

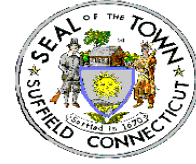
ZBA Use Only:

Appeal Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

Application Fee \$: \_\_\_\_\_

March, 2009



**SUFFIELD ZBA APPLICATION**  
**APPLICATION MUST BE FILLED OUT COMPLETELY**

Location of affected premises or Lot: Zone \_\_\_\_\_ Address: \_\_\_\_\_

Assessor's: Map#: \_\_\_\_\_ Block#: \_\_\_\_\_ Lot#: \_\_\_\_\_

Located on the \_\_\_\_\_ side of \_\_\_\_\_

Approximately \_\_\_\_\_ feet from intersection of \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ Cell Number: \_\_\_\_\_

Address: \_\_\_\_\_ Town/City \_\_\_\_\_ State \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Owner[s] of Record [if different]:** \_\_\_\_\_

Address: \_\_\_\_\_ Town/City \_\_\_\_\_ State \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

This appeal relates to *[circle]*: Lot Area Yard[s]/Set-back[s] Frontage Signs Accessory Building  
Motor Vehicle License Appeal of ZEO Decision Other \_\_\_\_\_

Under what Section[s] of the Zoning Regulations is the appeal based: \_\_\_\_\_

Describe what the appeal is for: \_\_\_\_\_

Prior appeal in connection with premises: \_\_\_\_\_

What is the **HARDSHIP CLAIMED**: \_\_\_\_\_

LIST NAMES, ADDRESSES AND ZIP CODES OF **ALL** ABUTTING OR PROPERTY OWNERS  
WITHIN 100 Feet *[including across the street]*, as recorded in the Assessor's Office as of the date of this  
application: *[if more space than below is needed submit on separate sheet and add to application.]*

\_\_\_\_\_ ADDRESS \_\_\_\_\_

\_\_\_\_\_ ADDRESS \_\_\_\_\_

\_\_\_\_\_ ADDRESS \_\_\_\_\_

\_\_\_\_\_ ADDRESS \_\_\_\_\_

*I/we hereby certify that the information included in this application is true and correct to the best of my  
knowledge and all pertinent documentation is submitted as required by ZBA. I hereby permit Town staff  
and ZBA members to enter onto the subject property to inspect during reasonable hours for the purpose of  
reviewing this application and accompanying plans.*

\_\_\_\_\_  
Signature [s] of **APPLICANT [S]**

\_\_\_\_\_  
Signature [s] of **OWNER [S]**

## APPLICATION REQUIREMENTS FOR ZONING BOARD OF APPEALS

In order to process your application, it is necessary for you to completely comply with the following requirements.

1. SUBMIT EVIDENCE OF APPROVAL FROM THE FOLLOWING AGENCIES:
  - A. **Conservation Commission / Inland wetlands**
  - B. **North Central Health District** (If not on Sanitary Sewers)
  - C. **Historic Commission** (If in Historic District)

**NOTE:** These approvals must be presented to the Zoning Enforcement Officer at least **5 days** prior to the meeting date.
2. Twelve (12) copies of Site Plan as required by Zoning Regulation section 6.11.1. **NOTE:** An A-2 Certified plan may be required for some applications when deemed necessary by the ZBA.  
**NOTE:** Site Plans not required to be A-2 Certified must be prepared to scale and of good quality in order for the ZBA members to fully understand the application. Unsatisfactory or incomplete plans will be rejected.
3. Required fee at time of application submittal is \$280.00. Payable to the town of Suffield.  
**NOTE: Beginning on 10/1/2009, the fee increased to \$310.00**
4. Application must be **Typewritten** or printed legibly in **Black Ink**.
5. Application must have names addresses and Zip Codes of abutting owners and property owners within 100 feet. This also includes properties across the street if within 100 feet.
6. Application must be signed by the property owner(s), also the applicant.
7. Application must be signed by the Zoning Enforcement Officer.
8. All applications **MUST BE RECEIVED** by the Zoning Enforcement Officer no later than the first day of the month in order to hold a Public Hearing in the same month. Meetings are scheduled for the last Tuesday of each month. (No exceptions)
9. Applicant will receive a copy of the Meeting Notice by mail. Applicant must attend to present your case and to answer any questions.
10. Twelve (12) copies of proposed building plans (including front, side and rear elevations) to scale and of good quality must be submitted with application. Unsatisfactory plans will be rejected.
11. The staking of the proposed corners of any proposed structure requiring a variance to accommodate pre-hearing site inspections.
11. Contours on the site plan in sufficient detail to show general topography.
12. A plan to scale showing the total layout, including all buildings on the adjacent lot within one-hundred (100) feet of the proposed structure for which the variance is being sought.

**SUGGESTIONS FOR FILING AN APPLICATION:** It is important to fully communicate with the Zoning Enforcement Officer during the application process to ensure that the information presented to the ZBA is adequate so the commission members have a full understanding of the applicant's request. All of the requested information on the application must be provided. Fully describing your hardship is of utmost concern because decisions by the ZBA **MUST** be based on a hardship. **NOTE:** Any variance granted by a ZBA will be based on a hardship especially effecting the land or structure for which the variance is sought and not to the personal or financial circumstances of the appellant.