



TOWN OF ROXBURY CONNECTICUT

Zoning Board of Appeals
(860) 355-2948

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROLE OF THE ZONING BOARD OF APPEALS

The powers and duties of the Zoning Board of Appeals are set forth in the Connecticut General Statutes as follows:

1. To hear, consider and decide appeals from the decisions of the Zoning Enforcement Officer.
2. To hear, consider and decide upon applications for requests of variances to the Zoning Regulations at a Public Hearing. The power to grant a variance allows the Zoning Board of Appeals to permit something to be done which violates the zoning regulations. A Variance provides relief from the general zoning rules for individual parcels of land for particular purposes. The standard employed by the Zoning Board of Appeals for granting variances is that of "unusual hardship." To constitute "unusual hardship" the hardship must be unique. The hardship must be different in kind from that generally affecting properties in the same zoning district. Economic hardship such as financial loss is not a proper basis for granting a variance. Self-created hardship is not sufficient grounds for granting a variance.



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PROCESS OF APPEALS FROM THE ZONING REGULATIONS

It is the responsibility of the applicant to complete all submission requirements to the Zoning Board of Appeals as outlined.

1. The variance application, completed in its entirety, must be submitted with all supporting documentation as outlined on page 2 of this packet.
2. Regular Meetings of the Zoning Board of Appeals are usually held on the third (3rd) Thursday of each month at 7:30 pm in the lower level conference room of Town Hall. Every effort will be made to schedule any application for hearing at the next Regular Meeting of the Zoning Board of Appeals provided that the completed application is filed with the Secretary by the first day of that month.
3. Applicant or petitioner shall be required to mail notification at least seven (7) days before the scheduled hearing to persons who own land that is adjacent to the land that is the subject of the hearing. The notice shall provide a brief description of the application, or petition along with the date, time, and location of the public hearing. A copy of the Legal Notice prepared by the Zoning Board of Appeals may be used. For purposes of this notification, the applicant shall provide at the public hearing proof of mailing as evidenced by certified receipts and the owner(s) as indicated on the Town's property tax map or on the last completed Grand List as of the date such notice is mailed. The application shall be deemed incomplete until certified receipts of mailing to all such adjacent property owners and a list of all property owners notified are filed with the Board hearing the application, and if not so filed, the Board may deny the application on that basis. (A sample notification letter is included in this packet.)
4. The applicant or a representative of the applicant must appear at the public hearing to present the application to the Board and answer any questions. A representative of the applicant must present a letter of authorization to act as agent before the Board. A sample is included in this packet for your convenience.
5. If a variance is granted, the Town publishes a legal notice and notifies the applicant by mail. The variance must be filed on the Land Records not less than 15 days after publication if no appeal of the variance has been taken. No zoning permit can be issued until the variance is filed by the applicant on the Land Records.



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APPLICATION

Date Received: _____ Case File No. _____

PROPERTY ADDRESS: _____

ZONE: _____ ASSESSOR'S MAP #: _____ BLOCK: _____ LOT: _____

Is this property within 500 feet of an adjoining municipality? Yes No

OWNER OF RECORD: _____ Phone Number () _____

OWNER'S ADDRESS: _____

APPLICANT'S NAME: _____ Phone Number () _____
(If different from owner)

APPLICANT'S ADDRESS: _____

TYPE OF APPLICATION: Appeal from a decision of the Zoning Enforcement Officer
 Request for Variance from the Zoning Regulations

Describe the proposed project: _____

List the specific sections of the Zoning Regulations and a brief description of them that require a variance, or if an appeal from action, the action that is being appealed: _____

List the reason(s) why the variance or appeal should be granted, stating clearly the exceptional difficulty or hardship: _____

Applicant's Signature

Owner's Signature

It is the applicant's responsibility to make certain the application is in completed form. A list of the information required to complete this application is attached for your convenience.



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LIST OF NAMES & ADDRESSES OF ALL ABUTTING PROPERTY OWNER'S

Name	
Property Address	
Mailing Address	

Name	
Property Address	
Mailing Address	

Name	
Property Address	
Mailing Address	

Name	
Property Address	
Mailing Address	

Name	
Property Address	
Mailing Address	

Name	
Property Address	
Mailing Address	

Declaration (to be signed by applicant):

I hereby declare that all info in this application and in the attachments submitted is accurate and complete to the best of my knowledge and belief. I understand that obtaining a variance does not waive the requirements for other permits. If a variance is granted I will comply with the permit requirements of The Town of Roxbury's Land Use Departments. If a variance is granted I will file the Approval Notice with the Town Clerk.

Date: _____

Signature _____



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OWNER'S AUTHORIZATION TO OBTAIN PERMITS

Work Location: _____

Permit Type: _____

Work Description: _____

Owner: _____

Owner Address: _____

Owner's Mailing Address: _____

(if different from above)

Agent/Applicant: _____

Agent/Applicant address: _____

I, _____ due hereby authorize _____
_____ to act on my behalf in obtaining the necessary permits
for the aforementioned work.

Owner's Signature

Date



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A COMPLETED APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING

- Application form
- Site plan. Ideally, this should be an A-2 survey. If this is not possible, a drawing, to scale, must show all present and all proposed structures on this plan. Indicate the number of feet from each side of all building to the nearest lot line. Show size of lot and names of all streets bounding lot. Show all easements, rights-of-way, driveways, sanity system, well and all wetland and/or watercourses on or adjacent to the property.
- For a variance - a detailed description of the proposed use.
- For an appeal from the decision of the ZEO - a detailed description of the decision with any available documentation.
- Detailed description of the exact nature of the hardship.
- Blueprints, elevation drawings, documents, photographs, etc, as needed to enable the Board to make a decision on the appeal. Existing and proposed construction must be clearly identified.
- List of names of abutting property owners.
- Copy of Tax Assessor's map showing location of subject and adjacent properties.
- Fee. A check made payable to the Town of Roxbury for \$245.00
- Agent authorization signed by the property owner.