



ZONING BOARD OF APPEALS
City Hall – Meriden, Connecticut 06450

CHECKLIST

MEETING DATE: _____ CUT-OFF DATE _____

1. Application Form: 1 original and 11 copies. Give detailed explanation of proposed use.
2. Plot Plan: 12 copies drawn to scale.
3. List of abutting property owners: Addresses (including property across the street)
See attached page.
4. Sign: To be posted 10 days prior to meeting date. See attached page for installation of required sign.
5. Fee: Check made payable to the City of Meriden for \$160.00

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE ABOVE REQUIREMENTS.

PLEASE NOTE:

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 – 13 copies drawn to scale.

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.



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APPLICATION MUST BE LEGIBLE, PLEASE TYPE OR PRINT - ATTACH PLANS

APPEAL NUMBER _____ DATE _____

APPLICANT _____ ADDRESS _____

OWNER _____ ADDRESS _____

LOCATION OF PROPERTY _____ ZONE _____

ASSESSOR'S BLOCK NO. _____ LOT NO. _____ MASTER PLAN _____

FUTURE LAND USE _____

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 _____

III. APPEAL OF ZONING ENFORCEMENT OFFICER – EXPLAIN

IV. APPROVAL OF LOCATION _____

PLANNING DEPT. USE: _____ ALL CORRESPONDENCE TO BE SENT TO:
FEE _____ NAME _____

DATE FILED _____ ADDRESS _____

RECEIVED _____ PHONE # _____

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)



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IV. APPROVAL OF LOCATION _____

PLANNING DEPT. USE:

FEE _____

ALL CORRESPONDENCE TO BE SENT TO:

NAME _____

DATE FILED _____

ADDRESS _____

RECEIVED _____

PHONE # _____

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)

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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 records, 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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ARTICLE XII
Zoning Board of Appeals

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 ground 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.