



**CITY OF STAMFORD
ZONING BOARD OF APPEALS**

APPLICATION PACKET

Board Members
Claire D. Friedlander, Chair
John A. Sedlak
Georgiana White
Jonathan T. Hoch

Alternates
Alfonso Sgritta
Ernest Matarasso
Edward Pollak

Land Use Administrative Assistant
Mary Judge

**ALL APPLICATIONS MUST BE REVIEWED BY
ZONING ENFORCEMENT
PRIOR TO ZBA SUBMITTAL**

Application review Monday - Friday 8:00AM – 12:00 noon

Zoning Enforcement: _____ Date _____

Is the project situated in the coastal boundary? Yes () No ()

Is the project exempt from the coastal regulation?
Yes () Exemption # _____ No () N/A ()

Environmental Protection: _____ Date _____

ZONING BOARD OF APPEALS FEES

Checks only, payable to "City of Stamford"
2 separate checks are required with completed application

VARIANCE

1 -3 Family	\$185.00
Multi-family (4 family+)	\$265.00
All other variance applications	\$350.00

EXTENSION OF TIME REQUESTS

All requests	\$125.00
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PUBLIC HEARING FEE (For all of the below mentioned applications) \$500.00

SPECIAL EXCEPTION

All applications	\$350.00
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APPEAL OF ZONING ENFORCEMENT OFFICER'S DECISION

All applications	\$350.00
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LAND RECORDS RECORDING FEE \$58.00

(Returned if the application is denied)

IMPORTANT – PLEASE NOTE:

In addition to the above stated fees, applicants are required to **PREPAY** all legal notices published in the Stamford Advocate in conjunction with this application. You will be notified by the Stamford Advocate prior to your hearing regarding cost of legal notices (a total of 3 notices). If you fail to prepay these notices, your application will be removed from the schedule.

Application # _____

**CITY OF STAMFORD
ZONING BOARD OF APPEALS**

Stamford Government Center
888 Washington Blvd.
P.O. Box 10152
Stamford, CT 06904-2152

Telephone 203.977.4160 - Fax 203.977.4100 - E-mail mjudge@ci.stamford.ct.us

PLEASE PRINT ALL INFORMATION IN INK

1. I/we hereby apply to the Zoning Board of Appeals for:

- Variance(s)
- Special Exception
- Appeal from Decision of Zoning Enforcement Officer
- Extension of Time

2. Address of affected premises:

_____ street _____ zip code

Property is located on the north () south () east () west () side of the street.

Block: _____ Zone: _____ Sewered Property () yes () no

Corner Lots Only: Intersecting Street: _____

Within 500 feet of another municipality: No () Yes () Town of _____

3. Owner of Property: _____

Address of Owner: _____ Zip _____

Applicant Name: _____

Address of Applicant _____ Zip _____

Agent Name: _____

Address of Agent: _____ Zip _____

Telephone of Agent () _____ *Fax () _____

*Must be provided to receive comments from letters of referral.

Cell/Home Telephone of Applicant/Owner() _____

(Contact is made with Agent, if one)

B. Explain why the variance(s) is/are the minimum necessary to afford relief:

C. Explain why granting of the variance(s) would not be injurious to the neighborhood.

SPECIAL EXCEPTION

(Complete this section **only** for special exceptions)

SPECIAL EXCEPTION is requested as authorized by Section(s) _____ of the Zoning Regulations.

Provide details of what is sought:

Signature of : () Agent () Applicant () Owner

Date Filed: _____

Zoning Enforcement Officer Comments:

DECISION OF THE ZONING ENFORMENT OFFICER

(Complete this section **only** for appeals of zoning enforcement officer decision

DECISION OF THE ZONING ENFORCEMENT OFFICER dated _____ is appealed because:

Filing Instructions

The Application Package for all requests must include the following items:

- Two (2) checks payable to the City of Stamford for the appropriate filing and recording fees.
- One(1) original and (11) eleven copies of a Class A-2 Survey including an orientation map, **FOLDED to no larger than 8 ½ x 14 inches.**
- One (1) set of originals and (11) eleven copies of floor plans and elevations in sketch form including dimensions, **FOLDED to no larger than 8 ½ x 14 inches.**
- A legal description of the property giving boundaries and names of adjoining property owners.
- Signed Waiver of Time Requirement
- Agent authorization letter if applicant or agent is not the property owner
- Applicant will be notified by mail of hearing date and procedures to be followed

General Notes:

All items submitted as part of the application or at the hearing will become part of the permanent record and may not be returned.

Items submitted at the Public hearing must conform to the Zoning Board of Appeals Policy on Exhibits, effective March 10, 2001.

Instructions for Notification of Neighbors will be mailed to the agent/applicant once a determination of the public hearing date has been decided.

Applications are subject to rejection if incomplete or illegible.

All applications are submitted to other City departments on referral, correspondence regarding referrals will be available for review prior to public hearings.



CITY OF STAMFORD, CONNECTICUT

STAMFORD GOVERNMENT CENTER
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CT 06904-2152

WAIVER OF TIME REQUIREMENT FOR PUBLIC HEARING

Because the Zoning Board of Appeals has, at times, a large volume of applications, unavoidable delays may necessitate that your application may not be able to be heard within sixty-five (65) days of receipt as required by State Statutes.

We therefore respectfully request your approval of an extension of time for an additional sixty-five (65) days in which to hear your application.

Thank you for your understanding in this regard.

NAME OF APPLICANT: (please print) _____

ADDRESS: _____

Extension of Time agreed to by:

Applicant /Agent

Dated: _____

ZONING BOARD OF APPEALS

PUBLIC HEARING GUIDELINES

The members of the audience are asked to refrain from talking during the hearing. The proceedings are recorded and any noise is picked up by the microphones. Loud talking is also distracting to the Board and others in attendance.

Speakers must clearly state both name and home address before addressing the application. Speakers must use the microphone at the podium.

Opposition speakers will be given the opportunity to address the Board after the applicant's presentation. Applicants will then be given the opportunity to address the opposition's concerns. This Process continues until all concerns are understood to the satisfaction of the Board.

All comments and questions must be directed to the Board.

All speakers (proponents and opponents) are encouraged to refrain from repeating comments already noted and refrain from addressing issues not relevant to the application.

Statements of Notification (proof of mailing to neighbors) are to be presented to the ZBA Administrator before making the presentation.

All exhibits (photos, drawings, petitions, letters, etc.) are to be given to the ZBA Administrator at the time they are referenced in the presentation. They will not be returned until the final disposition of the application.

Claire D. Friedlander, Chair
Zoning Board of Appeals

**ZONING BOARD OF APPEALS
POLICY**

EXHIBITS AT PUBLIC HEARINGS

The Zoning Board of Appeals requires that all applicants presenting exhibits at public hearings adhere to the following standards with regard to submissions:

PHOTOS -- All photographs shall be affixed to sheets of paper no larger than 8-1/2 inches by 14 inches. The sheets shall contain a legend identifying what each photo represents.

MODELS -- Building or structure models shall be affixed to a board measuring no more than 36 inches square. The model must contain a legend identifying what the model represents.

BOARDS -- Display boards of Styrofoam or similar material shall be no larger than 36 inches by 48 inches. A legend must be included identifying what is being displayed on the board.

Applicants wishing to submit exhibits of other natures or in a format not specified above must check with the Zoning board of Appeals office prior to the public hearing.

If the applicant wishes to have exhibits returned to them after the appeal period has expired, they must notify the Zoning Board of Appeals office immediately after the Board has acted on the application. All exhibits will be destroyed once the appeal period has expired and if no appeal has been filed.