

## **ZONING BOARD OF APPEALS**

### **TOWN OF TRUMBULL**

1. Regular meetings of the Zoning Board of Appeals are held on the first Wednesday of each month at 7:00 p.m., at the Trumbull Town Hall, unless otherwise stated in the published legal notice. (Refer to the attached schedule on page 14 for submission deadlines & meeting dates)
2. A copy of this application, complete with signatures, must be submitted. (Pages 4-7)
3. Each applicant is required to:
  - a. Mail a written notice (sample form attached, page 8) to the owners of properties within a radius of one hundred fifty (150) feet, including those abutting the subject lot as well as across the street for applications in residential 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 the opening of any public hearing before the Board.
  - d. The mailing of notices shall be evidenced by a Certificate of Mailing (Pages 9 and 10) from the United States Postal Service.
  - e. No less than five (5) days prior to the opening of the public hearing, the applicant shall submit a copy of the notice, Certificate of Mailing, and a list of all property owners to whom the notice has been sent.
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 the existing building(s), if any;
  - c. Dimensions and location of the 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 example on page 11 for illustrative elevation views and title block for these requirements).

7. A copy of the deed for the subject property. (Received from Town Clerk)
8. A copy of the field card for the subject property. (Received from Tax Assessor)
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 ([gmentillo@trumbull-ct.gov](mailto:gmentillo@trumbull-ct.gov)) or sent via wetransfer.com.
10. If someone other than the property owner will be presenting the application to the Board, please complete the agent authorization form on page 12.
11. The Applicant or its Designated Agent must be present at the hearing.
12. 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.
13. **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. All materials must be submitted in unison.**

#### WHAT TO DO DURING THE MEETING

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.

**PLEASE BE AWARE scammers are attempting spear phishing attacks targeted towards applicants by impersonating official town personnel and asking for a wire transfer/payment. The Planning & Zoning Department will never ask for electronic payments. If you have any questions, please call our office at 203-452-5044.**

## 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: (Date Put In Mail)

Name: (Neighbor's Name)

Address: (Neighbor's Address)

Re: Application of: (Applicant's name)

**(Property Address of Proposed Variance)**

Dear Neighbor,

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 variance 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 in Trumbull Town Hall Council Chambers at 7:00 p.m. on **(date of public hearing)**, unless otherwise stated by public notice.

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 [gmentillo@trumbull-ct.gov](mailto:gmentillo@trumbull-ct.gov) (must be received 24 hours in advance of the meeting) or public comment can be made via phone connection (upon request) or in-person 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 203-452-5044.

All the best,  
(Your name here)





# Certificate of Mailing — Firm

|   |   |   |  |     |                  |                |
|---|---|---|--|-----|------------------|----------------|
| Name and Address of Sender                        | TOTAL NO.<br>of Pieces Listed by Sender               | TOTAL NO.<br>of Pieces Received at Post Office™ | Affix Stamp Here<br>Postmark with Date of Receipt. |     |                  |                |
|   | Postmaster, per (name of receiving employee)          |   |  |     |                  |                |
| USPS® Tracking Number<br>Firm-specific Identifier | Address<br>(Name, Street, City, State, and ZIP Code™) |   | Postage  | Fee | Special Handling | Parcel Airlift |
| 1.  |   |   |  |     |                  |                |
|   |   |   |  |     |                  |                |
| 2.  |   |   |  |     |                  |                |
|   |   |   |  |     |                  |                |
| 3.  |   |   |  |     |                  |                |
|   |   |   |  |     |                  |                |
| 4.  |   |   |  |     |                  |                |
|   |   |   |  |     |                  |                |
| 5.  |   |   |  |     |                  |                |
|   |   |   |  |     |                  |                |
| 6.  |   |   |  |     |                  |                |
|   |   |   |  |     |                  |                |



# Certificate of Mailing — Firm

| Name and Address of Sender                        | TOTAL NO.<br>of Pieces Listed by Sender               | TOTAL NO.<br>of Pieces Received at Post Office™ | Affix Stamp Here<br>Postmark with Date of Receipt. |     |                  |                |
|---|---|---|--|-----|------------------|----------------|
|   |   |   |  |     |                  |                |
| Postmaster, per (name of receiving employee)      |   |   |  |     |                  |                |
|   |   |   |  |     |                  |                |
| USPS® Tracking Number<br>Firm-specific Identifier | Address<br>(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:

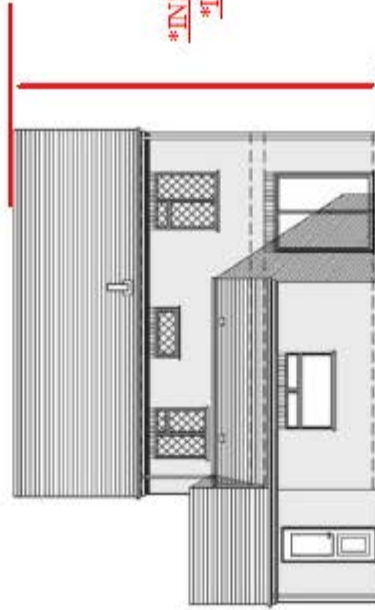
STREET ADDRESS OF CONSTRUCTION (OR use Assessor's Map No., Parcel No., & Premises Zone)

APPLICANT'S NAME, ADDRESS, PHONE NO.

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

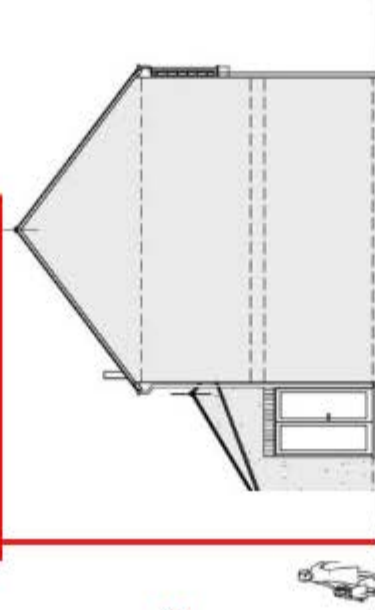
DESCRIPTIVE TITLE / PROPOSED CONSTRUCTION (OR use original date of plan & subsequent revision dates)

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



North (Rear) Elevation - Existing

\*INSERT HEIGHT HERE\*  
\*IN FEET & INCHES\*

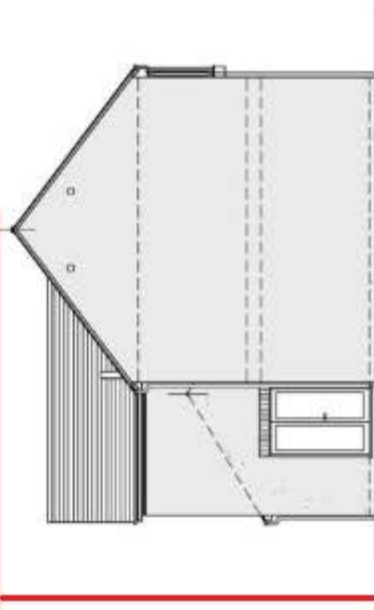


West (Side) Elevation - Existing



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 1/2" = 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. Application (pages 4-7 of packet):  
**Be sure to complete question #4 and #5 on page 5.**
- \_\_\_ 6. Sample Letter to Abutters (ensure date and time of the meeting is correct – see sample on page 8):  
**Must be mailed 12 days prior to the meeting – no sooner or later.**
- \_\_\_ 7. Certificate of Mailing (pages 9 and 10 of the packet):  
Bring the original form from the post office to the Planning and Zoning Office at least 5 days prior to the ZBA meeting. Tell the post office you are sending a "**certificate of mailing**". Do not send via certified mail, which will be more costly.
- \_\_\_ 8. Survey (10 copies rendered by licensed surveyor):  
1 Original copy with seal and 9 Additional copies.
- \_\_\_ 9. Architectural Drawings (10 copies):  
Must include elevations for all 4 sides of the structure (example page 11).
- \_\_\_ 10. Digital Copy of Everything (can be submitted as a thumb drive with the application or via email to [gmentillo@trumbull-ct.gov](mailto:gmentillo@trumbull-ct.gov)):  
**Must include a copy of the signed application, survey, and architectural drawings.**
- \_\_\_ 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 hours prior to the ZBA meeting).
- \_\_\_ 12. If Application is Approved - Recording Fee (\$10.00)

**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