



TOWN OF BETHEL

Zoning Board of Appeals

1 School Street
Bethel, Connecticut 06801
(203) 794-8578

bethel-ct.gov

Zoning Board of Appeals

Application Requirements & Procedure

Applications to the Zoning Board of Appeals may be submitted for:

- 1) A Variance of the Zoning Regulations
 - 2) An Appeal of a Decision of the Zoning Enforcement Officer
 - 3) A Certificate of Location Approval for a Motor Vehicle business to be heard by the Zoning Board of Appeals.
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The following requirements must be submitted to for the application to be considered complete:

1. The application form must be completed and signed by the applicant and the owner of the subject parcel.
2. On the application, the exact section(s) of the zoning regulations for which the variance is necessary must be stated. Staff recommends that the **applicant schedule an appointment** with the Planning & Zoning Official to review the completeness of the application prior to submission and to identify the specific regulations that require a waiver prior to completing that section of the application form.
3. The exceptional difficulty or unusual **hardship** necessitating the variance must also be stated on the application (*see attached explanation of hardship*).
4. For an appeal of a decision of the Zoning Enforcement Officer, a detailed explanation of why you believe the ZEO's decision is not supported by the provisions of the Zoning Regulations must be submitted.
5. For a Certificate of Location for a Motor Vehicle operation, a copy of the State form and a detailed explanation of the proposed operation must be submitted. A list of similar businesses, churches, schools or hospitals within 1,500 feet of the premises must also be identified.
6. Five (5) copies of an A-2 survey, which shall be a current survey with proposed improvements shown, and exact measurements (completed by the surveyor) if the variance request is related to a dimensional requirement. For example, when a variance relates to setbacks, a survey showing exact setback distances from the property lines to the nearest point of any proposed construction is required.

7. Five (5) copies of buildings plans drawn to scale (minimum ¼ inch = 1 foot). The plans shall include floor plans and elevations of proposed construction or intended use.
8. Five (5) copies of other materials that will help the Board in rendering a decision such as a site plan, photos, or letters of support from neighboring property owners.
9. **A fee is required with submittal of the application. See the attached fee schedule.**
10. Once the application has been submitted. You will be notified by mail of the Public Hearing date.
11. **You must then notify all adjacent property owners within 100 feet of the farthest reaches of the subject property, including across the street, of the upcoming public hearing. Please refer to Article 8.10.G (pg. 187) of the zoning regulations for mailing requirements and instructions.**
12. **Proof of notification to adjacent owners must be completed in accordance with Article 8.10.G of the zoning regulations.**

Please be advised that if you do not provide enough information, or fail to fully complete the application, the Department Staff or the Zoning Board of Appeals has the right to refuse to accept your application or the Board could deny the application without prejudice.

If your application is approved by the Zoning Board of Appeals, you must file the approval with the Town Clerk within thirty (30) days after the Board has published its decision.

Should you have any questions regarding this form, the procedure or the Zoning Regulations the Planning & Zoning Staff will gladly assist you. You may contact our office at (203) 794-8578

PUBLIC HEARING

WHAT TO DO AFTER YOUR CASE IS ANNOUNCED:

1. When asked to speak, state your full name, address, and interest in the property. (Owner, Agent, Attorney, etc.)
2. Explain the proposal and what you believe the hardship to be in a brief manner.
3. Submit to the Board any signed letters and/or petitions you may have from neighbors.
4. Offer to answer questions from Board members.