



# TOWN OF VERNON

Office of the Town Planner

55 West Main Street, Vernon, CT 06066

Phone (860) 870-3667

## ZONING BOARD OF APPEALS (ZBA) VARIANCE APPLICATION

When applying for a variance, the applicant is seeking approval to use the property in a manner that would not otherwise be allowed under Zoning Regulations, which are Land-Use Laws that serve to protect public health, safety, convenience, welfare and property values. The ZBA's authority to grant variances is limited by law and must comply with statutory requirements. An incomplete variance application may be grounds for denial of the application. Per Connecticut General Statutes (CGS), Section 8-6, if the ZBA denies a variance application for any reason, it is not required to hear an application for the same variance or substantially the same variance for a period of six (6) months. Thus, to avoid a denial, or unnecessary delays, it is to the benefit of the applicant to submit a complete variance application with all of the information required.

### Town of Vernon's ZBA Meeting Schedule

The Vernon ZBA meets the **third Wednesday** of each month at 6:30 P.M. in the Town Council Chambers, Memorial Building (Town Hall), 14 Park Place, Vernon OR through a virtual Zoom meeting. Completed variance applications submitted by **12:00 noon** the day before a regularly scheduled ZBA meeting are typically heard at the **subsequent** regularly scheduled meeting, unless the Board decides to schedule otherwise. The applicant or his/her Authorized Representative **must** be present at the hearing.

## NOTICES

VARIANCE EFFECTIVE DATE: A decision by the ZBA to grant a variance does NOT become effective until **AFTER** a ZBA-certified copy of the **"Notice of Variance Granted"** is recorded in the **town's land records** along with any required mylar plans; any additional recording fees required beyond the initial \$60 Recording Fee paid with submission of the variance application, are the applicant's responsibility (CGS Section 8-3(d)).

The recording typically occurs within 30 days following the ZBA decision: after publication of a **"Legal Notice" of the ZBA decision** in the newspaper within fifteen (15) days of the ZBA decision (per CGS Section 8-7), and following a 15-day appeal period after publication of the Legal Notice of Decision, during which time any aggrieved party may appeal the ZBA decision in court (CGS Section 8-8). **A Zoning permit and any necessary building permits are required prior to start of construction.**



# TOWN OF VERNON APPLICATION FOR VARIANCE

Zoning Board of Appeals

App. # \_\_\_\_\_

### Property Information

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Zone: \_\_\_\_\_ Map/Block/Lot: \_\_\_\_\_

### Applicant Information

Name: (if different than above) \_\_\_\_\_

Address: (if different than above) \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Description of Request ( Variance, Special Exception, Appeal of ZEO)

Describe variance being requested and hardship (*self-created, financial or cosmetic issues are not hardships*) OR, Special Exception OR Appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section of Zoning Regulations to be Varied: \_\_\_\_\_

All of the above statements and the statements contained in any documents and plans submitted herewith are true to the best of my knowledge:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*A separate letter or email from owner authorizing permission to apply for a variance is also acceptable.*

- The fee in the amount of \$200 plus \$60 State fee totaling \$260.00 must be submitted to be considered a complete application.
- 1 copy of a sketch / plot plan clearly showing the proposed location of the structure, property lines, and distance to property lines must accompany this application along with the appropriate fee. Please consult with staff.

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**OFFICE USE ONLY**

Fee Amount: \_\_\_\_\_ Official Date of Receipt: \_\_\_\_\_

Form of Payment: \_\_\_\_\_ Public Hearing Set for: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Decision Date: \_\_\_\_\_

(stamp)

Decision: \_\_\_\_\_