



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.org

**APPEAL FROM THE DECISION OF THE OFFICIAL
CHARGED THE ENFORCEMENT OF THE ZONING ORDINANCE**

Date of Application: _____

1) Applicant: _____

2) Applicant's Address: _____

3) Name of the official whose order, decision or requirement is being appealed:

4) Date of the Action being appealed: _____

5) Description of the appeal: _____

6) Property involved in the appeal: _____

On the (N S E W) side of the street, at approximately _____ feet (N S E W) from
_____ (nearest intersecting road.)

7) Interest in Property:

Owner _____ Contract Purchaser _____ Lessee _____ Agent _____ Other _____

Name(s) of Owner(s): _____

Tax Assessor Map No: _____

8) Zone in which property is located: _____ Area of Lot: _____

9) Dimensions of Lot: Frontage _____ Average Depth _____

10) Is the property within 500 feet of Danbury, Wilton or Redding? _____

Is the property within 500 feet of New York State? _____

Signature of Applicant _____

Or

Signature of Agent _____

Mailing Address _____

Phone Number _____ Email (optional) _____

**INSTRUCTIONS FOR FILING AN APPEAL FROM THE DECISION
OF THE OFFICIAL CHARGED WITH THE ENFORCEMENT
OF THE ZONING ORDINANCE**

A complete appeal application consists of the following:

1. A completed application form
2. Six copies of the order, requirement or decision that is being appealed.
3. Six copies of a plot plan or survey of the property involved in the appeal, showing the location of all existing and proposed buildings, with sizes drawn to scale.
4. When construction is involved, six copies of drawings to scale showing elevations and floor plans. The size of these drawings shall not exceed 11" by 17".
5. The application fee – see current schedule of fees.

Other requirements:

1. *Notice to the official whose decision is being appealed:* In accordance with the provisions of Section 8-7 of the Connecticut General Statutes, notice of the appeal shall be filed in a timely manner with the official whose order, decision or requirement is being appealed.
2. *Time periods for filing an appeal with the board:* In accordance with Section 8-7 of the Connecticut General Statutes, the Board adopted the following rule regarding the time in which an appeal may be brought to the Board:
 - (1) The time period for any appeal brought of any Cease and Desist Order issued by the Zoning Enforcement Officer or other appropriate party is fifteen (15) days.
 - (2) The fifteen (15) day time period for appeals of Cease and Desist Orders commences on the date of mailing of a certified letter to the person claimed to be in violation, or on the date of service by a state marshal or other appropriate party.
 - (3) The time period for any appeal brought of any other action, decision or requirement made by any official charged with the enforcement of zoning, not including Cease and Desist Orders, is thirty (30) days. The thirty (30) day time period for the appeals commences on either the date of publication in a newspaper, if such publication is required, or the date such an order, decision or requirement is issued.
3. *Appeal joined with a variance:* In accordance with the provision of Section 8-6a of the Connecticut General Statutes, an appeal may be joined with a request for a variance. In such a case, the applicant shall complete applications both for an appeal and for a variance, and the fees applicable to both applications shall apply.