



# Town of Berlin

ZBA # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Planning and Zoning Department

240 Kensington Road  
Berlin, Connecticut 06037  
www.town.berlin.ct.us

### ZONING BOARD OF APPEALS APPLICATION

- ☐ Special Permit      ☐ Variance      ☐ Appeal of ZEO  
☐ Alcohol Uses Location      ☐ Other / Determination

Property Owner(s): \_\_\_\_\_

Project Address\*: \_\_\_\_\_

Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone(s): \_\_\_\_\_ Lot Area: \_\_\_\_\_

#### Please select all relevant items below:

- ☐ Supplemental Information Is Required For:  
    ZBA Special Permit / Sale of Alcoholic Beverages Location  
☐ Inland Wetlands and Water Course Commission review needed  
☐ Planning and Zoning Commission review needed  
☐ Property is within 500 feet of a Municipal Boundary of \_\_\_\_\_  
☐ Previous Zoning Board of Appeals actions on this property:  
    Date(s) & Purpose(s): \_\_\_\_\_

#### Applicant Information

Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Property Owner(s) Information (If Not the Applicant)

Name: \_\_\_\_\_ Principal: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Letter of Authorization Required

ZBA action is requested pursuant to Berlin Zoning Regulations Section(s): \_\_\_\_\_

**\*Any town official and/or employee who the town deems necessary may enter the property to verify information submitted with this application.**

**Brief description of the proposal:**

---

---

---

**VARIANCE APPLICATIONS:** For relief of: \_\_\_\_\_ requirement.

Requested requirement: \_\_\_\_\_

Reason/Description of Hardship (REQUIRED): \_\_\_\_\_

---

---

---

**SALE OF ALCOHOLIC BEVERAGES LOCATION<sup>1</sup>**

The first page of the State Liquor Permit application is required to be submitted with this application

Type of State Liquor Permit:

☐ On -Premises Permit: Type \_\_\_\_\_

☐ Off-Premises: Type \_\_\_\_\_

☐ Other: Explain \_\_\_\_\_

---

**To be completed by P&Z staff only:**

Fee Paid \$ \_\_\_\_\_ (Refer to current Fee Schedule)

Received by: \_\_\_\_\_

Scheduled on ZBA Agenda of:

\_\_\_\_\_

**ZONING BOARD OF APPEALS DECISION:**

Plan Title & Date: \_\_\_\_\_

\_\_\_\_\_



# Town of Berlin

## Planning and Zoning Department

240 Kensington Road  
Berlin, Connecticut 06037  
www.town.berlin.ct.us

ZBA # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## ZONING BOARD OF APPEALS CHECKLIST

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

**All applications shall be submitted to Planning and Zoning staff during regular office hours.**

### **Items To Be Submitted:**

- ☐ 1. One original completed Zoning Board of Appeals Application form with original applicant signature.
- ☐ 2. Notarized Letter of Authorization to act on behalf of the certified property owner(s) for matters related to this application if required.
- ☐ 3. Eleven copies of a zoning location survey certified by a surveyor licensed in the State of Connecticut depicting property boundaries and the location of all structures. Any item requiring a variance from the Berlin Zoning Regulations shall be shown with exact dimensions. The plan is to be of a readable scale. Plans larger than 11"x17" are to have each set individually folded with title block facing outward.
- ☐ 4. Eleven sets of architectural plans including all floor plans, and elevations. The plan is to be of a readable scale. Plans larger than 11"x17" are to have each set individually folded with title block facing outward.
- ☐ 5. One copy of the Field Card obtained from the Assessor's office.
- ☐ 6. A list obtained from the Tax Assessor's office of the names and mailing addresses of the owners of all land included within the application and of all properties:
  - A. For Location Approvals and Special Permits: within 500 feet or less distant therefrom,
  - B. For Variances: within 250 feet or less distance therefrom, all as shown on the most recent records on file in the town tax assessor's office.
  - C. For Appeals: Not required
- ☐ 7. Proof of mailing in the form of United States Post Office *Certificate of Mailing* of notification of said pending application to owners of each such property on the list no more than seven (7) days prior to submitting the application and in no case less than ten (10) days before the opening of the public hearing. If Required.

- ☐ 8. Supplemental Forms as required for the type of application.
  - ☐ 9. Required fee submitted at time of application (see fee schedule).
- 

☐ 10. **To be completed by Planning and Zoning staff:**

It is the belief of staff that this application is incomplete because of the failure of the applicant to provide the materials referred to above. This application will be reviewed by the ZBA and a decision made as to whether it is complete or incomplete.

Items missing include:

---

**ADDITIONAL REQUIREMENTS TO BE COMPLETED BY APPLICANT:**

- ☐ 11. Field marking or staking of proposed work shall be completed by the applicant no less than 10 days prior to the opening of the public hearing.
- ☐ 12. Posting of a sign providing notice of a public hearing will be required in compliance with Section XII.C.F. of the Zoning Regulations. If Required.

Applicant Signature: \_\_\_\_\_ Date\_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date\_\_\_\_\_

## Letter of Authorization

Property Owner: \_\_\_\_\_

Principal: \_\_\_\_\_

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

Applicant: \_\_\_\_\_

I, \_\_\_\_\_ hereby give consent to \_\_\_\_\_, to  
(Current Owner or Principal) (Applicant)

apply to all relevant Town of Berlin land use Boards and Commissions for

\_\_\_\_\_ at the property located at \_\_\_\_\_,  
(Purpose of Application) (Address &/or Map Lot Block)

Berlin Connecticut.

In addition I consent to allow any town official and/or employee that the town deems necessary the ability to enter said property to verify any information submitted with corresponding application.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Sample Abutter's Letter

(Date)

(Abutting Property Owner's Name)

(Address)

(Town, State, Zip code)

### **RE: (Application Address)**

To Whom it May Concern:

In accordance with the notification requirements of Section XIV.G of the Berlin Zoning Regulations, you are hereby advised that an application will be submitted to the Planning & Zoning Commission for a property within 500 feet of property you own.

Please be advised that an application for a \_\_\_\_\_ is being requested at  
(Type of Application(s))

\_\_\_\_\_. The application and file will be available for review in the  
(Address &/or Map Lot Block)

Planning & Zoning Department at the Berlin Town Hall located at 240 Kensington Road,  
Berlin, CT, 06037.

A public hearing will be scheduled for this application at a later date. For information on this application, please contact the Berlin Planning & Zoning Department at 860-828-7066.

Sincerely,

---

Signature

---

Date



# Certificate of Mailing — Firm

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here <i>Postmark with Date of Receipt.</i>			
	Postmaster, per (name of receiving employee)					
USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)		Postage	Fee	Special Handling	Parcel Airlift
1.						
2.						
3.						
4.						
5.						
6.						

## Instructions for Certificate of Mailing — Firm

This service provides evidence that the mailer has presented individual items to the Postal Service™ for mailing, and is available for the following products:

- Domestic services: First-Class Mail®, First-Class Package Service®, Priority Mail®, Media Mail®, Library Mail, Bound Printed Matter, Merchandise Return Service, Parcel Return Service, and USPS Retail Ground™.
- International services: First-Class Mail International® (unregistered items), First-Class Package International Service® (unregistered items), Free Matter for the Blind, and Airmail M-bags®.

The following instructions are for the preparation and use of PS Form 3665, *Certificate of Mailing – Firm* (including USPS-approved facsimiles):

1. Complete and print all forms in ink or ball point pen.
2. Enter the name and address of the sender at the top of the form.
3. Enter a complete return address on each article.
4. Ensure the articles are properly packaged.
5. In the appropriate column, enter the applicable postage and fees.
6. Insert a firm-specific identifier or account number if desired. (This number is for the sender's use only, and the Postal Service will not use it for identification.)
7. When describing and listing three or more individual pieces but not presenting the pieces in the order shown on the sheet, consecutively number each entry line on the sheet and number each piece to show both the corresponding sheet and line number.
8. Enter the total number of articles in the proper space at the top of the form.
9. Obliterate all unused portions of the "Address" column by drawing a diagonal line through the unused portion on the form.
10. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as "Page 1 of 4," "Page 2 of 4," etc.).

11. Present PS Form 3665 and the mailing as follows:

- When the mailing has fewer than 50 mailpieces *and* less than 50 pounds, present the form and mailing at a retail Post Office™ location.
- When the mailing has at least 50 mailpieces *or* at least 50 pounds, present the form and mailing at a business mail entry unit (BMEU) or USPS-authorized detached mail unit (DMU).

**Privately Printed Forms:** The Postal Service allows mailers to use USPS-approved privately printed or computer-generated firm sheets that are nearly identical in design elements and color to the USPS-provided PS Form 3665. See DMM 503 for details on the approval process.

The mailer must retain the original written approval granted by the Postal Service as evidence that the privately printed facsimile of PS Form 3665 has been approved by the Postal Service. The Postal Service does not retain records on the facsimile approvals. A mailer using privately prepared forms must periodically verify them against the USPS-provided version and, if necessary, make routine updates and obtain approval of the updated facsimile form.

A mailer using an approved privately printed form and wanting the form sheets postmarked by the Postal Service must present the forms with the articles to be mailed at a Post Office facility. The forms become the mailer's only receipt (the Postal service does not retain a copy).



<b>Planning &amp; Zoning Commission*</b>			
Subdivision or Resubdivision (2 lots)	352 minimum	58.00*	410 minimum
Subdivision or Resubdivision (more than 2 lots)	250.00 per lot, plus \$2	58.00*	Total number of lots X \$250 (plus state fee of \$60)
Site Plan Review excluding Subdivision (\$352 for first 5,000 sq. ft. of building area plus \$.10 per additional sq. ft. over 5,000)	\$352 minimum	58.00*	\$410 minimum
Minimum	352.00	58.00*	410.00
Maximum	1,942.00	58.00*	2,000.00
Special Event Site Plan Review	152.00	58.00*	210.00
Subdivision Regulations	15.00		15.00
Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*	260.00
Site Plan Amendment (over 10,000 additional square feet)	252.00	58.00	310.00
"Plan of Conservation and Development"	25.00		25.00
Zoning Regulations	30.00		30.00
Bulk Amendments to Zoning Regulations	10.00		10.00
Zoning Map - Black & White	8.00		8.00
Zoning Map - Color	20.00		20.00
Zone Change	252.00	58.00*	310.00
Text Amendment	402.00	58.00*	460.00
Map Copy 11 x 17	1.50		1.50
Map Copy 17 x 24	3.00		3.00
Map Copy 22 x 34	5.00		5.00
Map Copy 34 x 44	8.00		8.00
Excavation Permit - \$172 (plus \$75 per 1,000 cubic yards or any fractions thereof, of material to be removed - if approved)	172.00 +	58.00*	230.00+
Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled - if approved)	172.00+	58.00*	230.00+
Special Permit	222.00	58.00*	280.00
*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee			
<b>Zoning and Zoning Board Fees</b>			
ZBA Application (Approval, variance, special permits)	152.00	58.00*	210.00
Additional Related Variance on same property	77.00	58.00*	135.00
Appeals from Zoning Enforcement Officer's decision or determination	210.00		210.00
Zoning Compliance Letter or Certification	50.00		50.00
Home Occupation Approval Compliance Letter	50.00		50.00
Lot Line Revisions	50.00		50.00
ZBA Motor Vehicle License	322.00	58.00*	380.00
Gasoline License	322.00	58.00*	380.00
Zoning violations - Ordinance	150.00 per day		150.00 per day
ZBA Permits for Sale of Alcoholic Beverages	322.00	58.00*	380.00
Junked, Wrecked, Abandoned Property - Code Sections 7-30-7-35	100.00 per day of non-compliance		100.00 per day of non-compliance
*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee			