

## ZBA Filing Instructions

Applications to the Zoning Board of Appeals must be submitted in-person by 12pm on the [posted deadline](#) to the ZBA clerk. **Applicants must also make an appointment with the ZBA staff planner to review your application at least two weeks prior to the application deadline.**

The final application package is comprised of both digital pdf and hard copies, so make sure both formats are available prior to submission. PDFs should be clearly labeled and submitted to the ZBA clerk after submitting hard copies in-person.

All applications and drawings must be collated for each of the six document sets. Incomplete applications may not be accepted or may be deferred to the following month's hearing. Refer to the checklist on the following page to ensure you are prepared to submit.

Note that all items submitted as part of the application or hearing are part of the permanent public record and may not be returned.

After an application is accepted, the ZBA clerk will provide instructions for the "Notification of Neighbors" process. These notifications will be mailed once the public hearing date is confirmed.

All applications are submitted to other City departments for review. Comments from these reviews will be made available prior to public hearings.

## Fee Schedule

Application Type	Amount
Extension of Time Request	\$200
Variance – Residential (1 to 3 units)	\$260
Public Hearing Fee (applies to all application types below)	\$1,000
Variance – Residential (4 units or more)	\$260 plus \$100 for each additional unit beyond 3
Variance – Commercial or Other Use	\$460
Special Permit	\$460
Appeal of Zoning Enforcement Officer's Decision	\$460
Gas Station Site Approval	\$460
Land Records Recording Fee (applies to all application types)	\$75 for first 2 pages plus \$5 for each additional page (Returned to applicant if denied)

*The City of Stamford will never request payments via wire transfer. All official emails will come from @StamfordCT.gov addresses.*

### Additional Expenses:

Applicants will be required to pay for Legal Notices published in The Stamford Advocate. Instructions for payment are included in the Notification Letter which will be sent to you approximately 3 weeks prior to the Public Hearing. Failure to make payment will result in the application being removed from the agenda.

## Application Checklist

Check	Application Item	Details
	Check for appropriate Filing and Recording Fees	Made out to the City of Stamford; see fee structure previous page
	Check for \$75 Land Records Fee	Made out to the City of Stamford; returned if application is denied
	One (1) original hard copy of the full application form signed by applicant	Incomplete applications forms are not accepted; if your responses require more space than the application allows include your response in a separate attached document and refer to it in the response box
	One (1) original and five (5) hard copies of Class A-2 (improvement location) survey no smaller than 24 by 36 in, folded down to 8.5 by 11 in packets	Aerial view; Include both existing and proposed conditions; ensure that all text and labels on the survey are legible at print scale; include a zoning chart of current, proposed, and permitted dimensions for variables including front/side/rear yard setbacks, lot coverage percentage, lot area, frontage, building height, etc.
	One (1) original and five (5) copies of all other drawings (floor plans, elevation plans, site photos, etc.)	Should include all relevant dimensions and be legible at print scale; include any supporting documents and drawings relating to the application here
	Legal Description of the property (including address, parcel number, lot and block numbers)	Typically part of the property's deed or obtained through the Town Clerk's Office (printing cost \$1 per page) in-person or online at <a href="#">Land Records   Stamford, CT</a>
	Agent authorization letter	Only if property owner is designating someone to apply on their behalf; must be signed but notarization not required
	One (1) electronic pdf copy of all application materials: application, survey, floor plans, legal description, agent letter, and other exhibits	Submitted to ZBA clerk after physical application is accepted via emailed attachment or Dropbox link or by USB flash drive; all components should be submitted as separate PDFs and clearly labelled
	<b>ZEO Appeals Only:</b> two (2) physical and one (1) digital copy of the decision	Submit pdf version to ZBA clerk after physical application is accepted
	<b>Special Permit Only:</b> statement of findings	Respond to items 1 – 5 of Section 2.C.2 of the Zoning Regulations per the <a href="#">Statement of Findings Guidelines</a> ; include how the use supports the goals of the <a href="#">Comprehensive Plan</a>

## Contact Information

Monica Sims, Zoning Enforcement Officer	<a href="mailto:MSims@StamfordCT.gov">MSims@StamfordCT.gov</a>	203-977-5944
Shivaun Underwood, ZBA Clerk	<a href="mailto:SUnderwood@StamfordCT.gov">SUnderwood@StamfordCT.gov</a>	203-977-4160
Kendall Richey, ZBA Staff Planner	<a href="mailto:KRichey@StamfordCT.gov">KRichey@StamfordCT.gov</a>	203-399-2160



## Zoning Board of Appeals Application

888 Washington Blvd. P.O. Box 10152

Stamford, CT 06904-2152

Phone: 203-977-4160

Property Address: \_\_\_\_\_

ZBA hearing date sought: \_\_\_\_\_

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

- Variance(s)
- Special Permit
- Appeal from Decision of Zoning Enforcement Officer
- Extension of Time
- Gasoline Station Site Approval

*(Office Use Only)*

ZBA Application Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Is the Property situated in the Coastal Area Management (CAM) Boundary? Yes \_\_\_ No \_\_\_

Is the Project exempt from Coastal Area Management? Yes \_\_\_ No \_\_\_ If yes, Exemption # \_\_\_\_\_

Environmental Protection Board: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Board Reference # \_\_\_\_\_ CAM Review by Zoning Board: Yes \_\_\_ No \_\_\_

### Property Description

Address of Affected Premises: \_\_\_\_\_

Property is located on the north \_\_\_ south\_\_\_ east\_\_\_ west\_\_\_ side of the street

(Corner Lots Only) Intersecting Streets: \_\_\_\_\_

Block: \_\_\_\_\_ Zone: \_\_\_\_\_ Year Built: \_\_\_\_\_ Sewered Property: Yes \_\_\_ No \_\_\_

Active Building Permit number for the property (if any): \_\_\_\_\_

Within 500 feet of another municipality: No \_\_\_ Yes \_\_\_ Town of \_\_\_\_\_

Gross Floor Area of the Project: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_

Non-Residential Gross Floor Area: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_

### Contact Information

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant is an Agent Serving on Behalf of Property Owner: Yes \_\_\_ No \_\_\_

Agent Applicant's Relationship to Property Owner: \_\_\_\_\_

*(If Different than Applicant)*

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_  
\_\_\_\_\_

Property Owner Phone: \_\_\_\_\_

*Note: If you require more space to sufficiently answer the questions in the following sections you may refer to a separate exhibit document to be included as an attachment at the end of your application. (Example: "See Exhibit B – Property Information")*

### **Property Information (All Applications)**

List all current structures and present uses on the affected property (*including sheds, decks, garages, etc.*)

Describe in detail the proposed use of the property and include linear and area dimensions of any new structures or additions to existing structures

## Variance Only

Total Number of Variances sought: \_\_\_\_\_

Describe in detail what section(s) of the [Zoning Regulations](#) cannot be met including section number and what variance(s) are sought). If you are seeking multiple variances, list each individually and label them appropriately with dimensions you are seeking and relevant zoning regulation section.

Examples:

“Variance A: 30-foot rear yard setback where 70 feet is required in an RA-2 district per Sec 5.X.4”

“Variance B: lot coverage of 38% where a maximum 35% is allowed in an R-20 district per Sec 5.X.4”

“Variance C: 2 units where only 1 is permitted on a 5000 square foot lot in an R-5 district per Sec 5.AA.5.a”

“Variance D: 5 parking spaces where 6 are required for a 12,000 square foot warehouse per Sec 12.D.22”

“Variance E: curb cut width of 20 feet where a max of 15 feet is allowed in an RA-3 district per Sec 12.A.2”

*Note: Variances of the Zoning Regulations may be granted where there is unusual hardship in the way of carrying out the strict letter of the Regulations solely with respect to a parcel of land where conditions especially affect such parcel but do not affect generally the district in which it is situated.*

In your own words, describe the unusual hardship that prevents you from carrying out the strict letter of the Zoning Regulations:

Explain why granting the variance(s) would not be injurious to the surrounding neighborhood:

### **Special Permit Only**

A Special Permit is requested as authorized by Section(s) \_\_\_\_\_ of the Zoning Regulations.

Include your Statement of Findings below. Be sure to respond to sections 1 through 5 in Section 19.3.2 as detailed in the [Statement of Findings Guidelines](#). Additionally, detail how the project aligns with the goals of the [2035 Comprehensive Plan](#).

### **Appeal of Decision by Zoning Enforcement Officer Only**

Date of the Zoning Enforcement Officer Decision: \_\_\_\_\_

Please describe, in detail, the reason you are seeking an appeal:

### **Extension of Time Request Only**

Date of Original ZBA Approval: \_\_\_\_\_ Approved ZBA Number: \_\_\_\_\_

Time Extension Sought: \_\_\_\_\_

Reason for Extension:

## All Applications

*By signing below the applicant acknowledges all information submitted with this application is true and accurate to the best of their knowledge. The applicant understands that this application is to be considered complete only when all information and documents required by the Board have been submitted.*

Printed Name of Applicant: \_\_\_\_\_ Applicant is Agent \_\_\_ Property Owner \_\_\_

Applicant Signature: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

## Further Instructions

After submitting the hard copies of the application in-person, please submit electronic pdf versions of all application materials to the ZBA clerk via email, Dropbox link or USB flash drive. Ensure that each component of the application is saved as a separate pdf and that they are clearly labelled (Example: "ZBA Application Form\_123MainStreet\_01.10.2026").

The ZBA clerk will reach out to all applicants after the deadline to provide next steps on the "Notification of Neighbors" process and will provide the online meeting link and agenda in advance of the meeting date.