



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 Plot Plan, Site Plan, or GIS print out** 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.
- 5. A list of abutting property owners and their mailing addresses,** including the properties across the street.
- 6. 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.
- 7. The ZBA fee is \$160.00,** made payable to the City of Meriden.

#### **APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE ABOVE REQUIREMENTS.**

##### ***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.**



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

APPEAL NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

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):  
\_\_\_\_\_

REQUEST FOR:

I. VARIANCE OF SECTION: \_\_\_\_\_  
(Describe variance and hardship) \_\_\_\_\_

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

III. APPEAL OF ZONING ENFORCEMENT OFFICER: (Explain) \_\_\_\_\_

IV. APPROVAL OF LOCATION: \_\_\_\_\_

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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***ABUTTER LIST***

PER SECTION 213-58.B(1)(a) 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 213-58.b(1)(c)

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.