



TOWN OF TOLLAND

Variance Application Guide

Zoning Board of Appeals

Submittal Requirements

1. You must submit a completed application, 9 copies of a sketch / plot plan, and a fee.
2. You likely will need to submit an application ("B100A") for review by the Eastern Highlands Health District: <http://www.tolland.org/health-districtsanitarian/pages/sanitarian-review-form-building-and-zoning-b100a>
3. You may pay all required fees with one check. Please consult with us on the total amount.
4. Applications must be submitted at least 3 weeks prior to the Zoning Board of Appeals meeting (meetings are generally the 4th Thursday of the month with some exceptions).

If Property is Within the Shenipsit Lake Watershed or State Aquifer Protection Area

5. Ask us or check the Shenipsit Lake Watershed Map:
http://www.tolland.org/sites/tollandct/files/uploads/shenipsit_lake_watershed.pdf.
6. If within the Shenipsit Lake Watershed you must notify the Connecticut Water Company and the Connecticut Department of Public Health within 7 days of submitting your variance application:
 - a. Mail a copy of your application, certified mail with return receipt requested to: Ms. Cindy Guidino, CT Water Company, 93 West Main Street, Clinton, CT 06413.
 - b. Fill out a webform for the Connecticut Department of Public Health. The form is on-line at: http://www.ct.gov/dph/lib/dph/drinking_water/pdf/Watershed_or_Aquifer_Area_Project_Notification_Form.pdf
7. If within the State Aquifer Protection Area (see **State** Aquifer Protection Area on Zoning Map – **not** the purple hatched aquifer area) <http://www.tolland.org/sites/tollandct/files/pages/zoningmap.pdf> fill out the Connecticut Department of Public Health webform, per #6b above. Additionally, mail a copy of your application, certified mail with return receipt requested to: Tolland Water Commission, 21 Tolland Green, Tolland, CT 06084.
8. All receipts for certified mailings must be submitted at or before the public hearing.

Other Notice Requirements

9. Mailing to Abutters: We will provide you with a legal notice and a list of abutters. At least 10 days prior to the public hearing, you must mail the notice by Certificate of Mailing. You must submit the Certificate showing the mailing was done at or before the public hearing.
10. We provide you with a sign that must be posted on your property; a \$25 deposit per sign is required. The sign must be visible from the road at least 10 days before the public hearing.

Site Visit

11. The Board members will visit your property prior to the hearing. You must stake out the location of the proposed structure. You may not discuss your application with the members when they visit your site.

Post Approval

12. After approval, we will provide you with a Variance Form that you must file on the land records.
13. You will still need to apply for applicable permits (zoning, building, etc.). A variance adjusts zoning requirement – it does not replace zoning approval. Staff will follow-up with you about post-approval requirements.
14. The sign must be returned within one week of the close of the public hearing.

Please contact us at 860-871-3601, Monday through Wednesday, 8 a.m. to 4:30 p.m. or Thursdays, 8 a.m. to 7:30 p.m. We'd be happy to guide you through the process.