

RULES OF ZONING BOARD OF APPEALS
TOWN OF WEST HARTFORD

Filing Fee: \$210.00 or \$200.00

1. **MEETINGS** - Regular meetings of the Board shall be held on the 4th Wednesday of the months of January through July and on the 3rd Wednesday of the months of September through December, at 7:00pm in the Town Council Chambers, 50 South Main Street, West Hartford, Connecticut, or at such other time or place as the Chairman or Board may designate.
2. **APPLICATIONS** – All applications must be filed with the Secretary of the Board or her/his designee in the office of the Zoning Enforcement Office, 50 South Main Street, West Hartford, CT, no later than nineteen (19) days prior to the date of the hearing. All applications shall be accompanied by the required filing fee, as set forth in Section 177-50 of the Zoning Ordinance.
3. **SITE PLANS** – All applications must be accompanied by a comprehensive site plan prepared by the applicant and drawn to scale by a registered land surveyor or engineer, as appropriate under Connecticut Registration Regulations, as specified in Section 177-41 (B)(1) of the Zoning Ordinance, unless the secretary of the Zoning Board of Appeals or his/her designee determines that a site plan of lesser technical substance is appropriate.
4. **WITHDRAWALS OF APPLICATION** – Petitions may be withdrawn before the closing date (nineteen days prior to the date of the hearing) and the fee will be refunded. When petitions are withdrawn after the closing date, the fee will not be refunded.
5. **REHEARING** – The Board shall not be required to hear any application for the same variance or substantially the same variance for a period of six months after a decision by the Board or by a Court on an earlier such application, or in the event of withdrawal of the application after being heard by the Board.
6. **QUORUM** – Four members of the Board shall constitute a quorum at any public hearing. The concurring vote of four members of the ZBA shall be necessary to decide in favor of the applicant.
7. **APPEALS FROM RULINGS** – An appeal may be taken to the Zoning Board of Appeals by any person aggrieved by a decision of the Zoning Enforcement Officer or his/her agent, and shall be taken within thirty (30) days of the date of the action.

8. **ABSENCE OF APPLICANT** – In the event an applicant or his agent or his attorney fails to appear for a public hearing involving an application for a variance or special exception or an appeal of the decision of the Zoning Enforcement Officer, the Board may proceed with the hearing on the matter as scheduled.
9. **VIEWING OF PROPERTY** – The Board, or its individual members, may view any property for which an application has been scheduled for public hearing, prior to the public hearing of the application. All rules and regulations regarding FOI shall apply per Section 119-121 of the Connecticut General Statutes.
10. **AMENDMENT OF RULES** – These rules may be amended at any regular meeting of the Board provided at least ten days notice is given to all members of the Board of the intention of amended same, by a majority of the Board.
11. **WAIVER OF RULES** – Any section of these rules not governed by the Code of Ordinances of the Town of West Hartford, the Charter of the Town of West Hartford or the Connecticut General Statutes may be waived by the unanimous consent of the entire Board of five commissioners.
12. **FILING OF RULES** – A copy of these rules shall be filed in the Office of the Secretary of the Board, the Office of the Corporation Counsel, the Office of the Town Manager and the Office of the Town Clerk.
13. **PROCEDURES** – Unless otherwise stated in these rules, the procedures and rules of Robert's Rules of Order shall apply.