



Planning Department · Hamden Government Center
2750 Dixwell Avenue · Hamden, CT 06518
Phone (203) 287-7070 Fax (203) 287-7075
www.hamden.com

**TOWN OF HAMDEN
ZONING BOARD OF APPEALS
APPEAL OF DECISION
INSTRUCTIONS**

Pursuant to C.G.S. Section 8-6, the Zoning Board of Appeals has the power to HEAR AND DECIDE APPEALS, where it is alleged that there is an error in any order, requirement or decision made by the official charged with zoning enforcement. **Such appeals shall be made within fifteen days of the decision of the Zoning Enforcement Officer** by the person, firm, corporation or entity to whom said decision has been directed.

Please note the list of the materials that must be submitted to the Zoning Board of Appeals. It is your responsibility to provide all of this information. While Town staff will be happy to answer your questions, they are not responsible for preparing the information or assuring its accuracy. The Hamden Zoning Regulations are available on-line at www.hamden.com.

Completed applications must be submitted to the Planning Office, 3rd Floor, Hamden Government Center, 2750 Dixwell Avenue, Hamden, CT 06518 in order to be put on the agenda for the meeting the following month. The regular meetings of the Zoning Board of Appeals are held on the third Thursday of each month. The appeal will be heard at the first meeting that allows for notice of the public hearing in accordance with State Statutes.

APPLICATION FEE SCHEDULE (subject to change)

ZEO Appeal of Decision	\$130.00
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NOTE: THE APPLICANT OR HIS/HER AGENT MUST BE PRESENT AT THE HEARING.

SUBMISSION REQUIREMENTS

One (1) original and nine (9) copies **of all documents** must be submitted:

1. Completed application form with supporting documents;
2. An **Assessor's Map** (from the Assessor's Office) of the property clearly showing
 1. the property (clearly identified)
 2. All properties located within 100 feet of any portion of the property
3. A **list of property owners within 100 feet** of any portion of the property including properties across streets. You can get this information from the Assessor's Office. This list should contain the property owner's abutting property address and home mailing address.
4. Stamped (not metered) **envelopes** addressed to all property owners (not tenants) within 100 feet (on abutters list from Assessor's Office) including one addressed to yourself. Address the

envelopes to the property owner's mailing address rather than to the address of the property that abuts yours. The return address should read:

Zoning Board of Appeals
Hamden Government Center
2750 Dixwell Avenue
Hamden, CT 06518

An application packet is not complete until all of the required materials are submitted.

All maps must be folded not to exceed the dimensions of 11½ x 9 ½". Fold maps so that the title block is face up.

Any change(s) of use, installation or expansion on a property with a **septic system and/or well water require approval by the Quinnipiac Valley Health District (QVHD.)** Receipt of approval must be submitted along with this application. QVHD can be reached at:

1151 Hartford Turnpike
North Haven, CT 06473
Phone 248-4528
Fax 248-6671

Notification to the Regional Water Authority (RWA) – Please complete the attached RWA Notification Form and **send by certified mail to the address below.** This notice must be mailed within seven (7) days of the date of the application. Documentation of mailing must be provided to the Hamden Planning Office.

Environmental Analysts,
Environmental Planning Department
Regional Water Authority
90 Sargent Drive
New Haven, CT 06511
203-401-2741

Notification to the CT Department of Public Health --All applicants for any project located within a public water supply aquifer or watershed area are now required by Public Act No. 06-53 of the CT General Statutes to notify The Connecticut Commissioner of Public Health of the proposed project within seven days of filing. The instructions are on the last page of the application package.

Installation of Sign(s) Informing the Public of Public Hearing

This application requires a public hearing. Therefore, per Section 726.5.3, the applicant must place a sign or signs on the affected property, clearly visible to passers by, giving notice of the proposed public hearing. Where the property is a corner lot, a sign shall be placed on both frontages of the property.

The sign(s) is to be placed at or near the street line or traveled way and shall be clearly visible to the general public. Weather permitting, the sign should be placed on a pole at a height between four and six feet. Alternatively, the sign may be placed on a fence, tree or structure. The sign (s), which is provided by the Planning Department, shall be installed by the applicant no less than 10 days before the hearing. The sign(s) should remain in place until after the Public Hearing has been completed.

Sign(s) are subject to a security deposit in an amount set by the Legislative Council.

An affidavit shall be presented at the public hearing by the applicant or his/her agent certifying that this sign was installed and maintained in accordance with the provisions of this section. A photograph of each sign showing it installed on the site, should also be provided.

Failure to post and/or maintain said sign(s) shall be cause for the Commission to deem an application as incomplete.



TOWN OF HAMDEN
ZONING BOARD OF APPEALS

Appeal # _____

APPEAL OF DECISION

Applicant _____ Address _____
_____ Town/Zip Code _____

Affected Premises Location _____ Zone _____

Property Owner _____ Address _____
_____ Town/Zip Code _____

Lessee _____ Address _____
_____ Town/Zip Code _____

Agent/Attorney _____ Address _____
_____ Town/Zip Code _____

APPEAL OF DECISION: (Please explain) _____

Attach any additional text if necessary

I hereby state that all the above information and any information contained in any papers submitted herewith are true and correct to the best of my knowledge and belief under penalties of false statements.

Applicant's Signature _____ Date _____

South Central Connecticut Regional Water Authority
90 Sargent Drive, New Haven, Connecticut 06511-5966 203.562.4020
<http://www.rwater.com>

Revised 04/14/2011

Public Water Supply Watershed/Aquifer
Project Notification Form
For The
South Central Connecticut Regional Water Authority

REQUIREMENT:

All applicants before a municipal Planning and Zoning Commission, Inland Wetlands Commission, or Zoning Board of Appeals for any project located within a public water supply watershed are required by Public Act 89-301 (Sections 8-3i and 22a-42f of the Connecticut General Statutes) to notify the affected public water utility by certified mail within 7 days of the application.

GENERAL INFORMATION:

Maps showing the location of Regional Water Authority (RWA) watershed boundaries are on file with municipal planning and zoning, and inland wetlands staff, and Town Clerks. The applicant's notification to the RWA should include the information requested on pages two through four. The RWA may request additional information if it is determined that a more detailed review is necessary. Any questions should be directed to (203) 401-2741, or (203) 401-2743.

Please mail this completed form and attachments to:

Environmental Analysts
Environmental Planning Department
Regional Water Authority
90 Sargent Drive
New Haven CT 06511



1. Applicants are requested to submit any information that was included in the application to the municipality including: site plan, project narrative, sediment and erosion control plan and drainage calculations if applicable.

2. Project address _____ Town _____

3. Application for: Planning and Zoning Inland Wetlands Zoning Board of Appeals

4 Project Description: _____

5. Waste Water Disposal: Septic System Public Sewer None

6. Water Supply: Private Well Public Water

7. Heating Fuel: Oil Gas Other _____

Applications involving additions or modifications to single family residences or applications with no site disturbance and no storage or use of hazardous chemicals skip to item 20.

8. Total acreage of project site _____

9. Total acreage of area to be disturbed including structures, additions, paving, and soil disturbance

10. Percent of existing impervious surfaces including buildings, roads and pavement _____

11. Proposed increase in impervious surfaces _____

12. Number of **existing and proposed** floor drains or sump pumps and their point of discharge
e.g. sanitary sewer, holding tank, or ground

12. Are there any wetlands or watercourses on the property? If so, describe

14. Brief description of **existing and proposed** stormwater management system, including roof drainage, paved areas etc., and discharge points e.g. municipal system, drywells, streams, vegetated areas, detention basins etc. Attach drainage plans and calculations if available

16. List of **existing and proposed** underground or above-ground storage tanks including age, capacity and contents

17. List of potentially harmful chemicals stored or used on property (**existing and proposed**) and typical onsite volumes, including but not limited to petroleum products, lubricants, solvents, detergents, and pesticides

18. Describe any wastes generated and their means of disposal _____

20. Contact Information:

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Name of Person Completing Form Signature Date