

APPLICATION FOR VARIANCE TO ZONING REGULATIONS (Continued)

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

State fully the reasons why:

- a. Strict application of the regulations would create exceptional difficulty or unusual hardship.
- b. Such hardship is unique to the property and not shared by other properties in the neighborhood.

(Bear in mind that financial hardship alone is not sufficient basis for the granting of a Variance.)

Does variance applied for constitute an alteration, conversion, extension or expansion of existing nonconforming condition or feature?

NO Yes – if YES, explain in detail.

Has any previous application been made to this Board for a Zoning Variance or Special Permit relative to all or part of said property?

NO Yes – if YES, specify when and for what.

I hereby depose and affirm that I have read the “Application Procedure and Requirements for variances to Zoning Regulations,” and that all statements in the Application, and the information contained in the accompanying submissions are true, to the best of my knowledge.

Applicant _____ Date _____

Owner _____ Date _____

Agent _____ Date _____

Signature & Date received by Code Enforcement Officer _____

INSTRUCTIONS FOR ZBA APPLICATION FORM

All applications for variances 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.)

APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

- 1. APPLICATION FEE of \$160.00 (Checks payable to Town of Weston).**

Note: All documents, plans, maps, etc., must be folded (not rolled) to a maximum of legal size. All documents submitted become part of the ZBA permanent record.

- 2. PLOT PLAN (5 copies). Drawn to scale and certified “Substantially Correct” by a licensed Civil Engineer or Surveyor showing the following as of the date of application.**

- **Dimensions of present lot, lot area, and any proposed changes.**
- **Size and location of all existing buildings.**
- **Size and location of all proposed buildings or additions.**
- **All information necessary or useful in defining the problem involved, including, but not limited to, the location of watercourses, wetlands, areas subject to flooding, stone walls, significant plantings, fences, driveways, and easements.**
- **SEPTICS & WELLS: Plot Plan must include location of all wells, and septic areas (both primary and reserve). Locations must be obtained from and certified by the Westport/Weston Health District. If the Health District does not have the records, applicant must have locations certified by licensed well and/or septic installer (showing license numbers). Setbacks for proposed construction must conform to the current Health District Sanitary Code. Note: In the case of minor construction, i.e. decks, porches, etc., or variance requests that do not involve construction, i.e., property line adjustments, etc., the septic and well certifications may be waived by the Code Enforcement Officer.**

- 3. FLOOR PLAN (5 copies)...if a new building or alteration/addition to an existing building or structure.**

- 4. TAX ASSESSORS MAP (2 copies)**

- **Indicate lots involved in application.**
- **Print names of property owners on lots, within 250 feet of every boundary of lot(s) involved, including those property owners across any road or street adjacent to the involved lot(s).**
- **Note if property owner is Town of Weston or neighboring municipality.**

INSTRUCTIONS FOR ZBA APPLICATION FORM (continued)

- 5. TAX ASSESSOR'S CARD – Both sides (5 sets).**
- 6. PLAIN STAMPED (not metered) No. 10 ENVELOPES – addressed to each property owner within 250 feet of every boundary of lot(s) involved, including those property owners across any road or street adjacent to the involved lot(s).**
- 7. TOPOGRAPHIC MAP (1 copy). Map available from Code Enforcement Officer for copying (1"=200').**
- 8. PHOTOGRAPHS of subject property.**

NO APPLICATION WILL BE ACCEPTED UNTIL IT IS COMPLETE AND PROPERLY SUPPORTED BY THE DOCUMENTATION SPECIFIED ABOVE.

Application must be signed by OWNER/APPLICANT of property or by the Agent who is authorized to present the application as evidenced by letter of authorization which MUST accompany the application.

It is RECOMMENDED that:

- Applicants review the application with the Land Use Director at the time of filing.**
- In the case of construction in a Regulated Area, i.e., in or adjacent to wetlands, flood plains, watercourses, etc., applicants should consider obtaining Conservation Commission approval before coming to ZBA for any variance.**

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.