

ZONING BOARD OF APPEALS PINE ORCHARD ASSOCIATION

IMPORTANT NOTICE TO APPLICANT FOR ZONING VARIANCES

Please submit three (3) completed copies of the following:

1. A completed Pine Orchard Association Zoning Board of Appeals Application.
2. The original application to the Pine Orchard Association indicating denial by the Zoning Enforcement Officer.
3. The denial letter from the Zoning Enforcement Officer.
4. An A-2 survey signed by a licensed land surveyor showing all streets that abut the property, names of all abutting property owners, and those directly across the street, and the north arrow.
5. Site plan depicting existing and proposed structures with dimensions, elevations, and
6. Applicable offsets to property lines.
(Maps with a surveyed date after 8/13/96 must conform to POA Zoning Ordinance.)
7. to [Sec. 20-300B](#) of the Regulations of Connecticut State Agencies.

An application fee of \$250.00 made payable to the Pine Orchard Association, 180 Pine Orchard Road, Branford. The applicant will be billed an additional fee for the *cost to publish legal notice*.

Notification of Adjoining Property Owners

Applicants for a variance must notify all persons owning property within 100' of the land that is the subject of the application. Said notice must include the time, date, and place of the meeting as well as the subject address and a description of the nature of the variance sought. Such notification shall be made by *Certified Mail, Return Receipt Requested* (retain receipt or returned green card as proof) and must be submitted to the Zoning Board of Appeals on the night of the hearing. Written notices containing this information and signed by the abutting property owner will be accepted as proof of notification. Notice to abutters shall be mailed out no less than 10 days prior to the scheduled hearing.