

APPLICATION # \_\_\_\_\_  
Date Received \_\_\_\_\_  
Received By \_\_\_\_\_

**TOWN OF CHAPLIN  
ZONING BOARD OF APPEALS  
APPLICATION FOR**

Fee \$310. ( 250. + 60.)

**VARIANCE / APPEAL**  
(PLEASE CIRCLE ONE OF THE ABOVE)

HEARING DATE \_\_\_\_\_

**APPLICANT/AGENT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone# \_\_\_\_\_  
Email: \_\_\_\_\_

**LANDOWNER OF RECORD:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

If the applicant is not the owner of the property and the owner will not appear at the public hearing, the applicant must submit a letter from the owner authorizing the applicant to act for the owner at the public hearing. Attach this letter to the application.

**PROPOSED ACTIVITY:** \_\_\_\_\_  
\_\_\_\_\_

**SITE DATA**

Property ID Assessor's Map No: \_\_\_\_\_ Lot No: \_\_\_\_\_ Area of Lot \_\_\_\_\_  
Street Address \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Use (circle one) Residential Commercial Industrial  
Deed: Volume \_\_\_\_\_ Page \_\_\_\_\_ Attach copy of deed to application

Is the property within 500 feet of an adjoining town? Yes \_\_\_ No \_\_\_ Town \_\_\_\_\_  
Have any other applications been submitted to any Town Commission for this property? \_\_\_\_\_  
If so, please provide the date(s) and reason(s) & Commission name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have any variances been granted on this property? Yes \_\_\_ No \_\_\_  
Describe \_\_\_\_\_  
\_\_\_\_\_

Are there Inland Wetland(s) or Regulated Area(s) on the subject property? \_\_\_\_\_  
\_\_\_\_\_

**VARIANCE INFO** Please explain (attach additional pages if necessary)

This application requests relief from Section(s) \_\_\_\_\_  
Of the Chaplin Zoning Regulations for the following activity(ies) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The exact action requested to be taken. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state the exceptional difficulty or unusual hardship that will result/has resulted from the literal enforcement of the above referenced Section(s) of the Chaplin Zoning Regulations:  
See description in instructions for what constitutes a hardship. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPEAL INFO:**

FOR AN APPEAL WHERE IT IS ALLEGED THAT THERE IS AN ERROR IN ANY ORDER, REQUIREMENT OF DECISION MADE BY THE OFFICIAL CHARGED WITH THE ENFORCEMENT OF THE CHAPLIN ZONING REGULATIONS, COMPLETE THE FOLLOWING:

This application requests to \_\_\_\_\_ Reverse Wholly \_\_\_\_\_ Reverse Partly  
\_\_\_\_\_ Affirm Wholly \_\_\_\_\_ Affirm Partly, an Order, Requirement, or Decision (circle one) issued upon the applicant / owner (circle one) of the subject property, citing the following error(s) on behalf of the Official that are the basis for this appeal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Order, Requirement or Decision \_\_\_\_\_  
Date that the Order, Requirement or Decision was received by the applicant / owner \_\_\_\_\_  
Issuing Official \_\_\_\_\_

I hereby attest the information included on this application has been accurately represented to the best of my knowledge

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

\_\_\_\_\_  
Signature of Property Owner Date  
(if different than applicant)

\*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\*

Hearing held on \_\_\_\_\_

Action Taken: \_\_\_\_\_ Date \_\_\_\_\_

Hardship or error of Official demonstrated: \_\_\_\_\_  
\_\_\_\_\_

Notice Sent \_\_\_\_\_ Notice Published \_\_\_\_\_  
Recording Sheet Filed on \_\_\_\_\_

TOWN OF CHAPLIN  
INSTRUCTIONS & CHECKLIST  
**APPLICATION FOR VARIANCE/APPEAL**

The Chaplin Zoning Board of Appeals meets on the 4<sup>th</sup> Wednesday (Jan – Oct) and the 3<sup>rd</sup> Wednesday (Nov & Dec) at 7:00 PM in the Library Conference Room.

It is requested applications be received at least 2 weeks prior to the next scheduled ZBA meeting to allow time for review and a possible pre-application meeting. After filing an application, any additional application materials and/or revisions must be received by the ZBA c/o the Town Clerk at least 10 days prior to the Public Hearing. All variance applications and appeals need a Public Hearing.

Submit by mail or in person to:           Chair, Chaplin Zoning Board of Appeals  
**C/O Chaplin Town Clerk**  
Town of Chaplin  
495 Phoenixville Rd,  
Chaplin Ct 06235

1. All relevant sections must be fully completed
2. Application Fee must be included. \$310.00 payable to “Town of Chaplin”
3. A complete copy of the parcel deed attached.
4. Two copies of an A-2 survey (when required by the ZEO) prepared by a registered engineer and six (6) reduced scale copies in 11” x 17” size for distribution to the Commission.
5. A plot plan, with building line setbacks, accurately showing location of all proposed and existing structures, well, septic, driveway and any other pertinent information, such as wetlands and steep topography; seven (7) copies.
6. Eastern Highlands approval, if applicable.
7. Signature of Applicant and (if different from Applicant) parcel owner and a letter from owner permitting applicant to file variance or appeal.
8. In the case of an appeal of a ZEO Order, Requirement, or Decision: A copy of that Order, Requirement or Decision.
9. Receipt within 30 days of Notice of ZEO Order, Requirement, or Decision. Time is of the essence.
10. Original plus 6 copies of application.

A VARIANCE is a request to vary the Zoning Regulations. It allows the property owner to do something with his property that the Zoning Regulations do not allow. The variance goes with the land, it does not expire when the property is sold or transferred.

EXCEPTIONAL DIFFICULTY / UNUSUAL HARDSHIP are terms used in the CT General Statutes to describe the conditions that must be met before the ZBA can grant a variance. These conditions or circumstances must be related solely either to the property’s unusual shape or topography or to the condition or location of existing structures. You must convince the ZBA that without the variance you would have no “reasonable” use for the property – this does not mean the use which would bring the greatest financial returns or the least expensive, most convenient route to take. It must not negatively impact surrounding properties or the general safety of the community. The ZBA can require you to modify your plans so neighbors will not be adversely affected.