

OUTLINE OF ZONING BOARD OF APPEALS HEARING

1. **Chairperson:** A call to order
2. **Secretary:** Reads notice of hearing as it appeared in local paper, citing dates it was published
3. **Chairperson:**
 - a. Identifies Appellant & attorney, builder, etc. if present;
 - b. Declares a quorum (5) present and Board members record their names as present for the hearing. Alternates indicate whom they are replacing;
 - c. Outlines background facts - history of the case;
 - d. Collects green cards and/or letters;
4. **Applicant** (and/or attorney, builder etc.) state case for appeal and/or for granting a variance.
5. Questions from Board Members.
6. Questions and/or statements by others present.
7. Additional questions by Board Members.
8. Final statement by Appellant or representative.
9. Terminate hearing.
 - a. At this point, the hearing will be closed to public discussion.
10. SPECIAL MEETING OF BOARD, to follow

At this meeting a decision of approval or disapproval of the variance application(s) heard that evening will be made. The appellant may remain, but no further discussion will occur. Final decisions on the applications(s) will be mailed to appellant and the Town of Branford. Approval of an application allows the Town of Branford to issue a building permit which includes the variance(s) granted. Said permit must be obtained from the Town before construction can proceed.