



**City of New Britain  
Zoning Board of Appeals  
CHECKLIST FOR SUBMITTING APPLICATIONS**

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**☆☆ IMPORTANT ☆☆**

**PLEASE READ THE 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 LISTED ON THE MEETING SCHEDULE AND MUST INCLUDE THE FOLLOWING:**

- 1. Five (5) copies of Plot Plan. *(See Section 5 of Instructions.)*
- 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. *(See Section 5 of Instructions.)*
- 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. **A computer printout of this information may be obtained from the Assessor's Office.**
  - \* 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 **Affidavit** of Compliance form, 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 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.**