



ZONING BOARD OF APPEALS

Bethel Municipal Center, 1 School Street
Bethel, Connecticut 06801 (203) 794-8578

Dear Applicant:

Attached is the application for variances, or appeals of a decision of the Zoning Enforcement Officer, or for a Certificate of Location Approval for a motor vehicle business to the Zoning Board of Appeals. Please adhere to the following requirements:

1. There must be five (5) copies of the application, as well as all maps, drawings, etc.
2. A \$150 application fee, + \$30.00 State of Connecticut fee + \$75.00 for publication of legal notices, a total of \$255.00 is required at the time of submittal. Checks to be made payable to "Town of Bethel."
3. All information requested on the form must be completed. This includes the exact regulation you are requesting a variance from and stating the exceptional difficulty or unusual hardship. For appeals from the decisions of the Zoning Enforcement Officer provide a full explanation of why you believe the ZEO's decision is not supported by the provisions of the Zoning Ordinance.
4. Submit a plot plan showing location of all existing and proposed buildings, with sizes drawn to scale. When a variance relates to setbacks or minimum frontage requirements, a survey showing exact setback distances from the property lines to the nearest point of any proposed construction may also be required. When construction is involved, drawings to scale showing building elevations should also be submitted.
5. Once you have been notified of your public hearing date, you must notify all adjacent property owners and those within 100 feet, including across the street, affected by this application that you are going before the Zoning Board of Appeals. This notification is to include the time, date, and place of the hearing, and the reason for your application. A list of property owners to contact can be obtained in the office of the Tax Assessor. Proof of notification including the list of names and address of the property owners you have notified must be turned in to our office fifteen (15) days prior to the hearing. We recommend certified/return receipt mailings as proof of notification.
6. If you are applying for a Certificate of Location Approval for a motor vehicle sale and/or repair business, you must notify the board of any similar business, church, school, or hospital within 1,500 feet of the premises.

(continued on next pg.)

Should you have any questions regarding this form, Zoning Ordinance and the definition of hardship, the Town of Bethel Zoning Department will gladly assist you. You may contact our office at (203) 794-8578.

Please be advised that if you do not provide enough information, or fail to fully complete the application, the Zoning Board of Appeals has the right to refuse to accept your application or deny the application without prejudice.

When your application is approved by the Zoning Board of Appeals, you must file the approval with the Town Clerk within thirty (30) days after the Board has published its Decision.

Revised June 2002



PLANNING & ZONING DEPARTMENT

Bethel Municipal Center, 1 School Street
Bethel, Connecticut 06801 (203) 794-8578

**** PLANNING & ZONING COMMISSION:**

MEETS THE 2ND AND 4TH TUESDAY OF THE MONTH

**APPLICATIONS MUST BE SUBMITTED BY THE WEDNESDAY
BEFORE THE MEETING NO LATER THAN 4:00PM.**

INLAND WETLANDS COMMISSION:

MEETS THE 4TH MONDAY OF THE MONTH

**APPLICATIONS MUST BE SUBMITTED BY THE WEDNESDAY
BEFORE THE MEETING NO LATER THAN 4:00PM.**

ZONING BOARD OF APPEALS:

MEETS THE 3RD TUESDAY OF TH MONTH

**APPLICATIONS MUST BE SUBMITTED BY THE WEDNESDAY
BEFORE THE MEETING NO LATER THAN 4:00PM.**

**** PLEASE CHECK WITH THE OFFICE, A PRELIMINARY PLAN REVIEW MEETING
IS REQUIRED FOR MOST APPLICATIONS**