

**ZONING BOARD OF APPEALS**  
**TOWN OF ORANGE, CT**

1. Regular meetings of the Zoning Board of Appeals are held on the first Monday in the Orange Town Hall, unless otherwise stated in the legal notice in a newspaper having a circulation in the Town of Orange. Applicant or agent must be present at the scheduled hearing.
2. Please submit the original application, complete with signatures of the property owner or authorized agent, and nine (9) copies. Photographs displaying site location and construction location must also be submitted with application.
3. Ten (10) copies of a survey, drawn to Class A-2 standards, must accompany every application. The survey must be prepared by a licensed surveyor and must be certified and sealed. The following information must be shown on the survey:
  - a. Lot in question,
  - b. Dimensions and location of existing building(s), if any,
  - c. Dimensions and location of proposed construction including distances to side, rear, street line and any existing buildings,
  - d. That part of any building on adjoining lots that is located within 25 feet of the lot in question,
  - e. If sign variance is requested, include location and square footage of existing as well as proposed signs. Photographs of existing signage on the premises must be provided.
4. Application shall be filed with the Zoning Board of Appeals, Town Hall, 617 Orange Center Road, Orange, CT 06477. **Filing fees are \$180 for the Residence district, and \$280 for any other district. Checks should be made payable to Town of Orange.**
5. Applications pertaining to gasoline stations, motor vehicle garages, auto showrooms, and parking lots must show location of buildings, pumps, exits and entrances, and shall indicate location, height and size of signs and lights.
6. Applications for Industrial, Commercial and Office Park Districts must include architectural plans showing exterior elevations.
7. If requested by the Board or its agent, applicant/agent will cooperate in all respects to allow Board members to visit the property, identifying markers to be placed by the applicant if property has no posted number.

**FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS APPLICATION OR TO PROVIDE THE REQUIRED INFORMATION WILL RESULT IN DENIAL AND REJECTION BY THE ZONING BOARD OF APPEALS.**

**APPLICATION FOR ORANGE ZONING BOARD OF APPEALS AND CHECK LIST**

Name of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Petition #\_\_\_\_\_

Location of Affected Property:

House and Street\_\_\_\_\_

Located on\_\_\_\_\_ side of \_\_\_\_\_

Lot size in feet: North\_\_\_\_\_ East\_\_\_\_\_

South\_\_\_\_\_ West\_\_\_\_\_

1. Owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

2. Agent for Owner, if applicable \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

3. Please list the name and address of the individual where all formal correspondence and notification is to be sent:

Name \_\_\_\_\_

Address \_\_\_\_\_

4. The purpose of this application is for the following: (check one)

A. Appeal the decision of the Zoning Enforcement Officer \_\_\_\_\_

B. Petition for Variance of the Requirements of the Orange  
Zoning Regulations \_\_\_\_\_

**All applications including new ground coverage, or alteration of an existing foundation, are subject to submit an as-built survey at the request of the Zoning Enforcement Officer or Building Official upon the completion of said construction or alteration prior to framing.**

**A. APPEAL OF THE DECISION OF THE ZONING ENFORCEMENT OFFICER**

1. List the date of the decision being appealed \_\_\_\_\_
2. List all pertinent Sections of the Orange Zoning Regulations relative to the decision being appealed:

## SECTION

## NARRATIVE DESCRIPTION

3. Explain and state the basis for appeal of the decision of the Zoning Enforcement Officer, (please attach written statement if additional space is needed)

---

---

---

---

**B. PETITION FOR VARIANCE OF THE REQUIREMENTS OF THE ORANGE ZONING REGULATIONS**

1. List all Sections of the Orange Zoning Regulations for which variances are requested:

## SECTION

## NARRATIVE DESCRIPTION

---

---

---

2. Section 8-6 of the Connecticut General Statutes requires that before a variance can be granted, the applicant must show that the application of the zoning regulations to his/her property result in exceptional difficulty or unusual hardship which is not suffered by other properties in the same district. Please state the difficulty or hardship which you claim in support of this application:

---

---

---

---

---

---

---

3. Please list and explain any alternatives that have been considered so that the proposed construction would conform to the Orange Zoning Regulations:

---

---

---

---

---

---

---

4. List the square footage of all existing structures on the property: \_\_\_\_\_

---

5. List the square footage of all proposed new construction: \_\_\_\_\_

---

6. Explain the character of work concerned and provide a statement of use. (Please attach written statement if additional space is required.) \_\_\_\_\_

---

---

---

7. A Survey drawn to Class A-2 standards must accompany every application. The survey must be **prepared by a licensed surveyor** and must be certified, signed, and sealed.

The following information must be shown on the survey:

- a. Lot in question.
- b. Dimensions and location of existing building(s), if any.
- c. Dimensions and location of proposed construction including distances to side, rear, street line and any existing buildings.
- e. That part of any building on adjoining lots that is located within 25 feet of the lot in question.
- f. If sign variance is requested, include location and square footage of existing as well as proposed signs. Photographs of existing signage on the premises must be provided.

A copy of the surveyor's CT license must be submitted with this application.

**An A-2 survey with required information, and the surveyor's license have been submitted with this application. Yes \_\_\_\_\_ No \_\_\_\_\_**

8. Photographs of the property, existing structures, and proposed construction location must be submitted with this application.

**Photographs have been submitted with this application.**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

9. For Residential applications, a site plan showing the location of the sub-surface septic system must be submitted.

**A site plan with septic system location has been submitted.**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

The following information must be provided by the applicant:

ZONING DISTRICT \_\_\_\_\_ ASSESSOR'S MAP # \_\_\_\_\_

**ZONING DISTRICT STANDARDS**

	<u>REQUIRED</u>	<u>PROVIDED</u>
1. Minimum lot area	_____	_____
2. Minimum dimension of square	_____	_____
3. Minimum frontage	_____	_____
4. Maximum number of stories	_____	_____

5. Maximum height	_____	_____
6. Setback from street line	_____	_____
7. Setback from rear property line	_____	_____
8. Setback from other property line	_____	_____
9. Setback from residence district boundary line	_____	_____
10. Maximum floor area	_____	_____
11. Maximum ground coverage	_____	_____
12. Number of parking spaces	_____	_____
13. Number of loading spaces	_____	_____

List and explain any easements or encumbrances on the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If a variance for a sign is requested, the following information is required:

	<u>REQUIRED</u>	<u>PROVIDED</u>
Size of Sign (square feet)	_____	_____
Height of Sign	_____	_____
Setback from Street Line	_____	_____
Dimensions of Sign	_____	_____

In the spaces below, please provide current names and mailing addresses of all adjacent property owners, including those across the street. This information MUST be obtained from the Assessor's Office. These property owners will be notified by the Orange Zoning Department.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

**SIGNATURE OF OWNER OR AGENT FOR OWNER**

**DATE PROPERTY WAS PURCHASED**

\*\*\*\*\*