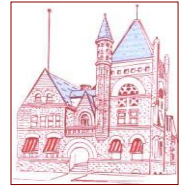




CITY OF WEST HAVEN, CONNECTICUT ZONING BOARD OF APPEALS

c/o Planning & Development Department, Third Floor, City Hall, 355 Main Street,
West Haven, Connecticut, 06516-0312 Phone 203.937.3580. Fax 203.937.3742



CITY HALL 1898-1967

APPLICATION PROCEDURE FOR VARIANCES

- 1. All applications for Variances, except one and two family residences, must be accompanied by an A-2 survey showing:**
 - a) The name and address of the applicant**
 - b) A Site Plan showing the subject property, a Location Map and North Arrow, the square feet of the property, square feet and percent coverage of building, parking and open space, setbacks, and elevation drawing of any proposed structure, types and number of rooms proposed, parking layout. Drainage and contour elevations, wetland or C.A.M. boundaries (if applicable), landscaping.**
- 2. Applications for sign variances need only to show the subject property, the location map, the square footage of the sign(s), the location of the sign(s) on the property, and a comparison of the signage permitted by right with the proposed square footage of the proposed sign(s).**
- 3. Should a review of the Inland Wetland Agency be required, that approval must be granted before the Zoning Board of Appeals can act upon an application.**
- 4. The applicant must submit sixteen (16) copies of the application and other data, collated, before submission or the application will not be accepted for processing.**
- 5. The application must be legible, typewritten or printed, contain correct information, and be signed by the applicant who attests to the validity of the application.**
- 6. The application must also be signed by the owner who thus indicates that the application is made with the consent of the owner of the property.**
- 7. The applicant must post the Notice of Variance sign in the front of the property so that it is visible from the street.**

- 8. The applicant shall notify adjacent property owners and others as required by Article 12, Section 92.2 of the Zoning Regulations.**
- 9. Should the applicant or his/her representative be unable to attend the meeting without withdrawing the application or requesting an extension of time for the Public Hearing, it may be denied.**
- 10. Applications must be filed with the Planning and Development Department by 3:00 P.M. of the due date as shown on the attached schedule.**
- 11. All applications for a Variance shall be accompanied by a fee of \$460.00 made payable to the City of West Haven.**
- 12. Regular meetings are held on the third Wednesday of each month at 6:30 P.M. in the Harriet North Community Room, Second Floor, City Hall 355 Main Street, West Haven, CT. No Public Hearings are held in July or December.**
- 13. If the application is approved, a Certificate of Decision will be sent to the Applicant, who is then required to file the Certificate with the West Haven City Clerk.**

REV. 7-12-2023