

2. Application: All applications for variances shall be submitted in writing in a form prescribed by the ZBA. The ZBA may deny an application if incomplete as submitted.
3. Notice of Hearing: The applicant shall submit, as part of the application, stamped envelopes addressed to each of the owners, as of the date of application, of all properties which are the subject of the petition, and all properties within 500 feet of any portion of such properties, as provided for in 29-12.G. Such property owner names shall be those indicated on the most recent tax assessment list of the Town and shall include the actual owners of record where known to be otherwise by the petitioner.
4. Referrals: The ZBA may refer any appeal or application to any department, agency or official it deems appropriate for review and comment.
5. Public Hearing: The ZBA shall hold a public hearing on all appeals and applications for variances, shall decide thereon, and shall give notice of its decision as required by the General Statutes.
6. Finding: No variance shall be granted by the ZBA unless it finds:
 - a. That there are special circumstances or conditions, fully described in the findings of the ZBA, applying to the lot or structure for which the variance is sought, which are peculiar to such lot or structure and do not apply generally to lots or structures in the neighborhood and which have not resulted from any willful act of the applicant subsequent to the date of adoption of the regulation from which the variance is sought, whether in violation of the provisions herein or not;
 - b. That, for reasons fully set forth in the findings of the ZBA, the aforesaid circumstances or conditions are such that the particular application of the provisions of these Regulations would deprive the applicant of the reasonable use of the lot or structure, that the granting of the variance is necessary for the reasonable use of the lot or structure, and that the variance as granted by the ZBA is the minimum adjustment necessary to accomplish this purpose;
 - c. That the granting of the variance shall be in harmony with the general purposes and intent of these Regulations and the Town's Plan of Development and shall not be injurious to the neighborhood or otherwise detrimental to the public health, safety and welfare; and,
 - d. That the granting of the variance is not based upon the nonconformity of neighboring lots, uses, buildings or structures nor upon a financial or economic hardship.
7. Basis of Decisions: Whenever the ZBA grants a variance, it shall include in its minutes as part of the record the reason for its decision, the specific provision of these Regulations which was varied, the extent of the variance and the specific hardship upon which its decision was based.