

BOROUGH OF NAUGATUCK
229 CHURCH STREET
NAUGATUCK, CONNECTICUT, 06770
203-720-7040

CHECKLIST FOR ZBA APPLICATION

_____ All property owners within a 55 foot radius must be obtained from the Assessor's records and listed on the back of the original Application.

_____ Ten copies of the Application (original, plus nine copies) and Ten copies of the plans.

_____ Original application must be notarized.

_____ Fee of \$200.00 + \$60.00(State DEP) and made payable to the "Borough of Naugatuck".

_____ Affidavit of certified letters sent to all property owners with the 55 feet of the property on which a variance is being sought (responsibility of the applicant). Instructions will be given when the application is filed at the office.

BOROUGH OF NAUGATUCK
229 CHURCH STREET
NAUGATUCK, CONNECTICUT, 06770
ZONING BOARD OF APPEALS

APPEAL NO. _____ **DATE** _____ **FEE** _____

Application for Variance from the Naugatuck Zoning Regulations or appeal from the decision of the Zoning Enforcement Officer.

APPLICANT: _____

ADDRESS: _____

OWNER (If Different): _____

ADDRESS (If Different): _____

To the Zoning Board of Appeals I hereby apply for:
Variance _____ **OR** Appeal from the decision of the Zoning Enforcement Officer _____

Premises Located at _____

If vacant lot, give Account # _____ as shown on the Naugatuck Assessor's maps.

Property is located in a _____ zone.

This application relates to: Area _____ Height _____ Parking _____
Use _____ Setback _____ Other _____
Explain other _____

If work constitutes an alteration or extension to an existing building, describe briefly _____

Under what portion of the Zoning Regulations is this appeal based? _____

Has any previous appeal been filed in Connecticut with this location?
NO _____ YES _____ WHEN _____

Is the property location within 500 feet of another town? YES _____ NO _____

Please explain specific hardship _____

I hereby depose and say that the above statements and the statements contained in any papers submitted herewith are true.

NOTARY PUBLIC APPLICANT SIGNATURE

RULES AND REQUIREMENTS FOR NOTIFICATION OF ABUTTING PROPERTY OWNERS FOR ZONING APPLICATIONS

DISTANCE REQUIREMENTS OF ABUTTING PROPERTIES TO BE NOTIFIED:

- ZONE CHANGE REQUEST – Property owners within 500 feet*
- SPECIAL PERMIT APPLICATION – Property owners within 200 feet*
- VARIANCE APPLICATION – Property owners within 55 feet*

Pertaining to certified mail notice an interpretation was added November 20, 1991 that includes – “On certified mail notification as it relates to condo developments to mean those buildings/units within the required distances which include notice to the association/management.”

Each abutting property owner must have a letter sent to them certified mail. Certified mail information is available at the Post Office.

SAMPLE LETTER FORMAT:

Date

Your name and address

Now list all the property owners that are within 55 feet of your property. The same list must be on the back of your original application.

List your appeal number that the Land Use Office assigned you.

Write something similar :

The Zoning Board of Appeals, Borough of Naugatuck, will conduct a public hearing on _____ at 6:00 P.M., Fourth floor, Town Hall, 229 Church Street, Naugatuck, CT to hear and decide the following variances – (Your name and what you are asking for in plain terms – for instance -)

The Smiths at 100 Jones Road are requesting to build a garage closer to the side line than is allowed because the remainder of their property is a pond.

Note: Applicant or his representative is required to attend this meeting.

However, if the adjoining property owners do not care to participate in the hearing, their attendance is not required. The adjoining property owners have the privilege of being present at the hearing to express their views on the request if they wish to be present or to send a letter to the ZBA.

**Naugatuck Land Use Office
229 Church Street
Naugatuck, CT 06770**

Affidavit

To Whom It May Concern:

This is to certify that I mailed the required letters notifying my neighbors of the impending hearing that will take place on _____, pertaining to

Subscribed and sworn to before me this _____ day of _____.

Applicant

Notary Public

SITE ACCESS

The Owner and the Applicant and their successors and assigns, hereby grant entrance by the Borough or its agents or representatives onto the property for the purposes of inspecting the property and any proposed improvements, and installing the proposed and required improvements in the event of failure of the applicant to make such improvements or properly maintain them until the Borough has assumed responsibility for them. Such agreement shall be reflected in the deed of any property transfer to remain in effect until all the improvements have been completed, approved and accepted. Should the ownership change prior to completion, the new owner shall assume responsibility for completion per the Commission approval.

APPLICANT

OWNER

Signature: _____

Signature: _____

(Print or type applicant's name)

(Print or type owner's name)

Mailing Address: _____

Mailing Address: _____

Phone and Facsimile: _____

Phone or Facsimile: _____