

**ZONING BOARD OF APPEALS
TOWN OF LISBON
Town Hall 1 Newent Road
Lisbon, Connecticut 06351**

APPLICATION INSTRUCTIONS AND PROCEDURES

Appeals from decisions of the Zoning Commission or the Zoning Enforcement Officer must be made by the interested party or parties within thirty (30) days of the date of written receipt of the decision by filing with the Planning and Zoning Commission or the Officer from whom the appeal has been taken and with the Board of Appeals, a notice of appeal specifying the grounds thereof.

Applications for special exceptions or variances shall be filed with the Secretary of the Board or the Town Clerk. On receipt of an appeal or application, the Board will schedule a hearing and give notice thereof within thirty (30) days.

Appeals and applications shall be filed in **TRIPLICATE ON A FORM FURNISHED BY THE BOARD** and shall be signed by the applicant or his agent. All pertinent information to the questions on such form **MUST** be answered and all information required by the form shall be concisely stated. Along with the filing fee, applications shall be accompanied with three copies of a plot plan and also three sets of building plans if a new or existing building, addition, or alteration to a building is involved. One set of plans may be returned to the applicant, at his request, thirty days after the Board's decision.

Plot plans shall be drawn to scale, accurately showing lot dimensions, area, yard dimensions, location and size of all existing and proposed buildings on the property; the existing and intended uses of each building or part of a building; the number of families or housekeeping units the buildings are designed to accommodate; and any other information as may be necessary to clearly define the question involved. All dimensions and areas shown on plot plans relating to the location of buildings, and structures on the lot and the location and size of the lot shall be based on an actual survey by a duly licensed Civil Engineer or Surveyor, as is required by the Enforcement Officer prior to the issuance of building permits.

Plot plans accompanying applications pertaining to gasoline filling stations, garages, auto showrooms, and parking lots, shall in addition to giving location of building(s), include the location of any pumps and shall show height and size of signs as well as the location, height and intensity of lights, plantings, curbs, sidewalks, street lights, exits and entrances. Applications pertaining to gasoline filling stations, gas pumps, Repairer's or Dealer's licences and motor vehicle junk yards must be accompanied with Connecticut Motor Vehicle Department forms for same to be signed by the Board.

If topographical conditions are claimed as a hardship, applications shall be accompanied with photographs or topographical survey showing same. On an application for re-hearing, the applicant must allege new facts and prove same at the hearing.

The APPLICATION MUST BE SIGNED BY EITHER THE PLANNING AND ZONING COMMISSION OR THE ZONING ENFORCEMENT OFFICER. This is proof of denial.

The Board, in its discretion, may dismiss an appeal (without prejudice) for failure to comply with any of the forgoing rules. The filing fee for appeals is \$325 (includes newspaper and hearing costs) plus a State fee of \$60. Please make a check for the total amount payable to the Town of Lisbon.

APPLICATION
ZONING BOARD OF APPEALS
Town of Lisbon

APPEAL NUMBER: _____

DATE FILED: _____

1. I/We hereby appeal to the Town of Lisbon Zoning Board of Appeals from the decision of the Planning and Zoning Commission and/or the Zoning Enforcement Officer whereby ___ it ___ he ___ granted ___ denied an application to

- A. _____ USE _____ ERECT _____ ALTER _____ ADD TO _____ OCCUPY _____ OTHER
B. _____ LAND ONLY _____ STRUCTURE OR BUILDING _____ OTHER
C. FOR USE AS: _____ FAMILY RESIDENCE _____ BUSINESS _____ INDUSTRY
 _____ ACCESSORY BUILDING _____ OTHER

2. Location of affected premises: LOT NUMBER _____
TITLE OF SUBDIVISION MAP _____ R- 40 60 80 ZONE
ASSESSOR'S MAP NUMBER _____ LOCATED ON THE _____ SIDE
OF _____ STREET _____ FEET DISTANT FROM
THE INTERSECTION OF _____

Owner _____	Address _____
Applicant _____	Address _____
Lessee _____	Address _____
Agent _____	Address _____

3. PREVIOUS APPEALS have been made with respect to this property as follows:
Application Number(s) _____ Date(s) _____

4. This appeal relates to: _____ USE _____ AREA _____ YARD DIMENSIONS _____ HEIGHT
_____ STREET FRONTAGE _____ NUMBER OF FAMILY UNITS _____ OTHER
DESCRIBE BRIEFLY _____

5. VARIANCE of the following Section of the Zoning Regulations is requested:

A. Strict application of the regulations would produce UNDUE HARDSHIP because:

B. The hardship created is UNIQUE and not shared by all properties alike in the neighborhood because:

C. The variance would change the CHARACTER OF THE NEIGHBORHOOD because:

6. The ISSUANCE OF PERMIT NO. _____ for the above named premises by the Building Inspector is APPEALED because: _____

(APPLICANT/AGENT)

(ZONING ENFORCEMENT OFFICER or P&Z CHAIR)