (5 copies) with all required information provided.
- 7. If the applicant is not the property owner, a "**Statement and Consent of Property Owner**" form must be completed and returned with the application or it will not be processed.
- 8. On the night of the meeting, applicants must bring to the Zoning Board of Appeals meeting a completed signed and notarized yellow affidavit sheet, along with photos or other evidence of compliance with the requirements for posting of signs, noticing the public hearing and any other materials pertinent to the application.

ZONING BOARD OF APPEALS MEETINGS ARE HELD ON **THE DATES LISTED BELOW, AT 6:00 PM.** IN ROOM 201, CITY HALL, 27 WEST MAIN STREET. PARKING WITH ACCESS TO THE THIRD FLOOR OF CITY HALL IS AVAILABLE AT THE BADOLATO PARKING GARAGE ON COLUMBUS BOULEVARD.

2015

ZBA MEETING SCHEDULE

DEADLINE DATE	TO FILE FOR	MEETING DATE
December 12, 2014	-----	January 15, 2015
February 13, 2015	-----	March 19, 2015
April 10, 2015	-----	May 21, 2015
June 12, 2015	-----	July 16, 2015
July 10, 2015	-----	August 20, 2015
August 14, 2015	-----	September 17, 2015
October 9, 2015	-----	November 19, 2015