ZONING BOARD OF APPEALS

TOWN OF TRUMBULL

1. Regular meetings of the Board are held on the first Wednesday of each month at 7:00 p.m., at the Trumbull Town Hall, unless otherwise stated in published legal notice. (Refer to attached schedule for submission deadlines and meeting dates}

2. A copy of this application, complete with signatures, must be submitted.

3. Each applicant is required to:
   a. Mail a written notice (sample form attached) by First Class Mail to the owners of property within a radius of one hundred fifty (150) feet, including those abutting the subject Lot as well as across the street for applications in Residence Zones; and (list to be obtained from the Tax Assessor).
   b. Within two hundred fifty (250) feet of the subject Lot for applications in all other Zones; (list to be obtained from the Tax Assessor).
   c. Said notice shall be mailed twelve (12) days prior to opening of any public hearing before the Board;
   d. No less than five (5) days prior to the opening of the public hearing, the applicant shall submit a copy of the notice and a list of all property owners to whom the notice has been sent;
   e. The mailing of notices shall be evidenced by a Certificate of Mailing from the United States Postal Service (Form #3877).

4. A fee (cash, or check payable to TOWN OF TRUMBULL) shall be submitted with this application, in accordance with the following:

Residential Property (as shown on Zoning Map)	$ 260.00
Commercial and Industrial Property (as shown on Zoning Map)	$ 460.00

5. Ten (10) copies of **FOLDED** plot plans drawn to scale by a licensed land surveyor must accompany every application. The plot plan must be recently completed, certified, sealed, and drawn to Class A-2 standards. The plot plan shall include the following:

   a. Lot in question;
   b. Dimensions and location of existing building(s), if any;
   c. Dimensions and location of proposed construction, including distances to side, rear, street line, and any existing buildings;
   d. Trees and wooded areas affecting application;
   e. Location of existing streets, sidewalks, curbs, driveways, and parking areas;
   f. Width and location of all easements, if any;
   g. Existing watercourses;
   h. Any other features of the subject property, including swimming pools, tennis courts, gazebos, fences, etc.
   i. Building setback lines as required by Zoning Regulations;
   j. That part of any building on adjoining lots that is located within 25 feet of the lot in question;
   k. If a sign variance is sought, include location and square footage of existing as well as proposed signs.

6. If you are constructing a new building, or if an addition is to be constructed to an existing building, proposed architectural floor plans **professionally** drawn to scale, showing the new building or addition, (including porches, decks, etc.) together with building elevations from **ground to ridge** presenting each of the 3 or 4 views shall be submitted (10 copies of each set of architectural drawings or sketches). **These drawings or sketches must be drawn to scale and overall length, width, and height of the building, addition, or appurtenances shall be clearly depicted and dimensioned.** All drawings/sketches shall have a title block (see attached illustrative elevation views and title block for these requirements).

7. A copy of the deed for the subject property.

8. A copy of the field card for the subject property.

9. A DIGITAL COPY OF THE **ENTIRE** APPLICATION MUST ALSO BE SUBMITTED. Files larger than 10 MB need to be put on a thumb drive; files less than 10 MB can be emailed to the ZBA Clerk (bfitzgerald@trumbull-ct.gov) or sent via wetransfer.com.

10. The Applicant or its Designated Agent must be present at the hearing.

11. Letters from surrounding property owners and/or photographs of the site are not required but are often very helpful to the Board in evaluating the merits and/or illustrating the site specific hardship that forms the basis of the application for the requested waiver.

12. **Be advised that if any part of the above is not complete and submitted by 3:00 p.m. on the submission deadline date, the application will be rejected by the Planning & Zoning office.**

WHAT TO DO AFTER YOUR CASE IS ANNOUNCED

1. Proceed to the podium, speak directly into the microphone and state your full name and address and interest in the property. (Owner, Agent, Attorney, etc)

2. Explain your application and what you perceive your hardship to be in a brief manner.

3. Submit to the Board any signed letters and/or petitions you may have from neighbors.

4. Offer to answer questions from Board members.

FAILURE TO COMPLETE THE APPLICATION OR TO PROVIDE THE REQUIRED INFORMATION WILL RESULT IN DENIAL BY THE ZONING BOARD OF APPEALS.

HARDSHIP: WHAT IS LEGALLY REQUIRED

To determine and vary the application of the zoning regulations, but only in harmony with the general purpose and intent of the regulations and only with respect to a parcel of land having unusual conditions, not generally encountered within the zoning district, which would make development in full accordance with the regulations extremely difficult. In legal terms, the conditions must be such as to cause "exceptional difficulty or unusual hardship."

Variances of the zoning regulations may be granted only "in harmony with their general purpose and intent and with due consideration for conserving the public health, safety, convenience, welfare and property values solely with respect to a parcel of land where, owing to conditions especially affecting such parcel but not affecting generally the district in which it is situated, a literal enforcement of such bylaws, ordinances or regulations would result in exceptional difficulty or unusual hardship so that substantial justice will be done and the public safety and welfare secured."

The courts have strictly interpreted the variance requirements set forth in C.G.S. §8-6, and they have sustained several appeals from decisions in which variances were improperly granted. Financial considerations are rarely a valid reason for issuing a variance; the possible economic advantage to the landowner is not sufficient. In addition, the fact that the proposed use will not be detrimental, and may even be beneficial, to the neighborhood is not sufficient. The hardship must arise from the operation of the regulations on the land, not on the landowner, and the land must be "peculiarly disadvantaged" by the regulation for which a variance is sought.

Date Received: _____ Application #:_____

ZONING BOARD OF APPEALS

APPLICATION FOR HEARING:

1. **The purpose of this application is for the following:**

   a. Variance of the Trumbull Zoning Regulations _____

   b. Appeal from Order of the Zoning Enforcement Officer _____

   c. Approval of Location for a Gasoline Station, Limited Repairer's License or General Repairer's License. _____

2. **Location of Subject Premises:**

   House and Street:_____

   Assessor's Map No._____ Parcel No._____Lot No. _____

   Trumbull Land Records: Volume(s)_____Page(s)_____

   Zoning District:_____

3. **Name of Applicant**:_____

   Street Address:_____

   City:_____ST:_____Zip:_____

   Phone: Day_____ Evening_____

   SIGNATURE OF APPLICANT_____
   (If agent, state capacity)

4. **Owner of Record**:_____

   Street Address:_____

   City:_____ST:_____Zip:_____

   SIGNATURE OF OWNER OF RECORD_____

Please complete the following sections which correspond to your answer In question #1 above:

A. VARIANCE OF THE TRUMBULL ZONING REGULATIONS

1. **This application relates to:**

_____Setbacks (front, side, rear)
_____Floor Area
_____Lot Area
_____Lot Coverage
_____Damage Reconstruction
_____Parking
_____Extension of enlargement of a non-conforming use or building
_____Other (explain)_____
_____

2. List Article, Section, paragraph and subparagraph of the Zoning Regulations for which variances are requested:

ARTICLE(S)_____SECTION(S)_____PARAGRAPH(S)_____

SUBPARAGRAPH(S)_____

3. Has any previous application been submitted for this property? If so, please give the date of hearing and action taken by the Board:

_____

_____

NOTE: The Board is not required to hear any application for the same variance or substantially the same variance for a period of six months after the date of decision by the Board or by the Court on an earlier application.

4. Explain the requested variance; PLEASE INDICATE DISTANCES FROM PROPERTY WHEN APPLICABLE:_____

_____

_____

_____

5. Section 8-6 of the Connecticut General Statutes requires that the applicant must show that a literal enforcement of the Zoning Regulations would result in exceptional difficulty or unusual hardship owing to conditions especially affecting such parcel, but not affecting generally the district in which it is situated. Please state the difficulty or hardship which you claim in support of this application:

_____

_____

B. APPEAL FROM ORDER OF THE ZONING ENFORCEMENT OFFICER

1. List the date of the Cease and Desist Order being appealed (submit a copy of the letter):

   _____

2. List Article, Section, paragraph, and subparagraph of the Zoning Regulations regarding your appeal:

   Article(s)_____Section(s)_____Paragraph(s)_____ Subparagraph(s) _____

3. Explain and state the basis for appeal of the decision of the Zoning Enforcement Officer:

   _____

   _____

   _____

C. APPROVAL FOR LOCATION OF GASOLINE STATION/LICENSE

1. Approval of Location is for the following:

   a. Gasoline Station _____
   b. Limited Repairer's License _____
   c. General Repairer's License _____

2. Indicate below if this application is a license renewal, and give a brief history of the uses of the property:

   _____

   _____

   _____

   _____

3. What are the proposed hours of operation?_____

4. Will any vehicles being repaired be stored outside?_____

   If yes, please specify the number of vehicles to be stored outside, location, and duration that they will be stored:

   _____

   _____

5. Applications pertaining to gasoline station location and/or new construction must include a site plan showing location of buildings, pumps, exits and entrances, signs, lights, and landscaping.

6. Applications pertaining to licenses must be accompanied by Connecticut Motor Vehicle Department forms to be signed by the Board.

CONTACT INFORMATION

Applicant Email Address: _____

Property Owner Email Address: _____

SAMPLE FORM LETTER

Date:

Name:

Address:

Re: Application of: **(Applicant's name)**

(**PROPERTY ADDRESS,** SUBJECT OF THE APPLICATION)

Dear _____:

As a property owner within _____ feet of my property line, I would like to inform you that I have filed an application before the **Zoning Board of Appeals** of the Town of Trumbull for a (type of application) for my property.

My application is to allow: _____

_____

_____

If you, or your representative, have any interest in my application, you are invited to attend the **Zoning Board of Appeals Public Hearing** to be held via Zoom Videoconference at 7:00 p.m. on (date of public hearing). Details on how to join the meeting are described below.

Copies of the plans and documentary material relative to my application are on file in the Planning and Zoning Office at the Trumbull Town Hall and will be posted on the Town of Trumbull website for inspection by you or your representative.

Public comment can be mailed to the Planning & Zoning Office or sent via email to bfitzgerald@trumbull-ct.gov (must be received 24 hours in advance of the meeting) or public comment can be made via phone or videoconference connection at the public hearing.

If you have any questions, please feel free to call either myself, (your name) at (your phone number), or the Planning and Zoning Office at 452-5047.

Very truly yours,

UNITED STATES POSTAL SERVICE®

Certificate of Mailing — Firm

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here *Postmark with Date of Receipt.*
	Postmaster, per *(name of receiving employee)*		

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1.					
2.					
3.					
4.					
5.					
6.					

UNITED STATES POSTAL SERVICE®

Certificate of Mailing — Firm

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here ***Postmark with Date of Receipt.***
	Postmaster, per *(name of receiving employee)*		

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1.					
2.					
3.					
4.					
5.					
6.					

REQUIRED ELEVATION VIEWS

Reduced Scale For Illustrative Purpose Only

TITLE BLOCK:

STREET ADDRESS OF CONSTRUCTION (OR use Assessor's Map No., Parcel No., & Premises Zone)

APPLICANT'S NAME, ADDRESS, PHONE NO.

OWNER OF RECORD'S NAME, ADDRESS, PHONE NO.

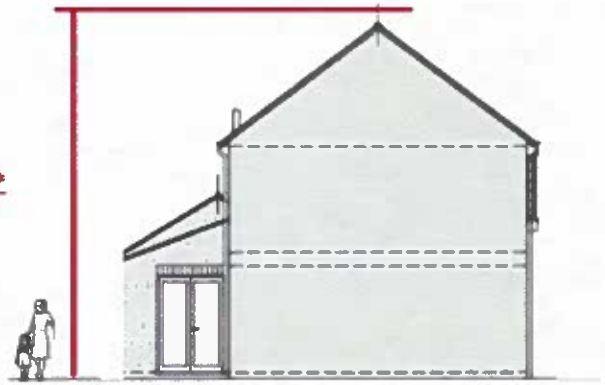
DESCRIPTIVE TITLE / PROPOSED CONSTRUCTION (OR use original date of plan & subsequent revision dates)

PREPARER'S NAME, COMPANY, ADDRESS, PHONE NO.



North (Rear) Elevation - Existing

INSERT HEIGHT HERE
IN FEET & INCHES



West (Side) Elevation - Existing



North (Rear) Elevation - Proposed

INSERT HEIGHT HERE
IN FEET & INCHES



West (Side) Elevation - Proposed

ACCEPTABLE SCALES: 1/8" = 1', 1/4" = 1', 3/8" = 1', OR ½" = 1'

AGENT AUTHORIZATION FORM

TO THE TOWN OF TRUMBULL

Property Owner's Name:
Property Owner's Email:
Property Owner's Phone Number:
Property Address:

Agent's Name:
Agent's Address:
Agent's Contact Information:

I, _____, authorize _____ to act as my agent for a variance application concerning the property located at _____.
This includes representing me in dealings with the Planning and Zoning Department.

Owner's Signature: _____ Date: _____

ZBA Applicant Checklist

Deadline for Submittal of Applications:

Applications Must Be Submitted by 3:00P.M. On Due Date

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1. Application Fees $260 ($460 Commercial)
2. Copy of Deed (from Town Clerk's Office)
3. Field Card (from Tax Assessor's Office)
4. List of Abutters (from Tax Assessor's Office)
5. Sample Letter to Abutters (ensure date and time of meeting are correct):
   Must be mailed to abutters 12 days prior to the meeting **– no sooner or later.**
6. Application (pages 5-7 of packet):
   Be sure to complete question #4 and #5 on page 6.
7. Certificate of Mailing (pages 9 and 10 of packet):
   Bring the original form from the post office to the Planning and Zoning Office prior to the ZBA meeting. Tell the post office you are sending a "**certificate of mailing**" (not certified mail).
   Do not send via certified mail, that will be significantly more expensive.
8. Survey (10 copies rendered by licensed surveyor):
   1 Original copy with seal and 9 Additional copies.
9. Architecturals (10 copies):
   Must include elevations for all four sides of structure.
10. Digital Copy Of Everything (can be submitted as a thumb drive with application or via email to bfitzgerald@trumbull-ct.gov):
    Must include a copy of the signed application, survey, and architectturals.
11. Letters/Petitions from Neighbors (any letters or petitions either in favor or against the application should be submitted to the P&Z office at least 24 prior to the ZBA meeting).
12. Recording Fee ($10.00)
    If your application is approved, you will need to pay a $10.00 recording fee to our office (cash or check). This covers the variance recording with the Town Clerk's Office.

SCHEDULE OF ZONING BOARD OF APPEALS
MEETING DATES FOR 2026

Applications must be submitted by 3:00p.m.

Deadline for Submittal of Application	Date of Public Hearing
December 17, 2025	January 07, 2026
January 14, 2026	February 04, 2026
February 11, 2026	March 04, 2026
March 11, 2026	April 01, 2026
April 15, 2026	May 06, 2026
May 13, 2026	June 03, 2026

NO JULY MEETING

July 15, 2026	August 05, 2026
August 12, 2026	September 02, 2026
September 16, 2026	October 07, 2026
October 14, 2026	November 04, 2026
November 11, 2026	December 02, 2026
December 16, 2026	January 06, 2027

PUBLIC HEARINGS BEGIN PROMPTLY AT 7:00 P.M.
In Trumbull Town Hall