

# REVIEW OF ADMINISTRATIVE DECISION

## A. SUBMISSION GUIDE

These instructions are prepared to aid the appellant in filing an appeal of a zoning decision. The sections below describe the basis for an appeal, the information required for filing an appeal, and the procedures and fees for the appeal.

## B. THE BASIS FOR A ZONING APPEAL

Any person claiming to be aggrieved by any order, requirement, or decision made by the Zoning Official or the Zoning Enforcement Officer may appeal to the Zoning Board of Appeals.

*Such appeal shall be filed within 15 days from the receipt of notice of the order, decision, or requirement of the Zoning Official or Zoning Enforcement Officer.*

The Board may modify such order, decision or requirement appealed from and it shall have the powers of the authority from whose decision such appeal shall have been taken, but only insofar as to enforce these Regulations when an error has occurred.

## C. REQUIRED INFORMATION FOR FILING AN APPEAL

NINE (9) COPIES OF THE FOLLOWING SUPPORTING INFORMATION MUST BE SUBMITTED TO THE ZONING BOARD OF APPEALS.

- Appeal Form
- Statement regarding the appeal of Decision/Order, etc.
- Basis for appeal  
(*not mandatory*)
- Supporting documentation
- List of Abutting property owners within 200 feet of the property.

**The appellant is required to provide written notice of the Appeal Hearing Date to property owners within 200 feet of the subject property.**

**Information regarding this notification will be mailed to you by the Zoning Board of Appeals**

## D. COMPLETING THE FORM

LINE 1 Indicate the specific document or decision that is being appealed. All Zoning Permits have an application number, and this is the information that is requested.

- LINE 2 Indicate the property location that is involved in the decision that is being appealed.
- LINE 3 Additional information related to Line 2.
- LINE 4 Appellate information, for contact purposes.
- LINE 5 Summarize and explain the purpose and intent for the appeal.  
*Example: Zoning Official denied the zoning permit application without valid cause. Seeking to overturn the decision.*
- LINE 6 Indicate the sections of the Zoning Regulations that are involved in the appeal. Zoning Permits are related to Zoning Regulation Section (ZR) 8.2.

#### **E. PROCEDURES**

The required information must be presented in person or sent by registered mail to:

*Town of Stonington  
Zoning Board of Appeals  
152 Elm Street  
Stonington, Connecticut 06378*

The Department of Planning Office is the physical location where the appeal can be submitted.

**The submittal must be submitted within fifteen (15) days of the decision in accordance with Stonington Zoning Regulation Section 8.10.2.**

#### **F. APPEAL FEE**

See Staff.

For additional information you may call the Town of Stonington Department of Planning, during normal business hours 8:30 a.m. to 4:00 p.m., Monday through Friday at 860.535.5095.