



# TOWN OF GROTON

## LAND USE APPLICATION

### Part One

**PLEASE CHECK THE APPROPRIATE BOX(ES) AND ATTACH THE REQUIRED APPLICATION(S):**

- |   |   |
|---|---|
| <input type="checkbox"/> SUBDIVISION OR RESUBDIVISION | <input type="checkbox"/> COASTAL SITE PLAN REVIEW (CAM) |
| <input type="checkbox"/> SITE PLAN                    | <input type="checkbox"/> SPECIAL PERMIT                 |
| <input type="checkbox"/> ADMINISTRATIVE SITE PLAN     | <input type="checkbox"/> ZONE CHANGE                    |
| <input type="checkbox"/> INLAND WETLANDS PERMIT       | <input type="checkbox"/> REGULATION AMENDMENT           |
| <input type="checkbox"/> VARIANCE/APPEAL              |   |

PROJECT NAME: \_\_\_\_\_

STREET ADDRESS OF PROPERTY: \_\_\_\_\_

IF ADDRESS NOT AVAILABLE, LOCATION: \_\_\_\_\_

PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_ ACREAGE: \_\_\_\_\_ ZONE: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

**CORRESPONDENCE WILL BE SENT TO THE PRIMARY CONTACT AS CHECKED BELOW:**

**APPLICANT:** \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**APPLICANT'S AGENT:** \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**OWNER/TRUSTEE:** \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**ENGINEER/SURVEYOR/ARCHITECT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

- Note:
- 1) To be accepted by the Planning Division, this entire application must be completed, signed, and submitted with the required fee(s) and map(s) prepared in accordance with the applicable regulations.
  - 2) The submittal of this application constitutes the property owner's permission for the commission or its staff to enter the property for the purpose of inspection.
  - 3) The applicant hereby agrees to pay all additional fees and/or address such costs deemed necessary by the Office of Planning and Development Services as described in Part Three of this application.

\_\_\_\_\_  
SIGNATURE OF APPLICANT OR APPLICANT'S AGENT      DATE

\_\_\_\_\_  
SIGNATURE OF RECORD OWNER      DATE  
I HEREBY, CERTIFY THAT I AM THE OWNER OF  
THE PROPERTY STATED ABOVE

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
PRINTED NAME OF OWNER

*Project #:* \_\_\_\_\_ *Work Type:* \_\_\_\_\_ *Fee Received:* \_\_\_\_\_ *Init.* \_\_\_\_\_ *Planner:* \_\_\_\_\_

TOWN OF GROTON  
LAND USE APPLICATION – VARIANCE

**PART TWO**  
(Attach to Part One)

REQUEST IS FOR A VARIANCE OF:

**SECTION:** \_\_\_\_\_ DESCRIPTION OF VARIANCE NEEDED, BE SPECIFIC: \_\_\_\_\_

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HARDSHIP: \_\_\_\_\_

**SECTION:** \_\_\_\_\_ DESCRIPTION OF VARIANCE NEEDED, BE SPECIFIC: \_\_\_\_\_

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HARDSHIP: \_\_\_\_\_

**SECTION:** \_\_\_\_\_ DESCRIPTION OF VARIANCE NEEDED, BE SPECIFIC: \_\_\_\_\_

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HARDSHIP: \_\_\_\_\_

IS PROPERTY WITHIN A CAM BOUNDARY?  YES  NO  
IF YES, A COASTAL SITE PLAN APPLICATION MAY BE REQUIRED.

Before granting a variance on the basis of unusual difficulty or unreasonable hardship, there must be a finding by the Board of Appeals in accordance with Section 9.6-1.B that all of the following conditions exist:

1. That the difficulties or hardship are peculiar to the property in question, in contrast with those of other properties in the same district.
2. That the hardship was not the result of the applicant's own action.
3. That the hardship is not merely financial or pecuniary.

**TOWN OF GROTON**

**VARIANCE CHECKLIST**

**A. SUPPLEMENTAL INFORMATION REQUIRED TO BE SUBMITTED WITH THE VARIANCE APPLICATION**

- A completed application and required fee with name(s), address(es), and signature(s) of applicant and owner(s) of record, requisite information, and project description;
- Copy of existing deed for property;
- Copy of Assessor's field card for the property;
- Elevation drawings or sketches of proposed construction, pictures, and floor plans as appropriate;
- Coastal site plan application and fee, if applicable. See planner for confirmation regarding this requirement;
- This checklist, completed by the applicant.

**B. INFORMATION TO BE INCLUDED AS PART OF THE VARIANCE PLAN**

- A plan, at a reasonable scale, and on a sheet not exceeding 11" x 17", showing:
  - Property boundaries with dimensions;
  - Location and dimensions of all existing and proposed structures, driveways, walkways, and other significant, permanent, or natural features such as large trees, ledge/rock outcroppings, stone walls, steep slopes, wetlands, and flood plain;
  - Location and layout of well, septic system, and other underground utilities, if present.
- Any other information the applicant deems appropriate to support the granting of the variance by the ZBA.

TOWN OF GROTON  
LAND USE APPLICATION

PART THREE  
(Attach to Part Two)

Information Regarding Additional Fees for Processing Applications  
Under Town Ordinance #267.

The Office of Planning and Development Services is authorized to create and implement reasonable and necessary procedures to address such necessary administrative costs and requirements noted below to accomplish the provisions of this ordinance. Please note that boards, commissions, councils, and departments of the Town of Groton are exempt from all fee requirements under this ordinance. Items toward which the Town may require additional services and/or payment of fees include provisions for direct costs of materials and services associated with work performed by professionals, other than Town employees, including but not limited to professional/consultant reports, third party professional certifications, stenographic and transcription services associated with an application, and such other required certifications as the case may be.

In addition, if an application is deemed by the Town staff or Board or Commission to be complex, the Town may charge an additional fee sufficient to cover the cost of reviewing and acting on the complex application. Such fee may include but not be limited to, the cost of retaining experts to analyze and review reports submitted by the applicant as part of the complex application. Any portion of the Complex Application Fee in excess of the actual costs incurred shall be refunded to the applicant after publication of the Board or Commission's decision as required by law.

Ordinance #267 is available at the Town Hall at 45 Fort Hill Road, Groton, CT at the office of the Town Clerk, and at the Town Hall Annex, 134 Groton Long Point Road, Groton, CT.