



Essex Zoning Board of Appeals  
29 West Avenue  
Essex, CT 06426  
860-767-4340 x 115 Fax 860-767-8509  
[www.essexct.gov](http://www.essexct.gov)

## Application Instructions and Procedures

REGULAR MEETINGS of the Board are held on the third Tuesday of each month at **8:00 p.m.** at the Essex Town Hall, Room B.

Applications filed by the end of the business day on the second Friday of each month will be scheduled for a public hearing at the next month's meeting date. **The applicant must submit the original plus 12 copies of the complete application, including a plot plan and one (1) check made payable to the Town of Essex for \$100.00. (\$40.00 Application fee and \$60.00 Department of Environmental Protection fee.)**

Plans shall be drawn to scale, accurately showing lot dimensions, area, setback dimensions, location and size of all existing and proposed buildings on the property, the existing and intended use of each building or part of a building, the number of families or housekeeping units that the buildings are designed to accommodate. The names, mailing addresses of the adjoining property owners, (including the Assessors Map and Lot No. for each property) and such other information as may be necessary to define the questions involved.

Plans accompanying applications pertaining to gasoline stations, garages, auto showrooms, and parking lot(s) shall also include the location of any pumps and shall show height and size of any addition to location, height and intensity of lights, planting, curbs, sidewalks, street lines, and entrances. Applications pertaining to gasoline filling stations, gas pumps, repairer's or licenses and motor vehicle junk yards must be accompanied by Connecticut Department of Motor Vehicle forms to be signed by the Board.

Application for Variance of the sections pertaining to liquor outlets shall be accompanied by 12 copies of a map showing the location of other outlets within 1500 feet.

IF GEOGRAPHICAL CONDITIONS are claimed as hardship, applications shall be accompanied by photographs or topographical survey showing same.

Appellant or his agent must be present at Hearing and must be prepared to show in full circumstance/hardship which he claims justify the granting of the applications. The hardship must not be based on personal or financial circumstance.

If application for re-hearing, the appellant must allege new facts and prove same at the Board meeting.

THE BOARD IN ITS DISCRETION MAY DISMISS AN APPEAL (WITHOUT PREJUDICE) FOR FAILURE TO COMPLY WITH ANY OF THE FOREGOING RULES.

Stuart Ingersoll  
Chairman