



## ZONING BOARD OF APPEALS

### APPEAL FROM DECISION OF ZONING ENFORCEMENT OFFICIAL (ZEO)

#### INSTRUCTIONS AND TIMING

APPEAL: Per Chapter 124, Section 8-7 of the Connecticut General Statutes (CGS), an appeal may be taken to the Zoning Board of Appeals (ZBA) by any person aggrieved within thirty days of receipt of the ZEO decision.

APPLICATION: The completed ZEO Appeal Form (attached), along with all supporting documentation, must be delivered **in triplicate** to the Zoning Enforcement Official, located on the second floor of the Old Lyme Town Hall, 52 Lyme Street, Old Lyme, **within thirty (30) days of learning of the ZEO decision.**

FEES: A **check for \$260** payable to the "Town of Old Lyme" (which includes a \$60 State Fee, per CGS Chapter 439, Sect. 22a-27j) to accompany the application.

ZBA HEARINGS are scheduled the **THIRD** Thursday of each month (except August and December) at 6:30 p.m. at the Memorial Town Hall, 52 Lyme Street, Old Lyme, CT.

Submission of a completed appeal application no later than **12:00 Noon** the day before a regularly scheduled ZBA Hearing or the 3<sup>rd</sup> Thurs. of August or December will result in the appeal being heard at the subsequent regularly scheduled ZBA Hearing.

The Applicant or his/her Authorized Representative **must** be present at the hearing.

TIMING OF ZBA DECISION: Once opened, the ZBA must close the public hearing within **thirty-five (35) days**, and the ZBA must render a decision within **sixty-five (65) days** of close of the public hearing. The applicant may request one (1) or more extensions totaling no more than **sixty-five (65) days** at any point in the process - typically between the scheduling and closing of the public hearing.

DECISION: "Legal Notice" of the ZBA decision is published in a designated newspaper (The Day, New London), and mailed to the applicant, within **fifteen (15) days** after the ZBA decision (CGS Section 8-7). This is followed by a **15-day appeal period** (CGS Section 8-8) during which any aggrieved person may file an appeal of the ZBA decision with the Superior Court. If no appeal is filed with the Superior Court within 15-days of publication of the "Legal Notice" of the ZBA decision, the ZBA decision is final.

NOTE: Nothing in these instructions should be deemed as offering legal advice.

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Old Lyme ZBA – APPEAL FROM DECISION OF ZONING ENFORCEMENT OFFICIAL

ZBA Appeal # \_\_\_\_\_

**TO: Zoning Board of Appeals, Town of Old Lyme**

**Per Connecticut General Statutes Section 8, an appeal of the decision of the Zoning Enforcement Official (ZEO) is hereby made, relating to the following property:**

Street Address \_\_\_\_\_

Assessor’s Map # \_\_\_\_\_ Lot # \_\_\_\_\_ District \_\_\_\_\_ Lot Area \_\_\_\_\_ sq. ft.

**Owner** Name: \_\_\_\_\_ Tel. # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email address \_\_\_\_\_

**Appeal Applicant:** Name: \_\_\_\_\_ Tel. # \_\_\_\_\_

*(If not property owner)*

Mailing Address \_\_\_\_\_

Email address \_\_\_\_\_

**Authorized Representative** Name: \_\_\_\_\_ Tel. # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email address \_\_\_\_\_

Official correspondence to be sent to (chosed one): ( ) Owner, ( ) Appeal Applicant, ( ) Authorized Rep.

**1. This appeal is taken from the ZEO decision dated \_\_\_\_\_, denying / granting permission to \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

**2. Date Applicant learned of ZEO decision:** \_\_\_\_\_

**How learned:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For Official Use:

Date application ‘Submitted’ to Land Use Office: \_\_\_\_\_

Application fee paid: \_\_\_\_\_

Date application to be ‘Received’: \_\_\_\_\_ (35 days or next ZBA Regular meeting, whichever is soonest)

Date Public Hearing scheduled: \_\_\_\_\_

Old Lyme ZBA – APPEAL FROM DECISION OF ZONING ENFORCEMENT OFFICIAL

ZBA Appeal # \_\_\_\_\_

**3. This appeal is based on the following provisions of the Old Lyme Zoning Regulations:**

Section No.	Relating to
_____	_____
_____	_____
_____	_____

**4. The decision of the Zoning Enforcement Official should be reversed because:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. List supplemental documentation attached (in triplicate) to support above claim:**

\_\_\_\_\_

\_\_\_\_\_

*(For above responses, please attach supplemental sheet(s), if space provided is insufficient)*

**OWNER/APPLICANT COMMITMENTS**

I (WE) CERTIFY that the statements hereinabove made and the documents submitted herewith are true to the best of my (our) knowledge and belief.

If applicant is owner, I (WE) CONSENT to allow Zoning Board of Appeals members access to the property for informal, independent site visits, for the purpose of evaluating this appeal prior to the Board rendering its decision.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**POLICY FOR COLLECTING REVIEW FEES**

As permitted by the Code of the Town of Old Lyme Chapter 47, Article I, I acknowledge that the cost of processing and review of an appeal submitted to the Zoning Board of Appeals may be passed on to the Applicant.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date