

## **INSTRUCTIONS IN COMPLETING ZONING VARIANCE APPLICATION**

Persons applying for a zoning variance are to complete the attached Application for a Zoning Variance. The Zoning Board of Appeals meets on the fourth Tuesday of every month at 7:00 p.m. in the lower meeting room of the Prospect Town Hall, 36 Center Street. Applications must be complete and submitted to the Land Use Officer at least five (5) days prior to a scheduled meeting.

A complete application shall consist of the following:

- a. A completed Application form, which shall specify the property address and Assessor's map and lot number and shall include a legal deed description of the subject premises. If the owner is not the Applicant, the signature of the owner consenting to the Application must be included.
- b. It shall be the Applicant's responsibility to provide with your application copies of a certified property/boundary survey, an "As-Built" existing building location survey or other acceptable documents, as deemed by the board, to determine the exact variance required.
- c. If topographic conditions are claimed as a hardship, the Applicant shall submit photographs and eight (8) copies of a topographic survey which clearly details the hardship conditions.
- d. Such additional evidence as the Board determines is necessary to a decision on the Application.

**Fees:** \$75.00 (Town of Prospect)  
\$30.00 (Town of Prospect) \*\*\* Per Section 22a-27j of the CT General Statutes  
**2 Separate Checks** or money orders payable to the "Town of Prospect". **No cash, please.**

**Submit one (1) original and seven (7) copies of completed application, including required property boundary and/or building location surveys and applicable items to:**

Prospect Zoning Board of Appeals  
36 Center Street  
Prospect, CT 06712

Application #: \_\_\_\_\_

## Zoning Variance Application

(Please Print or Type All Information and Attach Additional Pages as Needed)

**Applicants are encouraged to consult with the Prospect Zoning Enforcement Officer  
when completing this Application.**

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

**Applicant's Name:**

\_\_\_\_\_ (last) (first) (middle initial)

Mailing Address:

\_\_\_\_\_ (number) (road) (town)

Telephone:

\_\_\_\_\_ (day) (evening) (cell)

**Agent's Name:**

\_\_\_\_\_ (last) (first) (middle initial)

Mailing Address:

\_\_\_\_\_ (number) (road) (town)

Telephone:

\_\_\_\_\_ (day) (evening) (cell)

**Property Owner's Name:**

\_\_\_\_\_ (last) (first) (middle initial)

Mailing Address:

\_\_\_\_\_ (number) (road) (town)

Telephone:

\_\_\_\_\_ (day) (evening) (cell)

Send ZBA correspondence to (select one):  Applicant  Agent  Property Owner

**Subject Property Address:** \_\_\_\_\_

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

Deed to Property Recorded In: \_\_\_\_\_ Volume: \_\_\_\_\_ Page: \_\_\_\_\_

Lot Dimensions: Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

1. List all existing buildings and uses on the lot and the legal basis for each (use "P" for permitted use; "PV" for previous variance; "NCU" for nonconforming use existing at the effective date of zoning regulation or amendment; "O" for other, please explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The following variance(s) is (are) requested of the Prospect Zoning Regulations:

Section Number      Zoning Requirement

---

---

---

---

3. The precise variance sought (for example, "5-foot variance of the rear yard setback to allow a 45-foot rear yard setback"):

---

---

---

---

4. Reason for variance (for example, "installing a pool", "building an addition"):

---

---

---

---

5. The following special conditions and circumstances exist which are unique to the subject property but which do not generally affect the district in which it is situated and which do not result from the actions of the Property Owner:

---

---

---

---

6. Strict and literal interpretation and enforcement of the Zoning Regulations would deprive the Property Owner of rights commonly enjoyed by other properties in the same district because:

---

---

---

---

7. **Literal enforcement of the Zoning Regulations would result in exceptional difficulty or unusual hardship to the Property Owner because:**

---

---

---

---

8. **The variance will be in harmony with the general purpose and intent of the Zoning Regulations because:**

---

---

---

---

---

**Applicant/Agent Signature**

---

**Applicant/Agent Signature**

**CONSENT OF OWNER:**

By signing this Application, I/we hereby give permission to

\_\_\_\_\_

To apply to the Prospect Zoning Board of Appeals for the variance requested in this Application for my/our property located at

\_\_\_\_\_, Prospect, CT.

I/We also give the members of the Prospect Zoning Board of Appeals permission to enter onto my/our property for purposes of a site visit during the application process.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\* \* \* \* \*

**For Office Use Only:**

Application Submission Date:

\_\_\_\_\_

Application Day of Receipt:

\_\_\_\_\_

Board's Decision on This Application and Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_