



**TOWN OF DARIEN  
ZONING BOARD OF APPEALS  
APPLICATION FORM**

*Office Use only:*

**CALENDAR #**

Date Submitted:

**Application is hereby submitted for approval of the following (check all that apply):**

- Variance of the Darien Zoning Regulations under  
Section(s) \_\_\_\_\_. The variance being requested is  
\_\_\_\_\_ in lieu of \_\_\_\_\_ required.
- Coastal Site Plan Review under Section 813 of the Darien Zoning Regulations.
- Appeal of a decision, order, requirement or determination of the Zoning Enforcement Officer  
under Section 1122 of the Darien Zoning Regulations.
- Other (specify) \_\_\_\_\_

**Property Location:**

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

Assessor's Map(s) # \_\_\_\_\_ as Lot(s) # \_\_\_\_\_

Subject property is situated on the [north south east west] side of \_\_\_\_\_ (street)  
*(circle as appropriate)*  
approximately \_\_\_\_\_ feet [north south east west] from the corner formed by the  
*(circle as appropriate)*  
intersection of \_\_\_\_\_ and \_\_\_\_\_ (streets).

Zoning District(s): \_\_\_\_\_ Size of Site: \_\_\_\_\_ square feet, \_\_\_\_\_ acres

The subject property  is  is not within 500 feet of an adjoining municipality.

**Applicant:**

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Representative or Contact Person** (to whom all correspondence shall be addressed)

Name: \_\_\_\_\_

Company/Firm: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

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As part of the subject request, are you proposing to demolish all or part of an existing structure?  
Yes / No (circle one) If so, All / Part (circle one)

Date of deed of the property of present owner: \_\_\_\_\_

Is the property subject to any restrictive covenant that might affect the proposed activity?  
Yes / No (circle one) If so, please attach.

List below any prior applications to the Zoning Board of Appeals (ZBA) affecting these premises:

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

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**“ITEM K”**---Summary of proposed activity, justification and alternatives:

A more detailed explanation must be attached to this application. This should include a statement of the purpose of this application; the principal points on which it is based; a description of existing conditions; proposed changes or work; alternatives investigated and their potential impacts; and the hardships related to the land to justify the variance. Personal, family, and financial conditions are NOT justification for a variance. Prepare this summary on separate 8 ½ x 11 pages, with the title “ITEM K”, and include the property address and owner’s name.

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Application Fee of \$360. Fee is \$360 for a Variance, Interpretation and/or Appeals (*as of 5/1/2011*)  
See Appendix B - Schedule of Fees of Darien Zoning Regulations.  
Make checks payable to the “Town of Darien”

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See requirements under Section 1040 for the applicant’s responsibility regarding notification of nearby property owners.

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Unless specifically waived in advance and in writing by the ZBA Staff, all required materials must be submitted as part of this application:

The following information is required:

*Development Plan(s) completed in accordance with "Site Plan Checklist" –  
Ten (10) Sets of Plans including:*

*For Building Setback or Building Coverage Requests under Section 406 of the Zoning Regulations:*

- Existing and Proposed Conditions based on updated "A-2" Survey
- Site Development Plan
- Grading and Storm Drainage Management Plan
- Computations and Analysis of Stormwater Runoff
- Landscaping Plan
- Architectural Floor Plans and Elevations
- Utility Plans
- Chart or Table of Zoning Data
- Soil Erosion and Sedimentation Control Plan
- Staging or Phasing Plan

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*For Coastal Site Plan Reviews under Section 813 of the Zoning Regulations:*

- Base Map showing regulated area(s)
- Environmental Assessment Report
- Review of CAM policies & goals

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*For Flood Regulation-related variance requests under Section 820 of the Zoning Regulations:*

- Base Map of Flood Zones and Elevations
- Architectural Floor Plans including elevation of each floor level within the structure
- Engineering Report and certification regarding impact on flood conditions
- Assessed Value of Land and Building
- Estimated Cost of Proposed Changes

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*For Parking Variances under Section 900 of the Zoning Regulations:*

- Detailed Plans of Existing and Proposed Conditions
- Report Detailing Operation methods, Nature of the Business, and Parking Report

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For additional information, see the "[ZBA Revised Basic Instructions Form](#)" on the Town of Darien web site: [www.darienct.gov](http://www.darienct.gov).

*Last revised 12/2011.*

*ZBA\ZBA Revised Basic Applic form-rev12.2011*