



**TOWN OF DURHAM**  
**ZONING BOARD OF APPEALS**  
**General Information and Checklist for Applications**

This checklist has been developed to assist the residents of Durham, CT when planning some use of their property that requires a variance from the town's zoning regulations. The information required by the Zoning Board of Appeals is listed below along with some helpful suggestions.

Failure to supply the required information to the Zoning Board of Appeals may result in a delay in the processing of an application or denial of an application based upon lack of information.

**ALL OF THE FOLLOWING INFORMATION IS NECESSARY TO PROCESS AN APPLICATION:**

1. Applicant's name, address, telephone number, and email address
2. Property owners name, address, telephone number, and email address
3. Property location
4. Deed reference (volume and page number)
5. Zoning District
6. Section of the zoning regulations affected
7. Variance requested
  - a. setback variance requires an A2 survey of the line affected
8. Signature of applicant
9. Signature of property owner
10. Enclosures: Copy of property deed  
Copy of the plot plan  
Application fee of \$235.00

A public hearing must be held for all variance requests. Therefore, in order to meet the statutory requirements regarding publication dates of public hearing notices, all applications must be submitted to the Durham Town Hall AT LEAST FOUR (4) WEEKS PRIOR to the next regularly scheduled hearing date. The Zoning Board of Appeals conducts public hearing on the second Thursday of each month. Completed applications should be submitted to Jennifer Perry in the Land Use Department.

**SUGGESTIONS:**

- At the meeting it is helpful if you submit signed letters from adjacent property owners stating that they are aware of your variance application and approve/disapprove of your plans.
- Although your attendance at the public hearing is not mandatory it is certainly helpful. Often questions arise and the variance cannot be approved if the applicant or his/her representative is not there to clarify the information submitted with the application.



**TOWN OF DURHAM ZONING BOARD OF APPEALS**  
**Application for Variance**

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Record Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Record Owner Address: \_\_\_\_\_

Property Location: \_\_\_\_\_ Zone: \_\_\_\_\_

Assessor's Map Number: \_\_\_\_\_ Assessor's Lot Number: \_\_\_\_\_

Deed Reference: Volume Number: \_\_\_\_\_ Page Number: \_\_\_\_\_

This application relates to:

- Use
- Setbacks: Front, Sides, Rear    Feet: \_\_\_\_\_ Inches: \_\_\_\_\_
- Yards
- Lot Area
- Height
- Lot Dimension
- Lot Coverage
- Other (Specify): \_\_\_\_\_

Section of Zoning Regulations affected: \_\_\_\_\_

Reason for variance request: \_\_\_\_\_

Does the work constitute an alteration/extension of an existing building or is it new construction? \_\_\_\_\_

What is the hardship claimed? \_\_\_\_\_

The owner and the applicant hereby grant the Zoning Board of Appeals, and/or its agents, permission to enter upon the property for which variance approval is requested for the purpose of inspection and enforcement of the zoning regulations of the Town of Durham, CT.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**Official Use Only**

Date Application Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Permit #: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

ZEO/Town Planner