



TOWN OF OLD SAYBROOK

Zoning Board of Appeals

302 Main Street • Old Saybrook, Connecticut 06475-1741
Telephone (860) 395-3131 • FAX (860) 395-1216

INSTRUCTIONS FOR FILING AN APPLICATION

The Zoning Board of Appeals meets on the 2nd Wednesday of every month. The meetings are held at 7:00 p.m. at the Old Saybrook Town Hall, 302 Main Street, First Floor Conference Room, unless otherwise posted.

A complete Zoning Board of Appeals application must be filed within two (2) days after a regularly scheduled meeting if the applicant wishes the application heard the following month (i.e. if a meeting is held Wed., May 9th, the deadline for the June meeting would be Friday, May 11th). **THE DEADLINE IS AT 12:00 p.m.**

In order for an application to be considered *complete*, the applicant must attach the following:

1) An approval from the Connecticut River Area Health District (this process must be completed first, see the Health District for their filing fees, forms and what additional information is required to accompany the form).

2) The application filled out to include any changes made by the Health District and/or Zoning Enforcement Officer. (It is in the best interest of the applicant to meet with the Zoning Enforcement Officer prior to filling out the form.) One copy of the actual ZBA application is required.

3) Include with the application, if applicable, twelve (12) copies of the Coastal Area Management form.

4) Twelve (12) copies of the site plan and floor/house plans, plus any other plans the Zoning Enforcement Officer deems relevant. Plans that are rolled will not be accepted. All plans must be folded to the appropriate size for submission. Survey plans must be to Class A-2 standards and include all structures (existing and proposed) in addition to property lines and a zoning data table.

5) The application form has a required section for abutting property owners with one-hundred (100') feet of the property. Applicant **must** complete this section by providing the actual property address within 100' and also the actual mailing address to which the notice will be sent (i.e. if property at 100 Mohican and the mailing address from the Assessor's records show 82 Heather Lane, Windsor Locks, CT, then the notice is sent to Windsor Locks).

6) For mailing notice to the abutters, as part of the application itself, the applicant will provide a completed Certificate of Mailing form (PS-Form 3665). The addresses on the form must be identical to those on the envelopes. The applicant must provide the appropriate number of No. 10, 4 1/8 x 9 1/2 inch white envelopes with correct postage. In the upper left corner of the envelope the following is to be printed: Zoning Board of Appeals, 302 Main Street, Old Saybrook, CT 06475.

7) Upon filing the application with the Zoning Enforcement Officer or other designated person in the Land Use Office, please have a check made payable to the Town of Old Saybrook for the appropriate filing fees (i.e. application fee, CAM fee, if applicable, State fee, etc).

If there are any questions, please contact the Land Use Department or the Clerk of the Zoning Board of Appeals.