



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: _____

Official Use Only

Date Application Received: _____ Fee Paid: _____ Permit #: _____

Reviewed by: _____

ZEO/Town Planner