

TOWN OF DARIEN
ZONING BOARD OF APPEALS INSTRUCTION FORM

PRIOR TO SUBMITTING AN APPLICATION:

In order to *efficiently* and *effectively* process the many variance applications, the **Zoning Board of Appeals requires a meeting between ZBA Staff, property owner(s)/contract purchaser(s) and their representative(s)** to discuss the application, review process and fundamental information needed ***prior*** to submitting their application.

REQUIRED APPLICATION MATERIALS:

When submitting an application for hearing, you must have **ten (10) collated sets** of the **application** with **Item K** (see Page 2 of application) and various, required **attachments** along with the **\$610 application fee** (payable to “Town of Darien”).

Various attachments required, depending on variance(s) request:

1. An up-to-date, Class A-2 survey at a measurable scale no smaller than 1”=40’, prepared by a land surveyor registered in the State of Connecticut, certifying:
 - A. Lot size, dimensions and configuration;
 - B. Required setbacks from front, side and rear property lines delineated to define the buildable area;
 - C. Existing and proposed (highlighted) structures, including HVAC and mechanical equipment, fuel tanks, swimming pools, etc. Include new volume dimensions and setbacks from the adjacent property boundaries;
 - D. Existing and proposed building coverage as defined by Section 210 of the Darien Zoning Regulations.
 - E. Floor elevations (including basement level) for structures in or near flood areas.
2. Floor plans and dimensions of existing and proposed structures (plans must be to a measurable scale no smaller than 1/8”=1’-0”).
3. Elevation drawings showing the size, scale and materials of existing and proposed additions or new structures (plans must be to a measurable scale no smaller than 1/8”=1’-0”).
4. Site grading, drainage and erosion control plan prepared by a Professional Engineer (plans must be to a measurable scale no smaller than 1/8”=1’-0”).
5. Other appropriate information concerning the unique features of the property to assist the Board in reviewing and reaching a decision about the application.

Failure to submit adequate information may result in the application being returned, postponed or “Denied without Prejudice”.

REQUIREMENT TO STAKE PROPERTY LINES:

Between the application submittal and no later than twenty (20) days prior to the scheduled public hearing, **the applicant/property owner is required to identify all relevant property lines with surveyor installed iron pipe/pin markers and adjacent labeled wood stakes.** The markers shall be installed at logical property corners, with sufficient in between locations so that the markers are no more than 100’ apart. The stakes shall be maintained throughout the public hearing and construction process. Failure to install the markers as required will result in an automatic postponement of the public hearing to a later date.

Notifying Property Owners Within 100’ of the Property as Required by Section 1127

“Not less than ten (10) days nor more than twenty (20) days prior to the applicant’s scheduled public hearing, the applicant, or their legal representative, shall mail notification of their application, including “Item K” of the text of the application and the scheduled date, time and place of the hearing, to the owners of each parcel or property within 100 feet of the perimeter of the subject property. This would include the owner of each condominium if any portion of such property is within 100 feet or less of the condominium association property. The owners and their addresses shall be determined from the latest real estate list of the Town in the Assessor’s Office.”

Failure to properly notify all applicable property owners will result in an automatic postponement of your Public Hearing to the following months meeting.

Below is a sample to assist you in drafting your letter:

Date

Applicant’s Return Address

Neighbor’s Return Address

Dear Neighbor:

(I/We) have applied to the Darien Zoning Board of Appeals for _____ (an interpretation/a variance) of the Darien Zoning Regulations in order to _____ (construct an addition/establish a new use, or other reason for variance request).

Enclosed for your review is a copy of Item K from the application that was submitted. A Public Hearing for this matter has been scheduled for 7:00 P.M. in the Public Meeting, Room 206 in the Darien Town Hall, 2 Renshaw Road on (date).

If you have any questions, please feel free to contact me. My telephone number is _____.
Sincerely,

PRIOR TO THE PUBLIC HEARING:

Submit a complete mailing sample (every item mailed) must be submitted to the Planning & Zoning Office, as well as the original (white slips) Certificates of Mailing and neighbor list.

All relevant materials should already be included with your application. If background Zoning history information is important or if there are any neighbor support letters, it should be included before the hearing. If significant additional materials are submitted at hearing, the ZBA will likely continue your Hearing to a subsequent meeting in order to properly consider the information.

Be aware that ZBA Staff and ZBA members will observe the subject property. Notes and photographs may be taken. **It is very important that the ZBA understand how your proposal relates to neighboring properties, as well as your own property boundaries.** ZBA members and Staff may conduct a detailed property inspection.

AT THE PUBLIC HEARING:

Be prepared to efficiently explain your request to the Board and answer questions from the Board and/or general public. You must emphasize the unique characteristics or conditions of the land which can justify the variance request. Personal, family, and financial considerations are not justification for a variance.