

## **INSTRUCTIONS AND PROCEDURES FOR APPLICATION TO LYME ZONING BOARD OF APPEALS**

The Lyme Zoning Board of Appeals hears appeals for the following reasons:

- (1) The Zoning Enforcement Officer or the building official cannot issue a permit because of a violation of the Lyme Zoning Regulations.
- (2) A special permit is required by the Lyme Zoning Regulations.
- (3) The issuance of a permit by the Zoning Enforcement Officer or the building official is appealed.

Regular meetings of the ZBA are held on the third Thursday of each month at 7:30 p.m. at the Town Hall or such other time or place as the Chairman or Acting Chairman of the Board may from time to time determine.

Applications shall be filed at the Lyme Town Hall with the Town Clerk or Zoning Enforcement Officer between 9:00 a.m. and 4:00 p.m. weekdays and shall be signed by the applicant or his agent. The applicant is also responsible for notification to all property owners within 150 feet by certified return receipt mail. All pertinent questions on the application must be answered and all information required by the form to be given shall be concisely stated. Additional statements may be added on separate sheets, if required.

The original plus five copies of the application shall be accompanied with six copies of a plot plan. Plot plans must be legible, in detail, but need not be done by a licensed engineer or surveyor. Six sets of building plans if a new or existing building, addition or alteration to a building are involved, and with the filing fee of \$\_\_\_\_\_. Checks should be made out to the Town of Lyme. Four sets of plans will be returned to the applicant at his request, after the Board's decision.

Plot plans shall be drawn to scale, accurately showing lot dimensions, area yard dimensions, location and size of all existing and proposed buildings on the property, the existing and intended uses of each building or part of a building, the number of families or housekeeping units the buildings are designed to accommodate, and such other information as may be necessary to clearly define the questions involved. All dimensions and areas shown on plot plans relating to the location of buildings and structures on the lot and the location and size of the lot shall be based if possible on an actual survey by a duly licensed civil engineer or surveyor. Also, please indicate location of water supply and septic system. If topographical conditions are claimed as hardship, applications shall be accompanied with photos or topo survey showing same.

- The final date for filing applications shall be no later than the third Thursday of the preceding month.
- The appeal will then be heard at the next scheduled meeting. Applicant or his agent must be present at the meeting.
- On an application for a re-hearing, the applicant must allege new facts and prove same at the hearing.
- The Board, in its discretion, may dismiss an appeal (without prejudice) for failure to comply with any of the foregoing rules.
- Any waiver of the above requirements must be approved by the Board's Chairman or his authorized representative prior to the application.
- If assistance is needed in filing, please contact the Chairman, Lyme Zoning Board of Appeals.