

**Top section to be filled in by ZBA Clerk**

Clerk's Name: \_\_\_\_\_

Within 500' of town line? \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Fee amount \$ \_\_\_\_\_

Date Sign Given: \_\_\_\_\_

Receipt Number \_\_\_\_\_

Official Date Rec'd: \_\_\_\_\_

**Do not write above this line**

**Town of Windsor  
Zoning Variance Application**

**1.1 Property Information**

\_\_\_\_\_  
Street Address Zone

\_\_\_\_\_  
Map No.      Block No.      Lot No.      Volume No.      Page No.

**1.2 Owner Information**

\_\_\_\_\_  
\_\_\_\_\_  
Name(s) as they appear on the Deed of Record

\_\_\_\_\_  
Street Address      City      State      Zip Code

**1.3 Applicant Information**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Street Address      City      State      Zip Code

**1.4** Applicant's interest in the subject parcel: \_\_\_\_\_  
(Such as owner, agent, lessee, optionee, tenant)

**1.5** Phone no. where applicant be reached daytime: \_\_\_\_\_

**1.6** Were any variances ever requested for this parcel in the past? \_\_\_\_\_

**1.7** Does the subject parcel have any existing non-conformities? \_\_\_\_\_

If so, describe them briefly: \_\_\_\_\_

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

**1.8** Is the subject parcel vacant? \_\_\_\_\_ If not, what is the parcel's existing use? \_\_\_\_\_

\_\_\_\_\_

2.1 Complete the following table only for "SIZE VARIANCES", "LONG DISTANCE VARIANCES" or "LOCATION VARIANCES"

#1	#2	#3	#4	#5
Zoning Regulation Section No.	Distance Required by Regulations	Location of Variance (side, front, or rear?)	Distance Requested by Applicant	Net Amount of Variance (#2 - #4 = #5)

2.2 For all other types of variances, state the Section Number of the Zoning Regulations and describe precisely what is being requested.

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2.2 (FIRST TEST) How is this request in HARMONY with the intent of the Zoning Regulations?

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2.3 (SECOND TEST) How are the Zoning Regulations restricting the use of the subject parcel in a manner different than similarly zoned parcels throughout town? (meaning: "What is the LEGAL HARDSHIP?")

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**4.1** Use this page to include any other information that can not fit anywhere else on this application.

- 5.1 (Plot Plan) You must submit 10 copies of a surveyor's plot plan of the subject parcel. The plot plan must show:
- ◆ All proposed additions or changes with dotted lines
  - ◆ All relevant dimensions
  - ◆ A north arrow
  - ◆ The scale of the drawing
  - ◆ A proper label with the street address

If your variance request is for any dimensional requirement, such as a set-back from a property line, the **surveyor's plot plan must be certified to be accurate to at least an "A-2" Quality Standard.**

**READ THE FOLLOWING STATEMENTS BEFORE SIGNING:**

- 5.2 It is the applicant's responsibility to be aware of the hearing date.
- 5.3 The applicant may withdraw this application at any time. If expenses have been incurred, the fee will not be refunded.
- 5.4 If a variance is granted, it will not become effective until the applicant files a certified copy of the variance with the town clerk.
- 5.5 The applicant must post the supplied placard sign on the subject parcel (not on a public utility pole) at least 10 days prior to the hearing...AND... must remove it 5 days after the hearing (or else the variance may be nullified).
- 5.6 This is the applicant's application only. The staff is not permitted to help complete the application. The applicant assumes sole responsibility for its completeness and accuracy.

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**Complete everything below this line in the presence of a Notary**

The undersigned applicant assumes sole responsibility for the completeness and accuracy of this application and, further, acknowledges that he/she has read and understands the above statements numbered 5.2 through 5.6

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Applicants Signature

On this date, \_\_\_\_\_, the above signed applicant did personally appear before me and proved to my satisfaction to be the person who is herein referred to as the applicant; in witness whereof I hereunto set my hand and seal:

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Notary signature and seal

My Commission expires: \_\_\_\_\_