

ZBA

APPLICATION

**TOWN OF BROOKFIELD
ZONING BOARD OF APPEALS
INSTRUCTIONS FOR APPLICATION**

All applicable questions must be answered and applications must be accompanied by the required supporting documents. The Zoning Board of Appeals may refuse to accept an application if the requested information is not provided or if the application is incomplete. **The applicant or a representative must appear at the public hearing.**

There are three types of appeals:

1. Application for Variance or Special Exception
 2. Application for Alteration or Addition to an Existing Building
 3. Appeal from the Zoning Commission or Zoning Enforcement Officer
(Application must be received by the Zoning Board of Appeals no later than 30 days from the date of written decision or order of Zoning Commission or Enforcement Officer).
-
1. The Zoning Board of Appeals meets once per month. Your application will be placed on the next ZBA agenda for a Public Hearing provided the application and supporting documents are received before the submission deadline and the application fee has been paid.
 2. **Please refer to the Town of Brookfield Zoning Regulations** to document the EXACT REGULATION(s) from which you are requesting a variance. Be prepared to state your reason for the request . *(Please refer to the attached CT. General Statutes §8-6).*
 3. **The Applicant must mail notification to adjacent and abutting property owners affected by this application (100' around property) and provide receipts of the mailing.** The property owner's notification will include the time, date and place of the hearing and the reason for your application. (A sample letter is attached). The ZBA application requires the applicant to provide the names and addresses of these property owners. The list of property owners may be obtained in the Land Use Office.

REQUIRED DOCUMENTS CHECKLIST:

- ☐ **Original and 9 copies of your completed and signed application.**
- ☐ **9 copies of Plot Plan showing location of all existing and proposed buildings with sizes drawn to scale. If setbacks are involved, an A-2 survey showing exact setback distances from the property lines to the nearest point of any proposed construction is required.**
- ☐ **9 copies of Legal Land Description (Schedule A - found in the Deed).**
- ☐ **9 copies of any previous variance(s) granted.**
- ☐ **9 copies of Zoning Commission Denial or Order (if applicable).**
- ☐ **Check made payable to: Town of Brookfield Zoning Board of Appeals (see fee schedule).**

TOWN OF BROOKFIELD
APPLICATION – ZONING BOARD OF APPEALS

APPLICATION #: _____

PROPERTY ID#: _____

APPLICANT/AGENT :

LAND OWNER OF RECORD:

Name: _____

Name: _____

Address: _____

Address: _____

Contact: _____ Phone #: _____

Contact: _____ Phone #: _____

Email: _____

SITE DATA:

Street Address: _____ **Acreage:** _____ **Lot Size (sq.ft.)** _____

Zoning District: _____ **Use (circle one):** Residential Commercial Industrial

Proposed Activity: _____

Is property located within 500 feet of another municipality? Yes: _____ No: _____

Has a previous appeal been filed in connection with this property? No: _____ Yes: _____ List appeal #'s and dates: _____

Is this an appeal from the Zoning Commission or Zoning Officer? No: _____ Yes: _____ If Yes, provide a copy of the Denial or Order. Date of Denial or Order: _____

SITE INFORMATION FOR VARIANCE REQUEST:

***The variance requested is the difference between the Required Dimension and the Proposed Dimension.*

Example: Required setback 50', proposed structure to be 32' from property line. Variance = 18'.

Present Dimension		Required Dimension	Proposed Dimension	Variance Requested	Zoning Regulation #
	Structure to Front Lot line (residential only)				
	Structure to Front Lot Line (commercial only)				
	Structure to Rear Lot Line				
	Structure to Left Side Line				
	Structure to Right Side Line				
	Lot Area*				
	% of Lot Coverage				
	Lot Width				
	Building Height				
	Other				

*The area to be used in the calculation of minimum lot area is exclusive of wetlands, watercourses, slopes in excess of 25°, portions of the lot less than 50' wide or the private right of way leading to interior lots.

State the nature of the variance requested and the hardship claimed as a reason for the request. Bear in mind that financial hardship alone will not warrant a variance.

List Names & Addresses of ALL Abutting and Facing Property Owners 100 ft. around property.

Name: _____
Property Address: _____
Mailing Address: _____
Phone #: _____

Name: _____
Property Address: _____
Mailing Address: _____
Phone #: _____

Name: _____
Property Address: _____
Mailing Address: _____
Phone #: _____

Name: _____
Property Address: _____
Mailing Address: _____
Phone #: _____

Name: _____
Property Address: _____
Mailing Address: _____
Phone #: _____

Name: _____
Property Address: _____
Mailing Address: _____
Phone #: _____

Declaration (to be signed by all applicants):

I (We) hereby declare that all information in this application and in the attachments submitted, is accurate and complete to the best of my (our) knowledge and belief. I (We) understand that obtaining a variance does not waive the requirements for other permits. If a variance is granted I (We) will comply with the permit requirements of the Town of Brookfield Land Use Departments. If a variance is granted I (We) will file the approval letter with the Town Clerk within thirty (30) days of publication of the decision.

Date: _____ Signature: _____

Date: _____ Signature: _____

Designation of Agent or Attorney:

It is not necessary for an applicant to be represented by either an agent or attorney. If an agent or attorney is retained please indicate below:

I (we) designate the following individual(s) to act for me (us) at any hearing held in response to this application:

Agent () Attorney () Name: _____

Address: _____

Date: _____ Signature: _____

Date: _____ Signature: _____

ZONING & WETLANDS APPROVAL CALCULATION WORKSHEET

Step 1: Calculate the lot size in square feet.

Acreage of property x 43,560sq.ft./acre = **** enter this number in BOX A below
 (Example: .75 acres x 43,560sq.ft./acre = 32,670 sq.ft.)

Step 2: Calculate the ground coverage (in square feet) of structures on lot:

	Length in feet	x	Width in Feet	=	Square feet
House	<input type="text"/>		<input type="text"/>		<input type="text"/>
Deck	<input type="text"/>		<input type="text"/>		<input type="text"/>
Porch	<input type="text"/>		<input type="text"/>		<input type="text"/>
Garage	<input type="text"/>		<input type="text"/>		<input type="text"/>
Shed	<input type="text"/>		<input type="text"/>		<input type="text"/>
Pool	<input type="text"/>		<input type="text"/>		<input type="text"/>
Other	<input type="text"/>		<input type="text"/>		<input type="text"/>
Proposed Structure	<input type="text"/>		<input type="text"/>		<input type="text"/>

Total Ground Coverage in square feet of Structures =

*** enter this number in BOX B below

Step 3: Calculate Total Lot Coverage:

Divide Total Ground Coverage of Structures (sq.ft)

By

Lot Size In Square Feet

BOX B ▶

divided by

BOX A ▶

=

*** enter this number
in BOX C

Step 4: Multiply by 100:

BOX C ▶ x

100

= %

THIS IS YOUR % OF TOTAL LOT COVERAGE

SAMPLE NOTIFICATION LETTER

Date

To:

Name

Street Address

City, State, Zip

This is to notify you that an application for a variance has been filed by _____ for
(applicant name)
property located at _____, Brookfield, CT. The variance is requested for
(property address)
_____.
(regulation # and purpose)

This application is on file in the Town of Brookfield Land Use Office for review.

The Brookfield Zoning Board of Appeals will hold a Public Hearing to consider this application on
_____, either at the Brookfield Town Hall, 100 Pocono Road, Brookfield,
(Date & Time)

OR By a ZOOM meeting remotely beginning at 7:00 p.m. The Public Hearing will be open to the public and you are hereby advised that opportunity to speak in favor or opposition to this variance will be granted at said Public Hearing. Your appearance is not mandatory, but the ZBA would appreciate your comments by mail if you cannot attend the meeting. Responses may be mailed to :

Zoning Board of Appeals
Town of Brookfield
100 Pocono Rd.
Brookfield, Ct. 06804

If you have any questions regarding this application, please call the Town of Brookfield Land Use Office at 203-775-7316.

Applicant Signature

Applicant Signature

**TOWN OF BROOKFIELD
ZONING BOARD OF APPEALS**

FEE SCHEDULE – EFFECTIVE 2013

Type of Application	Fee	State of CT <small>*eff. 10/1/09</small>	Total
Alterations or additions to an existing structure or construction of an outbuilding or swimming pool on a lot which contains an existing house	\$150.00	\$60.00	\$210.00
Construction of a house or other structure on vacant land in a residential zone	\$200.00	\$60.00	\$260.00
Application for variances for property located in a commercial or industrial zone	\$300.00	\$60.00	\$360.00
Application for approval of the location of a business for sale of gasoline or sale or repair of motor vehicles	\$300.00	\$60.00	\$360.00
Application for an appeal from an Order or Decision of the Zoning Commission or Enforcement Officer	\$300.00	None	\$300.00