NOTE TO ALL VARIANCE APPLICANTS:

Please make sure that the plans that you include with your variance request – floor plans and elevations – are the same as the plans that you will be submitting for your building permits.

When the board grants a variance, it includes conditions that the plans are approved "exactly as presented" and that the plans submitted to the building department shall be the same as those approved by the board.

Any changes to the plans after the variance is granted cannot be approved administratively and would mean that you would have to return to the board for an additional variance.

A Note Regarding Submission of Materials:

If significant additional materials are submitted at the hearing or just prior, the ZBA will likely continue your hearing to a subsequent meeting in order to properly consider the information.

RIDGEFIELD ZONING BOARD OF APPEALS
INSTRUCTIONS FOR FILING A VARIANCE APPLICATION

A complete variance application consists of the following:

1. A completed application form which shall include:
   The "Review by the Zoning Enforcement Officer" form signed by the ZEO.
   When construction is involved, a completed FAR, lot coverage and setback calculation sheet.

2. Six copies of a plot plan showing the location of all existing and proposed buildings, with sizes drawn to scale. If setbacks are involved, a survey showing exact setback distances from the property lines to the nearest point of any proposed construction is required. Check with the Administrator.

3. When construction is involved, six copies of drawings to scale showing elevations and floor plans. Please note that the size of these plans should not exceed 11" x 17".

4. One application is required whenever a single property is involved and the request covers only one structure on the property. Separate applications are required for each structure if variances are needed for more than one structure on a single property.

5. As of June 1, 2008, all property owners within 100 ft. of any property line shall be notified of the variance application. Notification will be done by the ZBA office and fees for such notification are shown below.

6. As of February 1, 2017, the application fees are as follows. **Checks should be made payable to the Town of Ridgefield**. The application fees are subject to change.

Residential: Single Family	$300 (includes $60 State Fee and $35 Neighbor Notification Fee)
Multi-Family:	$325 (includes $60 State Fee and $35 Neighbor Notification Fee)
Commercial Uses:	$375 (includes $60 State Fee and $35 Neighbor Notification Fee)

   *Note if neighbor notifications are over 15 neighbors, an additional $1 per address will be charged.

7. It is your responsibility to verify whether your property is subject to any conservation or preservation restrictions or easements. If it is, the requirements of Public Act 05-124 shall apply. This Act requires, in pertinent part, that

   "No person shall file a permit application with a state or local land use agency…other than for interior work in an existing building…that does not alter the footprint…relating to property that is subject to a conservation restriction or a preservation restriction unless the applicant provides proof that the applicant has provided written notice of such application, by certified mail, return receipt requested, to the party holding such restriction not later than sixty days prior to the filing of the permit application. In lieu of such notice, the applicant may submit a letter from the holder of such restriction or from the holder's authorized agent, verifying that the application is in compliance with the terms of the restriction…If the applicant fails to comply…, the party holding the easement may file an appeal with the agency… The agency…shall reverse the permit approval upon a finding that the requested land use violates the terms of such restriction."

   A full copy of Public Act 05-124 is available in the ZBA office for your convenience, or will be sent by email upon request.

OTHER INFORMATION

1. If you fall within one of the watershed areas within Ridgefield, you are required by law to notify the appropriate water company. Instructions and a copy of a sample letter are available in the ZBA office. You may also be required to provide online notification to the CT DPH. Check with the ZBA office

2. Obtaining a variance does not waive the requirement for other permits. You should check with the Health Department, Zoning Enforcement Officer, Wetlands Agent and Building Inspector to determine what other action may be required.

3. In the case of some signs, you may be required to appear before the Architectural Advisory Committee. If you fall within a Historic District, you may be required to appear before the Historic District Commission. Please check with the Zoning Enforcement Officer.

RIDGEFIELD BOARD OF APPEALS ON ZONING
Town Hall Annex, 66 Prospect Street
Ridgefield, Connecticut 06877
Phone: (203) 431-2786 Fax: (203) 431-2737
E-Mail: zba@ridgefieldct.gov

APPLICATION FOR VARIANCE

Date_____

1) Applicant _____

Address_____

2) Premises Located at: _____
Closest cross street or nearest intersecting road: _____

3) Interest in Property:
owner_____ contract purchaser_____ lessee_____ agent_____
Owner of Record: _____

4) Tax Assessor Map No: _____

5) Zone in which property is located _____ Area of Lot (acres)_____

6) Dimensions of Lot: Frontage_____ Average Depth _____

7) If this is residential property: single family_____ multi-family_____

8) Does this proposal involve the demolition of an existing building? Yes _____ No _____

9) Is property within 500 feet of Danbury, Wilton, Redding? _____
Is property within 500 feet of New York State? _____

10) Have any previous applications been filed on this property? _____
If so, give dates and/or variance numbers: _____
_____

11) Is this property subject to any wetlands, conservation or preservation restriction? _____

12) Do you give Board members permission to visit the property? _____

13) Describe variance being requested: _____
_____
_____
_____

Signature of Owner _____
Or Signature of Agent _____

Mailing Address_____ Phone No._____
E-Mail Address _____

ADDRESS OF PROPERTY: _____ ZONE _____

ZONING BOARD OF APPEALS
LOT CALCULATIONS

TO BE COMPLETED WHEN VARIANCES OF FAR,
LOT COVERAGE OR SETBACKS ARE BEING REQUESTED.

(A partial listing of the zoning requirements and definitions are on the next page of this form)

SETBACKS

	Required	Existing	Proposed (include gutters and overhangs)	Deficiency
Front N/S/E/W*				
Side N/S/E/W*				
Side N/S/E/W*				
Rear N/S/E/W*				

* circle the direction that applies.

FAR

Lot size in square feet:	
Permitted FAR in sq. ft. (see reverse side)	
Existing FAR in sq. ft:	
FAR of proposed addition in sq. ft.	
Total Proposed FAR (line 3 + line 4)	

COVERAGE

Lot size in square feet:	
Permitted coverage in sq. ft. (see reverse side)	
Existing coverage in sq. ft.	
Coverage of proposed addition in sq. ft:	
Total Proposed Lot Coverage (lines 3 + line 4)	

see next page

NOTE: This is a partial listing of setback, FAR and lot coverage requirements. For any additional requirements, please consult the complete zoning regulations.

SETBACK REQUIREMENTS:

Zone	Front	Side & Rear
RAAA	50	50
RAA	35	35
RA	25	25
R20	25	20
R10	25	12
R7.5	25	8

Setbacks: the shortest distance between any part of a building or structure and the nearest lot line or recorded right of way. Thus open decks and porches as well as all cornices, eaves, gutters, chimneys or similar appurtenances shall meet the minimum setbacks.

FAR REQUIREMENTS:

Lot Area	**Allowed FAR Coverage**
Less than 7,500 SF	40% of the lot area
7,500 to 9,999 SF	3,000 SF plus 12.0% of the lot area in excess of 7,500 SF
10,000 to 19,999 SF	3,300 SF plus 9.0% of the lot area in excess of 10,000 SF
20,000 to 43,559 SF	4,200 SF plus 7.0% of the lot area in excess of 20,000 SF
43,560 to 87,119 SF	5,850 SF plus 6.0% of the lot area in excess of 43,560 SF
87,120 to 130,679 SF	8,464 SF plus 6.0% of the lot area in excess of 87,120 SF
130,680 or more SF	11,077 SF plus 6.0% of the lot area in excess of 130.,680 SF

FAR (floor area ratio) is the ratio of the total floor area to the total area of the lot, in square feet.

Total floor area is the area in square feet of ALL floors in ALL buildings measured to the outside of the exterior walls, excluding attics, basements and open porches. Note: Any horizontal area of a residential building with an interior height from floor to ceiling exceeding 16 ft. shall be considered to have one floor per multiple of 8 ft.

An open porch has a roof but is not enclosed with screens or windows. Porches enclosed with screens or windows must be counted towards total floor area.

COVERAGE REQUIREMENTS:

Lot Area	**Allowed Lot Coverage**
Less than 7,500 SF	16% of the lot area
7,500 to 9,999 SF	1,225 SF plus 10.0% of the lot area in excess of 7,500 SF
10,000 to 19,999 SF	1,475 SF plus 6.0% of the lot area in excess of 10,000 SF
20,000 to 43,559 SF	2,075 SF plus 5.8% of the lot area in excess of 20,000 SF
43,560 to 87,119 SF	3,440 SF plus 5.0% of the lot area in excess of 43,560 SF
87,120 to 130,679 SF	5,618 SF plus 4.5% of the lot area in excess of 87,120 SF
130,680 or more SF	7,578 SF plus 4.5% of the lot area in excess of 130,680 SF

Lot coverage is the percentage which the aggregate (total) building area of all buildings on the lot bears to the area of the lot – a ratio of the total building area to the total lot area.

Building is any structure which has one or more floors and a roof and is intended for the shelter, housing or enclosure of persons, animals or materials. Open porches with roofs count towards lot coverage.

Building Area is the maximum horizontal cross section of a building on a lot, measured to the outside of the exterior walls, except that up to eighteen (18) inches of projections for cornices, eaves, gutters, chimneys or similar appurtenances shall be excluded.

ZONING BOARD OF APPEALS
APPLICATION FOR VARIANCE

REVIEW BY THE ZONING ENFORCEMENT OFFICER

VARIANCE APPLICANT: _____

PROPERTY ADDRESS: _____

_____

ZONING DISTRICT: _____

PROPOSAL:

_____

_____

_____

DATE OF REVIEW: _____

ZEO COMMENTS:

Please note that based on the information provided by the applicant, this proposal would fail to meet the following zoning requirements.**

_____

_____

_____

_____

_____
Aarti Paranjape
Zoning Enforcement Officer

***NOTE:*

The information on this form is to guide the variance applicant and the Zoning Board of Appeals regarding a variance application and is based upon representations made by the applicant.

A full review of an application for a zoning permit may reveal additional zoning requirements that are not met by the proposal.

This guide shall not be considered an order, requirement or decision as delineated in Section 8-6 of the Connecticut General Statutes.

The applicant shall be responsible for any decision made in reliance on this form and it shall not create liability on the part of any officer of the Town of Ridgefield.

ZONING BOARD OF APPEALS

NOTICE TO ALL APPLICANTS FOR VARIANCES
REQUIRED WATER COMPANY NOTIFICATION

Please check the attached map to determine in which watershed area your property is located. Under Sections 8-3i(*) and 22a-42f of the Connecticut General Statutes, you are required to notify the corresponding water company that you have submitted an application to the Zoning Board of Appeals. The notice must be sent by certified mail, return receipt requested, within seven days of submitting your application to the ZBA. If you wish, you may use the attached form letter for this notification.

Area 1:

City of Danbury
David Day, P.E., Superintendent of Public Utilities
155 Deer Hill Avenue
Danbury, CT 06810
Phone: (203) 797-4637
d.day@danbury-ct.gov

Areas 2 & 4:

Aquarion Water Company of Connecticut
Mr. Joseph Welsh
Aquarion Water Company of Connecticut
714 Black Rock Road
Easton, CT 06612-1146
Phone: (203) 445-7457
JWelsh@aquarionwater.com

Area 3:

South Norwalk Electric and Water – Water Operations Department
Ms. Elizabeth Burns, Director of Water Operations
164 Old Boston Post Road
Wilton, CT 06897
Phone: (203) 866-3366
eburns@snew.org

Area 5:

New York City Department of Environmental Protection
Maria Tupper-Goebel, PWS-Wetland Scientist
Bureau of Water Supply
Watershed Protection and Planning, Wetlands Program
71 Smith Avenue
Kingston, NY 12401
Phone: (845) 340-7847
MariaT@dep.nyc.gov

* Section 8-3i: "When an applicant files with any zoning commission, planning and zoning commission or zoning board of appeals of any municipality an application, petition, request or plan concerning any project on any site which is within the watershed of a water company, as defined in Section 25-32a, the applicant shall provide written notice of the application, petition, request or plan to the water company, provided such water company has filed a map showing the boundaries of the watershed on the land records of the municipality in which the application, petition, request or plan is made and with the zoning commission, planning and zoning commission or zoning board of appeals of such municipality. Such notice shall be made by certified mail, return receipt requested, and shall be mailed within seven days of the date of the application. Such water company may, through a representative, appear and be heard at any hearing on any such application, petition, request or plan.

To:

In accordance with Sections 8-3i and 22a-42f of the Connecticut General Statutes, please be advised that the undersigned has/have filed an application with the Zoning Board of Appeals of the Town of Ridgefield, as follows:

Appeal Dated: _____

Property Located at: _____

_____

Proposed Activity: _____

_____

_____

Signed_____

Date_____

Name (Print) _____

Address_____

_____

Daytime Phone # _____

PUBLIC WATER SUPPLY
PROJECT NOTIFICATION REQUIREMENTS
CT DEPARTMENT OF PUBLIC HEALTH

Effective October 1, 2006, applications for any project located within a public water supply aquifer protection area or watershed area before the Zoning Board of Appeals, Planning and Zoning Commission, or Inland Wetlands Agency must notify the Commissioner of the CT Department of Public Health (CTDPH).

In order to determine if your project is in such an area, please consult the Public Drinking Water Source Protection Area Map on file in the office of the Ridgefield Town Clerk at 400 Main Street. Map also located at www.ridgefieldct.org/town-clerk

If your project falls within such an area, please follow the notification process detailed below:

1. Go to the CTDPH web form submission page at:

   https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/drinking_water/pdf/WatershedorAquiferAreaProjectNotificationFormpdf.pdf?la=en

   https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/drinking_water/pdf/WatershedorAquiferAreaProjectNotificationFormpdf.pdf

2. Complete the form on this page.

3. Submit the form by clicking the "submit" button.

4. Print out your confirmation and keep it for your records.

If you are not able to complete the form on line, print and copy of the form, complete manually, and send to the CTDPH by email, mail, or fax to the addresses and numbers shown on the website. (copy attached)

If you do not have internet access, you may obtain a copy of the reporting form from the Zoning Board of Appeals office, or the Ridgefield Land Use Offices. A copy is also attached.

RIDGEFIELD WATER
SUPPLY WATERSHED AREAS

