APPEAL FORMS MUST BE IN DUPLICATE. All forms must be clear, accurate and COMPLETELY filled in (use black ink). Incomplete forms will not be scheduled for public hearing until complete. Please refer to the ZBA schedule of hearing/meeting and deadline dates.

Required Application Materials:

1. Appeal Form: 2 originals with original signatures and 10 copies.
2. Electronic copy of all application materials sent to lynn.brooksavni@newcanaanct.gov and cc lola.sweeney@newcanaanct.gov.
3. Written statement of why you are appealing: 1 original and 11 copies.
4. Certificates of Mailing in accordance with the Town of New Canaan Zoning Regulations, Section 8.1.G and Section 8.1.I (if applicable), list of neighbors (within 100 feet) and a copy of one of the letters sent to a neighbor must be submitted to the P&Z office before the hearing/meeting date.
5. Include 12 copies of certificates and decisions for any previously granted variances, if applicable.
6. Agent Authorization Letter, if applicable.
7. Surveys and Architectural Plans (if applicable): 1 original copy and 11 reduced copies (no larger than 11” x 17”).

NOTE: All copies must be folded and collated into separate packages for each Board member.

Optional:

Any other pertinent information/materials: i.e. topographical map(s), photograph(s), letter(s) from surrounding neighbors, etc.

The appeal may be referred to the Health Department, Inland Wetlands and/or Public Works for comment and review at the discretion of Planning and Zoning staff.

Board Members must be able to visually inspect the property in question. Please see that the address is posted on the property as required by the Town Ordinance Concerning Display of Building Numbers (building numbers must be at least 2 ½ inches in height, visible on the building, mailbox, fence, or post).

PLEASE MAKE TWO (2) SEPARATE CHECKS TO: TOWN OF NEW CANAAN

1. $400.00 APPLICATION FEE: for an Administrative Appeal.

2. $60.00 STATE OF CONNECTICUT LAND USE APPLICATION FEE: (State of CT PA 09-03).
ZONING BOARD OF APPEALS: APPEAL FORM

The undersigned owner(s) of record hereby appeal as to certain Real Estate
located at: #__________________________ Street/Road.

Within 500 feet of another municipality?  Yes ( )  No ( )  Town of __________________________
Owner’s Name: ___________________________  Address: ___________________________
Owner’s Telephone #: ______________________  Email Address: ________________________
If Applicant’s name is different than the Owner’s name:
Applicant’s Name: ___________________________  Address: ____________________________
Applicant’s Telephone #: ______________________  Email Address: ________________________
In the __________ Zone, as shown in the New Canaan Land Records: VOLUME _____, PAGE _____
and more particularly described by bounding owners as follows:

Northerly by: ____________________________  Southerly by: ____________________________
Easterly by: _____________________________  Westerly by: _____________________________

MAP # __________________ BLOCK # ___________  LOT # ______________

Date of the decision, order or requirement appealed from: ________________________________

The reason for this appeal is as follows:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Were variances previously granted for this property?  Yes ( )  No ( )
If yes, a copy of the certificate or decision must be attached.

I hereby acknowledge that unless I comply with provisions of Section 8.1.G and 8.1.I (if applicable) of the Town of
New Canaan Zoning Regulations, which require specific notification of certain neighbors, my application will not be
complete and cannot be heard.

PRINT: ___________________________________  SIGNED: __________________________
Owner of record  Owner of record

Official date of receipt: ______________________  Hearing scheduled: ______________________

I, Laura Edmonds, Chairman of Zoning Board of Appeals of the Town of New Canaan, hereby certify that at a
meeting of said Board duly held on _____________________, said Board by resolution voted:

1. That said Appeal be DENIED.

2. That said Appeal be GRANTED in accordance with the approved plans unless modified herein.

3. That notice of such Action be published as required.

4. Conditions, modifications, or restrictions:

Laura Edmonds, Chairman  Published
ZONING BOARD OF APPEALS: APPEAL FORM

The undersigned owner(s) of record hereby appeal as to certain Real Estate located at: #______________________________________________________ Street/Road.

Within 500 feet of another municipality? Yes ( ) No ( ) Town of ___________________

Owner’s Name: ___________________________ Address: ___________________________
Owner’s Telephone #: _______________________ Email Address: ______________________

If Applicant’s name is different than the Owner’s name:

Applicant’s Name: ___________________________ Address: ___________________________
Applicant’s Telephone #: _______________________ Email Address: ______________________

In the __________ Zone, as shown in the New Canaan Land Records: VOLUME _____, PAGE _____ and more particularly described by bounding owners as follows:

Northerly by: ___________________________ Southerly by: ___________________________
Easterly by: ___________________________ Westerly by: ___________________________

MAP # __________________ BLOCK # ______________ LOT # ______________

Date of the decision, order or requirement appealed from: _________________________________

The reason for this appeal is as follows:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Were variances previously granted for this property? Yes ( ) No ( )
If yes, a copy of the certificate or decision must be attached.

I hereby acknowledge that unless I comply with provisions of Section 8.1.G and 8.1.I (if applicable) of the Town of New Canaan Zoning Regulations, which require specific notification of certain neighbors, my application will not be complete and cannot be heard.

PRINT: ___________________________ SIGNED: ___________________________
Owner of record Owner of record

Official date of receipt: ___________________ Hearing scheduled: ___________________

I, Laura Edmonds, Chairman of Zoning Board of Appeals of the Town of New Canaan, hereby certify that at a meeting of said Board duly held on __________________, said Board by resolution voted:

_______________ 1. That said Appeal be DENIED.
_______________ 2. That said Appeal be GRANTED in accordance with the approved plans unless modified herein.
_______________ 4. That notice of such Action be published as required.
_______________ 5. Conditions, modifications, or restrictions:

Laura Edmonds, Chairman

Published
ARTICLE 8 – PROCEDURES
SECTION 8.1. GENERAL PROCEDURES

G. Notification of Property Owners

1. When required by these Regulations, the applicant shall notify owners of property within one hundred (100) feet of the subject property (including owners of individual condominium units), whether inside or outside New Canaan, of a pending application by mailing a notice at least ten (10) days prior to the first scheduled hearing. In accordance with CGS 8-7d(d) as amended by PA 06-80, the Commission is exempt from this requirement.

2. At a minimum, such notice shall consist of:
   a. a description of the proposed activity,
   b. notification of the date, time, and place of the first scheduled hearing, and
   c. a copy of the application form submitted to the Commission or the Board.

3. Notices to such property owners shall be sent via “Certified United States Mail” except that where any property owner shall have listed with the Assessor an address outside the United States, the requisite notice shall be sent by International Express Mail or equivalent.

4. The latest records of the Town Assessor shall be utilized to determine the owner of each property and if such information is not readily available the fact shall be made known to the Zoning Inspector and the Commission or Board.

5. Prior to the first scheduled hearing regarding the application, the applicant shall submit the following to the Planning and Zoning Office or the application shall be considered incomplete:
   a. a copy of the complete package of information sent to abutters,
   b. a list of the abutters to whom the notices were sent, and
   c. proof of mailing such as “Certificates of Mailing” issued by the United States Postal Service.

I. Notification of Water Companies (if applicable)

1. In accordance with CGS 8-3i, an applicant shall provide written notice to a water company and the Commissioner of Public Health when an application, petition, request or plan is filed with the Commission or Board concerning any project on any site that is within:
   a. an aquifer protection area, provided such area has been delineated in accordance with CGS 22a-354c, or
   b. the watershed of a water company, provided such water company or said commissioner has filed a map with the Commission or the Board and on the New Canaan land records showing the boundaries of the watershed.

2. Such notice shall be made by certified mail, return receipt requested and shall be mailed not later than seven days after the date of the day of the submission to the Planning and Zoning Office.

3. Prior to the scheduled meeting regarding the application, the applicant shall submit the following to the Planning and Zoning Office or the application shall be considered incomplete:
   a. a copy of the complete package of information, and
   b. proof of mailing.

4. Such water company and the Commissioner of Public Health may, through a representative, appear and be heard at any hearing on any such application, petition, request or plan.
SAMPLE LETTER

PLEASE ADJUST TO FIT YOUR PARTICULAR APPEAL

Your letterhead (if applicable)

Date

_____ (List home owner)
_____ (Address)

Re: Pending Appeal: Zoning Board of Appeals

Dear:

I (We) have an appeal scheduled before the Town of New Canaan, Zoning Board of Appeals. We are appealing (provide a brief summary of why and what you’re appealing). A copy of my (our) appeal is attached for your review.

I (We) am (are) scheduled to have my (our) appeal heard before the Zoning Board of Appeals on (day, date) at 7:00 p.m.

The location of the hearing is:

    Town Hall
    Board Room
    77 Main Street
    New Canaan, CT 06840

At that time you may appear and speak to the appeal.

If you have any questions regarding this application, please feel free to call me (us) at (telephone #). The appeal and relevant documents are on file with the New Canaan Planning and Zoning office and are available for review during normal business hours.

Sincerely,

(Your name)