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## TOWN OF ENFIELD

### **Appeal of Zoning Enforcement Decision Zoning Board of Appeals**

The Enfield Zoning Board of Appeals (ZBA) has established procedures and applications for applying to the ZBA for an appeal of a finding of the Enfield Zoning Enforcement Officer.

The fee for an Appeal Application of a Residential Property Zoning Ordinance is \$ 120.00.

The fee for an Appeal Application of a Non-Residential Property Zoning Ordinance is \$ 185.00.

All abutting property owners must receive notification of an Appeal Application by Certified Mail. Proof of mailing is to be provided to the Planning Office 3 business days prior to the Public Hearing.

The applicant is responsible for:

1. Notice to immediate abutters by certified mail not less than fifteen days (15) days prior to the start of the public hearing.
2. A copy of the abutter's letter and proof of mailing notification is to be provided to the Planning Office three (3) days prior to the scheduled public hearing.
3. Providing (14) fourteen scaled site plans with original seal and signature on each indicating the street address of the proposal
4. Prominent display of Public Hearing Notice Sign(s) 10 days prior to Public Hearing.
5. Applicant is to complete a signed affidavit.
6. Applicant must locate the proposed structure corners on the ground with stakes, or spray paint (if the location is on an impervious surface). If requesting a variance for a side yard, applicant must show the property line, required side yard, and the requested side yard variance. Failure to stake or spray paint the location will cause the postponement of your meeting date.
7. Applicant is to review and acknowledge the Land Use Application Guide.

The application package contains:

1. The Appeal Application Form.
2. A copy of the deed to the property.
3. The fee associated with the application.
4. A copy of the letter to be sent to the abutters.
5. Fourteen (14) copies of the site plans and any related supporting documentation i.e. photos and technical reports, etc.
6. An electronic submission of all documents received is required in either CD or USB format.

For more information and questions, please contact the Enfield Planning Office at 860.253.6355.

TOWN of ENFIELD  
**ZONING BOARD OF APPEALS –ZEO APPEAL APPLICATION FORM**  
 Planning Department - Town Hall - 820 Enfield Street - Enfield, CT 06082  
 (860) 253-6355

**B**  
 File # (office use only)  
**ZBA** \_\_\_\_\_

**FEES:** Residential \$120.00 Non-residential \$185.00 (All fees include current \$60 state fee)

**Application type** (check one or more of the following) **Date of Filing** \_\_\_\_\_  
 Residential  Non-Residential

**Related To:**  
 Use  Area  Yards  Height  Building line  Other

In connection with a:  
 Proposed Building  Existing Building

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Relation to Property:** \_\_\_\_\_

\_\_\_\_\_ **Map:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

\_\_\_\_\_ **Property ID** \_\_\_\_\_

**Zone:** \_\_\_\_\_ **Wetlands on Site?**  Yes  No

**Does applicant own the property?** \_\_\_ Yes (attach copy of deed) \_\_\_ No (Submit Authorization Letter from Owner)

**Property Owner's Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

\_\_\_\_\_

**When was the property acquired?** \_\_\_\_\_

**Provide property history:** \_\_\_\_\_

\_\_\_\_\_

**Describe your application:** (Please Print) \_\_\_\_\_

\_\_\_\_\_

**Applicable Section(s) of the Zoning Ordinance** \_\_\_\_\_

\_\_\_\_\_

**Who will be representing the application and what is the way to contact that person**

**NAME:** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_

 \_\_\_\_\_ (phone) \_\_\_\_\_

 \_\_\_\_\_ (fax) \_\_\_\_\_

 \_\_\_\_\_ (e-mail) \_\_\_\_\_

**APPLICATION SUBMITTAL REQUIREMENTS:** Applicant must locate the proposed structure corners on the ground with stakes, or spray paint (if the location is on an impervious surface). If requesting a variance for a side yard, applicant must show the property line, required side yard, and the requested side yard variance. Failure to stake or spray paint the location will cause the postponement of your meeting date.

The undersigned hereby permits town staff and board members to enter onto and inspect this site during reasonable hours for the purpose of reviewing this application and accompanying plans. I hereby depose and say that all of the above statements as well as the statements contained in all papers filed herewith are true.

**Applicant signature:** \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

[Signature] \_\_\_\_\_

\_\_\_ Notary Public \_\_\_ Justice of the Peace \_\_\_ Commissioner of Superior Court

(Please check one)

Commission expiration date stamp ▶ \_\_\_\_\_

**DEPARTMENT DATE STAMP**

**APPEAL from ORDER or DECISION**

**INTRODUCTION**

**Section 11.00A, Enfield Zoning Ordinances, Powers and Duties of the ZBA**

Appeals: The ZBA shall have the authority to hear and decide upon any appeal where it is alleged that there is an error in the order, requirements, decision or determination of the Zoning Enforcement Officer (ZEO). No question of hardship shall be involved in such an appeal, and the action of the ZBA thereon shall be limited to the question of whether or not, and to what extent such order, requirement, decision, or determination was a correct interpretation of the subject provision of these Regulations.

**What was the date of the Order or Decision?** \_\_\_\_\_

**What was denied or granted by the order or decision?**

\_\_\_\_\_  
\_\_\_\_\_

**What is the nature of this appeal?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What grounds are alleged for this appeal?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If the applicant is the aggrieved party, but not one of the subject property owners, provide the shortest distance between the applicant's property and the subject property** \_\_\_\_\_

Previous application file #(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date(s) of decision(s): \_\_\_\_\_

\_\_\_\_\_

**Appeal submittal requirements:**

- **1 copy of the application, with notarized signature of applicant**
- **Site location plan indicating major road intersection closest to project**
- **14 copies of the complete application**
- **Please contact Planning staff at (860) 253-6355 for guidance.**