

**Town of New Haven
Application For Variance
Instructions**

1. Pay close attention to submission deadlines as they are now strictly enforced to allow time for notification of all parties.
2. Fill in all information on application form.
3. The Planning Board will send letters to all adjacent landowners informing them of the proposed variance allowing them to comment. Comments from your neighbors will be taken into consideration. Approval or objections from neighbors do not guarantee approval or denial of your application.
4. A current survey must accompany the variance application if one exists.
5. Include a drawing (to scale), showing all property lines, existing and proposed buildings, driveways, wells, septic systems, etc. Include dimensions of all structures and distances between structures and to property lines wells and septic systems.
6. A copy of the deed and/or land contract must accompany application. (Only one copy is required)
7. Nine copies of the application and all supporting documentation must be returned to the town clerk by the date indicated on the attached schedule in order to get on the Planning Board agenda. (Copies can be made at the town clerk's office at a cost of \$.25 per page.)
8. See the attached schedule for Planning Board meeting dates. The meetings are held at 7:00 PM in the meeting room at the Town Hall. You must attend the meeting.
9. If you have any questions call the Planning Board secretary, Debra Allen, at 963-3900.

**Town of New Haven
Application For Variance**

Name of all owners: _____

Mailing address: _____

Phone number: _____

Property address: _____

Tax parcel number (located on tax bill): _____

List what law and section of law variance is being applied for: _____

Reason for variance: _____

Will rejection of variance be a hardship: _____

Why: _____

Include map on separate sheet of paper showing boundary lines of property and distances to structure. Also driveways. See attached example.

List all adjacent landowners: _____

It is helpful to enclose favorable letters from adjacent landowners.

Date received from applicant _____

Applicant Signature

Town Clerk

Example of Drawing

