

Top section to be filled in by ZBA Clerk

Clerk's Name: _____

Within 500' of town line? _____

Date Submitted: _____

Fee amount \$ _____

Date Sign Given: _____

Receipt Number _____

Official Date Rec'd: _____

Do not write above this line

**Town of Windsor
Zoning Variance Application**

1.1 Property Information

Street Address _____ Zone _____

Map No. _____ Block No. _____ Lot No. _____ Volume No. _____ Page No. _____

1.2 Owner Information

Name(s) as they appear on the Deed of Record

Street Address _____ City _____ State _____ Zip Code _____

1.3 Applicant Information

Name of Applicant _____

Street Address _____ City _____ State _____ Zip Code _____

1.4 Applicant's interest in the subject parcel: _____
(Such as owner, agent, lessee, optionee, tenant)

1.5 Phone no. where applicant be reached daytime: _____

1.6 Were any variances ever requested for this parcel in the past? _____

1.7 Does the subject parcel have any existing non-conformities? _____

If so, describe them briefly: _____

1.8 Is the subject parcel vacant? _____ **If not, what is the parcel's existing use?** _____

1.9 Applicant email address: _____

2.1 Complete the following table only for "SIZE VARIANCES", "LONG DISTANCE VARIANCES" or "LOCATION VARIANCES"

#1	#2	#3	#4	#5
Zoning Regulation Section No.	Distance Required by Regulations	Location of Variance (side, front, or rear?)	Distance Requested by Applicant	Net Amount of Variance (#2 - #4 = #5)

2.2 For all other types of variances, state the Section Number of the Zoning Regulations and describe precisely what is being requested.

2.2 (FIRST TEST) How is this request in HARMONY with the intent of the Zoning Regulations?

2.3 (SECOND TEST) How are the Zoning Regulations restricting the use of the subject parcel in a manner different than similarly zoned parcels throughout town? (meaning: "What is the LEGAL HARDSHIP?")

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.

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

Applicants 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: _____