



TOWN OF MANCHESTER ZONING BOARD OF APPEALS

Application No. _____

Date: _____

[INSTRUCTIONS ON REVERSE SIDE]

- VARIANCE** - COMPLETE 1 through 5 (a, b, c) & 7
- SPECIAL EXCEPTION** - COMPLETE 1 through 4, 6 & 7
- APPEAL FROM ORDER** - COMPLETE 1 through 4, & 7

1. Location of affected premises:

No.	Street	Zoning District
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2. Applicant: _____ Address: _____

Owner of record of land: _____ Address: _____

Agent/Attorney: _____ Address: _____

3. Briefly describe request:

4. List previous applications made with respect to this property:

Date(s): _____

5. **VARIANCE** of the following Section(s) of the Zoning Regulations is requested: _____

(a) Strict application of the regulations would produce **UNDUE HARDSHIP** because _____

(b) The hardship created is **UNIQUE** and not shared by all properties alike in the neighborhood because _____

(c) The variance would not change the **CHARACTER OF THE NEIGHBORHOOD** because _____

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

7. a) Are there wetlands on the property?

YES NO

b) Is any part of the premises within 500' of town line?

YES NO

Telephone No. Applicant or Attorney/Agent

Signature of Applicant or Attorney/Agent

Fax No. Applicant or Attorney/Agent

APPLICATION INSTRUCTIONS: ZONING BOARD OF APPEALS

This application must be **PRINTED** or **TYPED**

1. One original application form. (Attach additional sheets if necessary.)
2. Effective October 1, 2006 any project located within an aquifer protection area or watershed area must notify the Commissioner of the CT Department of Health. Follow the instructions on the Public Water Supply Project Notification form.
3. Plot plan drawn to scale showing the following information:
 - (a) Accurate lot dimensions.
 - (b) Exact location, size and use of all buildings and structures on the property.
 - (c) Exact location, size and use of all proposed structures.
 - (d) Exact location of buildings on abutting lots for all yard variances.
 - (e) In addition, the applicant shall include sketches of all proposed buildings, including building elevations and plans drawn at an appropriate scale.
 - (f) One original (1) and six (6) copies of the plot plans must be submitted with the application.
 - (g) In addition to the minimum information above, applications for special exception approvals must also meet the specific plan and application requirements contained in the zoning regulations for the particular type of special exception approval being requested.
 - (h) Applications involving the sale of alcoholic liquors shall also include two (2) copies of a map, and an accompanying list of business names and addresses for all establishments selling alcoholic liquors within a 1,000-foot radius of the properties subject to the application.
4. Applications for variances or appeal to orders require a ***\$135.00 fee***. Applications for special exception require a ***\$230.00 fee***. Multiple requests may be submitted on one application form, however individual fees are required.
5. **The applicant and/or agent must be present at the public hearing or the Board will not hear the application.**

FAILURE TO COMPLETE APPLICATION PROPERLY OR PROVIDE PLOT PLANS OR MAPS MAY RESULT IN THE APPLICATION BEING DENIED AS INCOMPLETE.