



# TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237  
(860) 228-0440 FAX: (860) 228-2847

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

Fee Paid: \_\_\_\_\_

Application # \_\_\_\_\_

Fee: \$410 \$350 ZBA fee + \$60 state fee

## ZONING BOARD OF APPEALS SPECIAL PERMIT APPLICATION

Application deadline is four weeks prior to the scheduled ZBA meeting

See Sections 52, 10 and 71 of the Columbia Zoning Regulations for specific requirements.

### Location of Property

Address: \_\_\_\_\_ Columbia, CT

Assessor's Map \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_ Lot Area \_\_\_\_\_

### Purpose of Application (attach a Detailed Statement)

Purpose of Application: \_\_\_\_\_

Action Requested of ZBA: \_\_\_\_\_

### Applicant/Agent Information

Primary Contact

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Interest in property:  Owner  Option  Lessee  Legal  Engr  Survey  Other

### Property Owner Information (if different from applicant)

Primary Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

# ZBA SPECIAL PERMIT APPLICATION CHECKLIST

Applications are considered complete only when all of the information as required is received. After filing an application, additional materials and/or revisions must be received at least 10 days prior to the hearing. Failure to submit, or formally request a waiver, all the required items is grounds for denial by the Commission. In addition to the items below, the Commission may require additional information in order to determine if the proposal conforms to the Regulations.

Office      **Applicant\***      **ALL APPLICATIONS**

		Completed Application with original signatures ( plus 10 copies )
		Detailed Statement of the exact purpose of this application and the exact action requested of the ZBA ( 10 copies )
		Names and addresses of property owners within 500' of subject property

## FOR EXPANSION OF AN EXISTING NON-CONFORMING BUILDING

		Four (4) copies of a full scale plot plan based on an A2 survey, plus ten (10) reduced copies at 11" x 17" (a site plan prepared by an engineer may be required) the plan shall be drawn to scale and include the following information:
		<ul style="list-style-type: none"> <li>• Lot dimensions showing required setbacks; easements, deed restrictions, adjacent roads and abutter information noted</li> </ul>
		<ul style="list-style-type: none"> <li>• Existing and proposed structures including decks and outbuildings, with actual dimensions and height, and distances from property lines</li> </ul>
		<ul style="list-style-type: none"> <li>• Existing and proposed well and septic systems, driveway and other hard surface areas</li> </ul>
		<ul style="list-style-type: none"> <li>• Other pertinent information such as steep slopes, wetlands and waterbodies, drainage swales and other site features (stone walls, trees,</li> </ul>
		<ul style="list-style-type: none"> <li>• Table of proposed frontage, setbacks, and coverage with Zoning requirements</li> </ul>
		<ul style="list-style-type: none"> <li>• Date, scale, north arrow, and if applicable, seals &amp; signatures of engineer , surveyor and other professional</li> </ul>
		Four (4) copies of architectural plans plus ten (10) reduced copies at 11" x 17" the plan shall be drawn to scale and include the following:
		<ul style="list-style-type: none"> <li>• Elevations of all sides of the building</li> </ul>
		<ul style="list-style-type: none"> <li>• Outside dimensions</li> </ul>
		<ul style="list-style-type: none"> <li>• Proposed exterior materials</li> </ul>
		<ul style="list-style-type: none"> <li>• Height within setbacks, and height within reduced setbacks</li> </ul>
		Copy of the Zoning denial, if applicable

\* For each item listed, indicate the following

**X** = provided    **NA** = not applicable    **W** = written waiver request attached

**Other Information**

Is the property located within 500' of Columbia's town boundary?  Yes  No

If yes, name of Town \_\_\_\_\_

Is the property within a FIRM Flood Zone A, A1-30?  Yes  No

Have applications been submitted to other Commissions?  Yes  No

If yes, date of application \_\_\_\_\_ to \_\_\_\_\_ Commission

Reason for application \_\_\_\_\_

\_\_\_\_\_

**Required Information at the time of submitting application in order for public hearing date to be set**

1. Completed and signed Special Permit Application, Checklist and a Detailed Statement
2. Detailed plot plan, or site plan if required, with information listed on checklist
3. Architectural plans
4. Copy of Assessor's Card for the property
5. Application fee – Check payable to the Town of Columbia
6. If owner will not attend the hearing, the owner must submit a letter authorizing the applicant to act for the owner at the public hearing.

**Prior to submitting an application,**

applicants are strongly encouraged to discuss the potential application with the ZBA Professional Staff at 860-228-0440 or TPlanner@ColumbiaCT.org

**By signing** this application I am certifying that all information submitted is true and accurate and that I have submitted all required documentation. I hereby permit Columbia staff and Commission members to enter onto and inspect this site during reasonable hours for the purpose of reviewing the site before and after a permit is granted.

Signature of Owner (required) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_