



ZONING BOARD OF APPEALS
City Hall, Room 132 – Meriden, Connecticut 06450
(203) 630-4081 • Fax (203) 630-4093

CHECKLIST

YOU WILL NEED THE FOLLOWING ITEMS FOR YOUR ZBA APPLICATION:

- 1. One original and 11 copies of a completed application form.** If the owner of the property is not the applicant, an owner's signature of consent is required.
- 2. Twelve (12) copies of a narrative,** which gives a detailed explanation of the proposed use and the reason you are seeking a ZBA variance or special exception. This should include the type of use or business, number of employees, tenants, and how many parking spaces will be used.
- 3. Provide a hardship for variance requests** within the narrative of why you cannot use the property under the current zoning rules. The hardship cannot be based on financial reasons and the hardship cannot be the result of the applicant's own action.
- 4. Twelve (12) copies of a Survey, Plot Plan or Site Plan** that shows the dimensions of the lot, location of all existing and proposed structures, elevations for any structures over three feet high, the zone of the property, parking spaces, and street access. (A MINIMUM SCALE OF 1 INCH = 20 FEET IS STRONGLY RECOMMENDED)
- 5. Twelve (12) copies of Floorplans and elevations.** Scaled floor plan of each floor including use of all floor area. SCALED ELEVATIONS for each side, if new construction is proposed. A MINIMUM SCALE OF 1/8 INCH = 1 FOOT IS STRONGLY RECOMMENDED
- 6. Other Information,** as necessary to clearly define the nature of the zoning relief or Special Exception sought such as: - Days and hours of operation - Number of Employees - Provisions for Employee Parking - Signs
- 7. A list of abutting property owners and their mailing addresses,** including the properties across the street.
- 8. A sign must be posted at least 10 days prior to the meeting date.** See the attached page for sign requirements and a list of local sign companies.
- 9. The ZBA fee is \$160.00,** made payable to the City of Meriden.

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE ABOVE REQUIREMENTS.



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***APPLICATION MUST BE LEGIBLE, PLEASE TYPE OR PRINT ATTACH
ACCOMPANYING NARRATIVE AND PLANS***

APPEAL NUMBER: _____ DATE: _____

APPLICANT: _____ ADDRESS: _____

PROPERTY OWNER: _____ ADDRESS: _____

DATE OF PURCHASE: ____/____/____

LOCATION OF PROPERTY: _____ ZONE: _____

ASSESSOR'S BLOCK NO: _____ LOT NO: _____

IS PROPERTY LOCATED WITHIN 500' OF ADJOINING MUNICIPALITY? YES ___ NO ___

HAS A PREVIOUS APPEAL BEEN MADE WITH RESPECT TO THIS PROPERTY? (If yes, give appeal number, date, and decision rendered):

Does property contain wetlands or watercourse? YES ___ NO ___

REQUEST FOR: (select one)

I. VARIANCE OF ZONING SECTION: _____
(Describe Variance and hardship) _____

II. SPECIAL EXCEPTION PER SECTION: _____
(Describe Special Exception) _____

III. APPEAL OF ZONING ENFORCEMENT OFFICER: (Explain) _____

IV. APPROVAL OF LOCATION: _____



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If the requested variance is a “Use Variance”, answer each of the following:

1. Do the zoning regulations allow **NO REASONABLE USE** of the property in question for reasons **PECULIAR** to the property and not applicable to the area as a whole? **EXPLAIN.**

2. Is the use proposed the **MINIMUM** variance necessary in order to allow a reasonable use of the property? **EXPLAIN.**

3. Will the use impair or impact the essential **CHARACTER** of the area?

4. If any attempts have been made to **SELL** the property for use in accordance with the purposes for which it is zoned, supply the following information:

- a) period (s) in which placed on market and agent (s) used in each period:
- b) other sales efforts during each period:
- c) asking price during each period:

ALL APPLICABLE QUESTIONS MUST BE ANSWERED AND ALL INFORMATION REQUIRED BY THE RULES AND REGULATIONS OF THE ZONING BOARD OF APPEALS SHALL BE SUBMITTED WITH THE APPLICATION.

(Signature of Applicant or Agent)

(Signature of Owner)

PLANNING DEPT. USE:

FEE: _____

DATE FILED: _____

DATE RECEIVED: _____

ALL CORRESPONDENCE TO BE SENT TO:

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____



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ADDITIONAL NOTES:

- Only the first eight (8) applications received by the cut-off date will be heard at each meeting. Any additional applications will be scheduled for subsequent meetings in order of their receipt.
- When applying for a Special Exception (Section 213-37) for Wine and Beer permit, a floor plan of the restaurant must be submitted with the application.
- An additional \$60.00 fee will be required for the City Clerk, made payable to City of Meriden, to file the approved certificate on the land records, thirty (30) days after the hearing.
- **Per Article VIII, Section 6 of the ZBA Bylaws, if a request for postponement of a hearing is made after the publication of a public notice in the newspaper, it shall be treated as a new application, including all costs.**

ABUTTER LIST

PER SECTION 213-79B(2) OF THE MERIDEN ZONING ORDINANCE:

“The applicant shall provide the names and complete mailing addresses of the most recent abutting property owners, as listed on the current City of Meriden Assessor’s record within fifteen (15) days prior to the hearing to the Zoning Board of Appeals administration office.* Abutting property owners shall include owners directly across the street as well as contiguous property owners.”

*Planning Department, Room 132, City Hall



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ZBA SIGN SPECIFICATIONS

Section 213-79B(3)

The petitioner shall erect, or cause to have erected, a sign on the premises affected by the proposed Variance, Special Exception or Appeal at least ten (10) days prior to the Public Hearing on Variance, Special Exception or Appeal of a ruling of the Zoning Enforcement Officer. Said sign shall be a minimum of four (4) feet by five (5) feet with black lettering no smaller than three (3) inches by one half inches on a white background. Said sign shall be weather resistant, securely fastened or staked and clearly visible from the street closest to the affected property, and be maintained as such until the day following the public hearing. The sign shall contain the following information:

PUBLIC NOTICE

A PETITION FOR A (VARIANCE,
SPECIAL EXCEPTION, OR APPEAL
OF THE RULING BY THE ZONING
ENFORCEMENT OFFICER) HAS
BEEN FILED WITH THE ZONING
BOARD OF APPEALS. A PUBLIC
HEARING WILL BE HELD ON SAID
PETITION ON (Date of Hearing)
IN CITY HALL. *

A report from the Zoning Enforcement Officer attesting to whether the above described sign was erected and maintained as required shall be made part of the record of the public hearing. Failure of a petitioner to comply with this requirement may be grounds for automatic denial of the Variance or Special Exception with consideration being given to cases where weather conditions or acts of vandalism have destroyed a properly posted sign.

*Location of Public Hearing is subject to change. Please confirm content with the Planning Office prior to ordering sign.