

ZONING BOARD OF APPEALS
TOWN OF WILTON, CONNECTICUT
Town Hall Annex, 238 Danbury Road, Wilton, CT 06897

HELPFUL INFORMATION FOR VARIANCE APPLICATIONS

1. WHAT IS A VARIANCE? A VARIANCE is an exception granted by the Zoning Board of Appeals (ZBA) from the terms or standards of the Zoning Regulations for an individual property where, because of special conditions, a literal enforcement of the Regulations would result in exceptional difficulty or unusual hardship. However, a variance MUST still be in harmony with the general intent of the Town's Plan of Conservation and Development and not contrary to public welfare.
2. The granting of a VARIANCE is a fine balance between attempting to maintain the Town's Plan of Conservation and Development of uniformly regulated districts, and the need to provide relief from the terms or standards in individual circumstances. VARIANCES are granted only for individual parcels and for particular purposes.
3. It is the applicant's obligation to present and establish hardship. Financial impacts or self-created conditions or an inability to use a property at its maximum potential or reasons that the proposed change would not adversely affect the neighborhood are not considered a hardship in this context. Hardship is generally seen as a physical or restrictive imposition beyond the reasonable control of the owner.
4. The ZBA may attach conditions to a granted VARIANCE in order to make them more in harmony with the purpose of the Zoning Regulations. Typical conditions that could be attached to a setback variance might include the installation of a screen or buffer.
5. Prior to making an application for a residential or commercial variance, please consult with the office staff and become familiar with the current Zoning Regulations which apply towards the property or project in question. The office staff can help answer questions and guide you in finding the information required for a complete application. Professional land or Resource Planners and Land Use Attorneys may also be helpful.
6. Complete applications for either a RESIDENTIAL or COMMERCIAL PROPERTY VARIANCE are received in the ZBA Office, located within the Planning and Zoning (P&Z) Office in the Town Hall Annex, 238 Danbury Road, Wilton, CT, 06897. The office is open Monday through Friday, 8:00 A.M. to 4:00 P.M. Telephone: (203) 563-0185.
7. Please **TYPE** or print clearly all materials and application forms.
8. The deadline for receipt of a completed application is THE TWENTY FIFTH (25) of EACH MONTH; for eligibility for a PUBLIC HEARING the following month. Only a complete application can be accepted.
9. The ZBA has scheduled meetings on the third Monday of each month, excluding August and concurrent holidays. A copy of the official meeting schedule may be obtained in the Town Clerk's Office or the P&Z Office.
10. Much of the required information may be found by researching the land records located within the P&Z Office, the Town Clerk's Office and the Assessor's Office. A public access computer is available in both the P&Z Office and the Assessor's Office.

BRIEF EXPLANATION OF REQUIRED APPLICATION MATERIALS

WLR MAP # Wilton Land Record map number filed in the Town Clerk's Office.

VOLUME and PAGE Deed reference filed in the Town Clerk's Office.

TAX MAP #, LOT # Refers to Assessor map records.

ACREAGE Refers to the acreage of the subject parcel.

LOCATION MAP May be a photocopy of Town maps, indicating subject parcel.

CLASS A-2 SURVEY MAP Prepared by a licensed Connecticut Land Surveyor. Consult the Town Clerk's Office for filed surveys in the Wilton Land Records.

SITE DEVELOPMENT PLAN A map drawn to scale and in tandem with the above survey showing the existing and proposed conditions, including building elevations.

LIST OF PREVIOUS ZONING VARIANCES Recorded in the Town Clerk's Office and with the P&Z Office.

LIST OF OWNERS WITHIN 500' Name and mailing address of the owners of properties within 500 feet of the subject property, including public and semi-public parcels.

ONE #10 ENVELOPE Based on the above list of owners, please leave the return address blank.

WILTON ZONING BOARD OF APPEALS - COMMERCIAL VARIANCE APPLICATION - ZBA#

Please consult the Zoning Regulations when applying for a variance, particularly Section 29-13.

Please TYPE or print clearly... (See last 2 pages for brief explanation)

APPLICANT'S NAME _____ ADDRESS _____

OWNER'S NAME _____ ADDRESS _____

PROPERTY LOCATION _____ ZONING DISTRICT _____

WLR MAP# VOLUME PAGE TAX MAP # LOT # ACREAGE

VARIANCE DESCRIPTION: In the space below, please state concisely the section(s) of the Zoning Regulations proposed to be varied and the specific variance requested (i.e: Request a variance of Section 29-__ to allow ____ (an addition, a pool, average lot width, or whatever) with ____ in lieu of the required _____. For instance, a variance request for a building addition that encroaches into the required fifty foot rear setback area by 7 feet would read as follows: "Request a variance of Section 29-5.D to allow a building addition with a 43 foot rear yard setback in lieu of the required 50 feet." ATTACH SEPARATE SHEETS AS REQUIRED.

HARDSHIP DESCRIPTION: In the space below, state the specific conditions pertaining to the perceived "exceptional difficulty or unusual hardship" with respect to the parcel of land, not generally encountered within the zoning district, which would make development in full accordance with the existing Zoning Regulations extremely difficult. ATTACH SEPARATE SHEETS AS REQUIRED.

THE FOLLOWING MATERIAL SHALL BE ATTACHED: (see last 2 pages for brief explanation)

All submitted plans and documents shall bear the signature, seal and license number, as appropriate, of the professional responsible for preparing each item.
All plans shall be collated into sets (either clipped or stapled), with maps folded (not rolled).

SUBMIT TEN (10) **COLLATED** SETS (INCLUDING 1 ORIGINAL SET) OF THE FOLLOWING DOCUMENTS:

- _____ APPLICATION FORM
- _____ LIST OF OWNERS WITHIN 500' of the subject property as shown by Tax Map & Lot #.
- _____ A-2 SURVEY of the subject property showing all existing building and site conditions.
- _____ SITE DEVELOPMENT PLAN showing all proposed additions, amendments and/or site improvements, including building elevations, septic systems, wells, and all measurements pertaining to the application, such as location and distance(s) of proposed structures and/or improvements from the subject property lines.
- _____ LOCATION MAP at a scale of 1"=800' or less. Said map shall identify the site location and shall show the surrounding area and streets.
- _____ LIST OF PREVIOUS ZONING VARIANCES describing any variances and the action taken.

ALSO SUBMIT:

- _____ ONE COPY OF DEED INCLUDED WITH ORIGINAL SET ONLY (Obtain in Town Clerk's Office)
- _____ TWO #10 ENVELOPES (4.25 x 9.50 in.) stamped and addressed to applicant (No Return Address)
- _____ ONE #10 ENVELOPE (4.25 x 9.50 in.) addressed and stamped for each owner of real property within 500' (No Return Address)
- _____ \$310 FILING FEE payable to: Town of Wilton

IS THE SUBJECT PROPERTY LOCATED WITHIN 500 FEET OF THE MUNICIPAL BORDER? YES or NO

IS THE SUBJECT PROPERTY LOCATED WITHIN THE PUBLIC WATER SUPPLY WATERSHED BOUNDARY? YES or NO [If YES, contact Planning & Zoning Dept for DPH Addendum Form.]

IS THE SUBJECT PROPERTY LOCATED IN THE FLOOD PLAIN? YES or NO

WHEN WAS THE SUBJECT PROPERTY PURCHASED? _____

IN WHAT YEAR WAS THE MAIN STRUCTURE CONSTRUCTED? _____

SITE COVERAGE PROPOSED: _____
(AS PERCENTAGE OF SITE)

BUILDING COVERAGE PROPOSED: _____
(AS PERCENTAGE OF SITE)

THE APPLICANT understands that this application is to be considered complete only when all information and documents required by the Board have been submitted.
THE UNDERSIGNED WARRANTS the truth of all statements contained herein and in all supporting documents according to the best of his or her knowledge and belief; and hereby grants visitation and inspection of the subject property as described herein.

APPLICANT'S SIGNATURE

TELEPHONE

OWNER'S SIGNATURE

TELEPHONE