

ZBA Use Only:

Appeal Number: \_\_\_\_\_  
Application Date: \_\_\_\_\_  
Application Fee: \$310.00 [inc. \$60 DEP Fee]  
Fee Paid: \_\_\_\_\_



Rev. 5/2010

**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]**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

## 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:

{  } When completed or processed.

1. SUBMIT EVIDENCE OF APPROVAL FROM THE FOLLOWING AGENCIES:

- A. {  } **Conservation Commission / Inland Wetlands**
- B. {  } **North Central Health District [NCHD]** (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 **five [5] days** prior to the meeting date.

- 2. {  } Twelve [12] copies of Site Plan. **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 \$310.00. Payable to the Town of Suffield.
- 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. {  } 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.]
- 8. {  } Applicant will receive a copy of the Meeting Notice by mail. Applicant must attend to present your case and to answer any questions.
- 9. {  } Twelve [12] copies of proposed building plans [including front, side and rear elevations] to scale and of good quality must be submitted with the application. Unsatisfactory plans will be rejected.
- 10. {  } The staking of the proposed concerns of any proposed structure requiring a variance to accommodate pre-hearing site inspection.
- 11. {  } 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 ZBA will be based on a hardship especially affecting the land or structure for which the variance is sought and not to the personal or financial circumstances of the appellant.