

<p><b>Top section to be filled in by ZBA Clerk</b></p> <p>Within 500' of town line? _____</p> <p>Fee Amount \$ _____</p> <p>Receipt Number _____</p>	<p>Clerk's Name: _____</p> <p>Date Submitted: _____</p> <p>Date Sign Given: _____</p> <p>Official Date Rec'd: _____</p>
<p><i>Do not write in this box</i></p>	

**Town of Windsor**

**Zoning Variance Application**

**1.1 Property Information**

Street Address: \_\_\_\_\_ Zone: \_\_\_\_\_

**1.2 Owner Information**

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*Names as they appear on the deed of record*

**1.3 Applicant Information**

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

Street Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant's interest in the subject parcel: *(such as owner, agent, lessee, optionee, tenant)*

**1.4 Parcel History and Status:**

Were any variances ever requested for this parcel in the past? \_\_\_\_\_

Does the subject parcel have any existing non-conformities? \_\_\_\_\_

If so, describe briefly:

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Is the subject parcel vacant? \_\_\_\_\_ If not, what is the parcel's existing use?

**2.1 Complete the following table only for "Size", "Long Distance", or "Location" Variances**

#1	#2	#3	#4	#5
Zoning Regulation Section #	Distance Required by Regulations	Location of Variance (side, front, or rear)	Distance requested by Applicant	Net Amount of Variance (#2-#4=#5)



ZBA Application – adopted 7/15/87 – revised 7/24/24

**4.1** Use this page to include any other information that can not fit anywhere else on this application.

**5.1 (Plot Plan)** You must submit 10 copies of a surveyor’s plot plan of the subject parcel. The plot plan must show:

- All proposed additions or changes with dotted lines
- All relevant dimensions
- A North arrow
- The scale of the drawing
- A proper label with the street address

If your variance request is for any dimensional requirement, such as a set-back from a property line, the surveyor’s plot plan must be certified to be accurate to at least an “A-2” Quality Standard.

**Read the Following Statements Before Signing:**

**5.2** It is the applicant’s responsibility to be aware of the hearing date.

**5.3** The applicant may withdraw this application at any time. If expenses have been incurred, the fee will not be refunded.

**5.4** If a variance is granted, it will not become effective until the applicant files a certified copy of the variance with the town clerk.

**5.5** The applicant must post the supplied placard sign on the subject parcel (not on a public utility pole) at least 10 days prior to the hearing...AND...must remove it 5 days after the hearing (or else the variance may be nullified).

**5.6** This is the applicant’s application only. The staff is not permitted to help complete the application. The applicant assumes sole responsibility for its completeness and accuracy.

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**Complete everything below this line in the presence of a Notary**

The undersigned applicant assumes sole responsibility for the completeness and accuracy of this application and, further, acknowledges that he/she/ has read and understands the above statements numbered 5.2 through 5.6

Applicant’s Signature \_\_\_\_\_

On this date, \_\_\_\_\_, the above signed applicant did personally appear before me and proved to my satisfaction to be the person who is herein referred to as the applicant; in witness whereof I hereunto set my hand and seal:

Notary Signature and Seal \_\_\_\_\_

My Commission expires: \_\_\_\_\_