

INSTRUCTIONS FOR FILING AN APPLICATION FOR VARIANCE/APPEAL

**NOTE: APPLICANT MUST EXECUTE THIS FORM IN DUPLICATE AND SUBMIT IT TO THE CHAIR OR SECRETARY OF THE CRESCENT BEACH ASSOCIATION ZONING BOARD OF APPEALS (CBAZBA), TOGETHER WITH:**

- ( ) COPY OF ZONING ENFORCEMENT OFFICER'S (ZEO) ACTION
- ( ) \$500.00 CHECK PAYABLE TO THE CRESCENT BEACH ASSOCIATION, INC.
- ( ) 8 COPIES OF THE COMPLETE LEGAL DESCRIPTION OF THE PROPERTY AND ALL SUPPORTING DATA AND DOCUMENTATION INCLUDING DRAWINGS AND/OR SKETCHES SHOWING DIMENSIONS OF PROPERTY AND SIZE AND ORIENTATION OF ALL EXISTING AND PROPOSED BUILDINGS, STRUCTURES, AND ADDITIONS. ALL MEASUREMENTS MUST BE ACCURATE TO SCALE.

ALL APPLICATIONS, FEES AND REQUIRED MATERIALS MUST BE COMPLETED AND PROVIDED TO THE CBAZBA PRIOR TO A PUBLIC HEARING BEING SCHEDULED.

- A. APPLICATION FOR VARIANCE MUST BE SIGNED BY PROPERTY OWNER.
- B. APPLICANT OR THEIR DESIGNATED REPRESENTATIVE MUST BE PRESENT AT THE HEARING.
- C. ALL PERTINENT QUESTIONS MUST BE ANSWERED. WHEN ADDITIONAL SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS. FLOOR PLANS, SKETCHES, PHOTOS OR OTHER ILLUSTRATIVE MATERIAL SHOULD BE INCLUDED WHEN NECESSARY TO INSURE ADEQUATE AND COMPREHENSIVE PRESENTATION OF INFORMATION FOR THE BOARD TO REACH A DECISION. EIGHT (8) COPIES ARE REQUIRED.
- D. WHEN AN APPLICANT ENTERS AN APPEAL CHARGING THE ZEO WITH AN ERROR, A DETAILED EXPLANATION OF THE BASIS FOR THE ALLEGATION MUST BE ATTACHED TO THE APPLICATION FORM.
- E. ALL APPEALS OF THE ZEO'S DECISIONS MUST BE FILED WITH THE SECRETARY OF THE CBAZBA WITHIN THIRTY (30) DAYS OF THE DATE OF THE ACTION FOR WHICH THE APPEAL IS FILED.
- F. MEETINGS OF THE CBAZBA ARE HELD IN THE CRESCENT BEACH CENTER, UNLESS THE BOARD ESTABLISHES AN ALTERNATE LOCATION, AT SUCH TIMES AS THE CASELOAD WARRANTS AND THE CHAIRPERSON DESIGNATES. ALL PUBLIC HEARINGS WILL BE HELD WITHIN 65 DAYS FOLLOWING RECEIPT OF A COMPLETED APPLICATION AND SUBMISSION OF ALL REQUIRED DOCUMENTS.

A NOTICE OF THE CBAZBA DECISION WILL BE SENT BY CERTIFIED MAIL TO THE APPLICANT. A VARIANCE BECOMES EFFECTIVE WHEN A COPY OF THE VARIANCE HAS BEEN FILED IN THE TOWN CLERK'S OFFICE FOR RECORDING IN THE TOWN OF EAST LYME'S LAND RECORDS. THE APPLICANT MUST INITIATE THIS ACTION.