ZONING BOARD OF APPEALS TOWN OF WESTON, CONNECTICUT

FEE: $100.00 **ZBA Agenda _____**

APPEAL FROM ORDER OR ACTION

Date _____

APPELLANT _____ TELEPHONE _____

Address _____

OWNER _____ TELEPHONE _____

Address _____

TAX ASSESSOR MAP NO. _____ BLOCK NO. _____ LOT NO. _____

DISTRICT: RESIDENTIAL: ☐ BUSINESS: ☐

Property Is: ☐ Is Not ☐ Within 500 Feet Of A Town Line.

Give accurate description of property site so it can be located when an inspection is required.

_____

_____

Based on the Order or Action, a copy of which is included with this Appeal form, state precisely the nature of your Appeal including reasons and any other pertinent information in support of your Appeal.

_____

_____

_____

Applicant hereby grants to ZBA Members the right to make physical on-site inspection of the subject property as may be necessary to acquaint themselves with actual conditions.

I hereby affirm that I have read the "Application Procedure and Requirements for Appeal from Order or Action" and that all statements in the Application, and the information contained in the accompanying submissions are true to the best of my knowledge.

Owner _____ Date _____

Appellant _____ Date _____

Received By Code Enforcement Officer _____ Date _____

REV 9/17/09

ZONING BOARD OF APPEALS TOWN OF WESTON, CONNECTICUT

PROCEDURE AND REQUIREMENTS FOR APPEAL FROM ORDER OR ACTION

ALL APPEALS FROM ORDER OR ACTION shall be on the official form available at the Building Department and shall be submitted to the ZBA Clerk in the Building Department at Town Hall Annex during normal business hours (9:00 a.m. to 4:30 p.m.)

APPEAL FORM MUST BE ACCOMPANIED BY THE FOLLOWING:

1. **Application Fee of $100.00 (Check payable to Town of Weston).**

   Note: All documents should be folded (NOT ROLLED) to a maximum of legal size.
   All documents submitted become part of the ZBA permanent record.

2. **Copy of original ORDER showing date and person and/or agency issuing same.**

3. **Pertinent documents (5 sets) such as certified maps or surveys prepared by a licensed surveyor or civil engineer showing all pertinent measurements relating to the Appeal, such as:**

   a Location of key features, property lines
   b Distances of structures (existing or proposed) from roads, property lines, water courses, etc.
   c When construction/alteration is involved, include plans and elevations with pertinent measurements indicated.

4. **PLAIN STAMPED (not metered) No. 10 envelopes – addressed to each property owner within 250 feet of every boundary or lot(s) involved, including those property owners across any road or street adjacent to the involved lot(s).**

5. **LIST (name/address) of persons to whom notification envelopes are to be sent (1 copy).**

6. **PHOTOGRAPHS of subject property.**

7. **Appeal from Order or Action must be signed by Appellant or the Agent who is authorized to present the Appeal as evidenced by a letter of authorization signed by the Appellant which <u>must</u> accompany the Appeal.**

8. **No Appeal will be accepted until complete and supported by necessary documentation as specified above.**

   It is recommended that:

   - **Applicants review the Appeal form and documentation with the Land Use Director at the time of filing.**

ZBA Public Hearings are normally held each month at the Town Hall and applicants will be informed by mail of the date of the hearing of their application.

NOTE: Failure to fully complete the Application form and/or provide related documents by the hearing date may render your application unacceptable for that month's hearing.

REV 9/17/09