CHECKLIST

MEETING DATE: ____________________   CUT-OFF DATE ____________________

1. Application Form: 1 original and 11 copies. Give detailed explanation of proposed use.
2. Plot Plan: 12 copies drawn to scale.
3. List of abutting property owners: Addresses (including property across the street)
   See attached page.
4. Sign: To be posted 10 days prior to meeting date. See attached page for installation of
   required sign.
5. Fee: Check made payable to the City of Meriden for $160.00

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE ABOVE REQUIREMENTS.

PLEASE NOTE:

When applying for a Special Exception (Section 213-37) for Wine and Beer Permit, a floor plan of the
restaurant must be submitted with the application – 13 copies drawn to scale.

Only the first eight (8) applications received by the cut-off date will be heard at each meeting. Any
additional applications will be scheduled for subsequent meetings in order of their receipt.
APPLICATION MUST BE LEGIBLE, PLEASE TYPE OR PRINT - ATTACH PLANS

APPEAL NUMBER _____________________ DATE ___________________

APPLICANT __________________________ ADDRESS ___________________

OWNER ______________________________ ADDRESS ___________________

LOCATION OF PROPERTY ________________________ ZONE ____________

ASSESSOR'S BLOCK NO. _______ LOT NO. _______ MASTER PLAN FUTURE LAND USE __________

IS PROPERTY LOCATED WITHIN 500' OF ADJOINING MUNICIPALITY? YES ___ NO ___

HAS A PREVIOUS APPEAL BEEN MADE WITH RESPECT TO THIS PROPERTY?
(If yes, give Appeal Number, date and decision rendered)

REQUEST FOR: I. VARIANCE OF SECTION ________________________________

Describe variance and hardship


II. SPECIAL EXCEPTION PER SECTION ________________________________


III. APPEAL OF ZONING ENFORCEMENT OFFICER – EXPLAIN


IV. APPROVAL OF LOCATION____________________________________

PLANNING DEPT. USE: ALL CORRESPONDENCE TO BE SENT TO:
FEE__________________ NAME ________________________________

DATE FILED___________ ADDRESS ________________________________

RECEIVED___________ PHONE # ________________________________

ALL APPLICABLE QUESTIONS MUST BE ANSWERED AND ALL INFORMATION REQUIRED
BY THE RULES AND REGULATIONS OF THE ZONING BOARD OF APPEALS SHALL BE
SUBMITTED WITH THE APPLICATION.

_________________________ (Signature of Applicant or Agent)  __________________________ (Signature of Owner)
SECTION 213-58.B(1)(a) of the MERIDEN ZONING ORDINANCE

“The applicant shall provide the names and complete mailing addresses of the most recent abutting property owners, as listed on the current City of Meriden Assessor’s records within fifteen (15) days prior to the hearing to the Zoning Board of Appeals administration office.* Abutting property owners shall include owners directly across the street as well as contiguous property owners.”

*Planning Department, Room 132, City Hall
ZONING BOARD OF APPEALS
City Hall – Meriden, Connecticut 06450

ARTICLE XII
Zoning Board of Appeals

Section 213-58.B (1) (c)

The petitioner shall erect, or cause to have erected, a sign on the premises affected by the proposed Variance, Special Exception of Appeal at least ten (10) days prior to the Public Hearing on Variance, Special Exception or Appeal of a ruling of the Zoning Enforcement Officer. Said sign shall be a minimum of four (4) feet by five (5) feet with black lettering no smaller than three (3) inches by one half inches on a white background. Said sign shall be weather resistant, securely fastened or staked and clearly visible from the street closest to the affected property, and be maintained as such until the day following the public hearing. The sign shall contain the following information:

PUBLIC NOTICE

A PETITION FOR A VARIANCE, (SPECIAL EXCEPTION, OR APPEAL OF THE RULING BY THE ZONING ENFORCEMENT OFFICER) HAS BEEN FILED WITH THE ZONING BOARD OF APPEALS. A PUBLIC HEARING WILL BE HELD ON SAID PETITION ON (Date of Hearing) IN CITY HALL.

A report from the Zoning Enforcement Officer attesting to whether the above described sign was erected and maintained as required shall be made part of the record of the public hearing. Failure of a petitioner to comply with this requirement may be grounds for automatic denial of the Variance or Special Exception with consideration being given to cases where weather conditions or acts of vandalism have destroyed a properly posted sign.