



TOWN OF HEBRON

15 Gilead Street, Hebron, CT 06248
TEL (860) 228-5971 FAX (860) 228-5980

Planning/Zoning Building Health Conservation

ZONING BOARD OF APPEALS

I. APPLICATION SUBMITTAL PROCESS

Applications will be received at the office of the Town Planner, located in the Horton House at the Town Hall, 15 Gilead Street in Hebron. The application will be scheduled for Public Hearing at a subsequent meeting of the Zoning Board of Appeals. Regular meetings are conducted the first Tuesday of the Month at 7:30 p.m. in the Hebron Town Office Building. The application deadline to be considered for scheduling at the next meeting of the Board is three weeks prior to the meeting; however, it is not always possible to schedule items this quickly and you will be notified of the scheduling of your exact hearing date by the Board staff. In order for applications to be processed as expeditiously as possible, the application must be complete upon submittal.

A complete application would include the following: 1) the Application form completely filled out and signed; 2) the filing fee* in a check made payable to the Town of Hebron; 3) a copy of the Assessor's field card for the property in question; 4) ten (10) copies of an accurate site plan showing all existing improvements and the proposed construction containing accurate dimensions to all property lines; 5) the Abutter's List (names and addresses of all property owners within 200 feet of the boundaries of the property in question) and an Abutter's Map (detailing a 200 foot radius around the property in question) both of which shall be acquired from the Assessor's Office and based on the Town Assessor's most recent records; and, 6) any other information which can assist in explaining your request to the Board.

* **Fees:** These have been set by Town Ordinance: \$125 (variances in residential districts) or \$200 (variances in business districts) or \$250 (Appeals to Determination of Zoning Agent), **plus** \$60 State of CT Fee.

II. APPLICANT'S RESPONSIBILITY

A. Prior to the Public Hearing (PLEASE FOLLOW THIS STEP CAREFULLY OR THE PUBLIC HEARING ON YOUR APPLICATION CAN NOT BE HELD):

The ZBA will provide applicants with a copy of the Legal Notice. Each applicant is required to notify owners of property located within two hundred (200) feet of the property in question (using the Abutter's List acquired from the Assessor's Office) of the Public Hearing by mailing them a copy of the Legal Notice. These notices shall be mailed by certified mail to the abutters no less than fifteen days prior to the day of the hearing. Proof of such notification shall be provided to the Town staff or to the Board by submission of Receipt for Certified Mail or a Certificate of Mailing no later than at the commencement of the Public Hearing.

B. At the Public Hearing:

Applicants (or a representative) are required to be in attendance at the Public Hearing to present the request and hardship and to respond to inquiries of the Board, the public and Town Staff.

C. Following the Public Hearing:

If the Board approves your application, the Town will mail you a Letter of Approval. To be effective, you

must take this letter and file it in the Town Land Records as required by State Law.

III. PUBLIC HEARING PROCESS

Public Hearings will commence within sixty-five (65) days of receipt by the ZBA and will be completed within thirty-five (35) days of commencement. Applicants will be notified by mail of the Public Hearing date and time. All hearings and meetings are conducted at the Hebron Town Office Building.

IV. DECISION PROCEDURE

All decisions will be rendered within sixty five (65) days after completion of the Public Hearing. State Law requires that all applications for Appeals and Variances can only be approved by a minimum of four (4) positive votes of the five (5) person Board. The Applicant will be notified of the decision of the ZBA by certified mail, within 15 days of the decision.

V. DUTIES OF THE ZONING BOARD OF APPEALS

The Hebron Zoning Board of Appeals has been established by authority of the Connecticut General Statutes, Section 8-6. The mandate of the Board is as follows:

A.) Appeals

To hear and decide appeals where it is alleged that there is an error in any order, requirement or decision made by the Zoning Agent in the enforcement of the Hebron Zoning Regulations.

B.) Variances

To determine whether the strict application of the Hebron Zoning Regulations would result in an unusual difficulty or unreasonable hardship upon the owner.

Hardship is met if the following conditions exist:

- 1) if the owner complied with these regulations he would be unable to make any reasonable use of this property
- 2) hardship is peculiar to the property in question in contrast with those of other properties in the same zone
- 3) hardship is not the result of the applicant's own action
- 4) hardship is not merely financial, pecuniary, or inconvenient

Please Note: Hardship must be met before a variance can be granted. Please be as specific as possible in addressing the hardship issue.

C.) Approvals of Location

To hear and decide all matters pertaining to approvals of location of motor vehicle sales or repairs.