

**Zoning Board of Appeals**  
**Instructions for Filing a Motor Vehicle License Application**  
**And Check-Off Sheet**

- 1) Fill out Application completely and submit all items to the Building Department before the Due Date of the meeting.
- 2) An A-2 survey, complying with DMV form K-93 shall accompany all applications.
- 3) A copy of the DMV Application for the license shall be submitted with the application.
- 4) The Application **must be** signed by the owner of the property.
- 5) The Applicant shall submit 10 copies of the application and any other documents that are submitted with the application.
- 6) A public hearing is required on all applications. The public hearing may be waived by the commission if the location had been previously approved.
- 7) An application fee of \$350 (\$150 if a public hearing is waived) must accompany the application.
- 8) The owner, or Applicant must be present at the meeting, to answer any questions that the Board may have.
- 9) If a public hearing is required, than the following shall apply.
  - a) The applicant, after submitting an application, shall receive a sign from the Building Department.
  - b) The sign shall be posted within (2) two days of filing the application, and remain posted until after the meeting has occurred.
  - c) The sign shall be posted ten (10) feet from the front property line as measured from the street side, or on the building itself, whichever is closer to the street. The sign shall be posted so as to be visible from the street.
  - d) Replacement signs may be purchased for \$20.00.
  - e) The Applicant must submit a list of all property owners within 100 feet of the subject property, a minimum of 7 days before the date of the Public Hearing, to the building department
  - f) The Applicant shall mail a notification of the public hearing to all property owners within 100 feet of any property line of the subject property.
  - g) Such notice shall be mailed **certified mail**.
  - h) The Applicant shall present the receipts from the postal service a minimum of 7 days before the date of the Public Hearing, to the building department, to demonstrate compliance with the notification.
  - i) The Applicant, at the public Hearing, shall submit the “Certification of Notice” that is enclosed with the Application.



Application # \_\_\_\_\_

DATE RECEIVED  
AMOUNT RECEIVED

**ZONING BOARD OF APPEALS**

TOWN OF WINCHESTER  
WINSTED, Ct. 06098

**Motor Vehicle License Application**

Name of Applicant \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Address of Property for Licensing \_\_\_\_\_

Tax Assesors Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone where property located \_\_\_\_\_

Name of Owner( if Different) \_\_\_\_\_

Mailing Address \_\_\_\_\_

If owner not same as Applicant, State reason. \_\_\_\_\_

Is property located within 500 feet of the town line? \_\_\_\_\_

Present Use of premises: \_\_\_\_\_

Proposed Use of premises: \_\_\_\_\_

Has a motor vehicle license ever been issued to this property? \_\_\_\_\_

Explanation of what you propose to do: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare that I have read the instruction sheet and application and that the information given herein is a true statement to the best of my knowledge or belief.

Further, the undersigned hereby authorizes the Zoning Board of Appeals or its agents to enter upon the property in question for the purpose of inspection in regards to this application.

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_



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These specifications are for use with procedures for the obtaining of a Connecticut motor vehicle dealer or repairer license"

### SITE DRAWING - Class A-2 Survey Map

The site drawing of the proposed location must be scaled; the minimum size would be to a scale of 1" = 40'. No pencil or sepia drawings are acceptable. Site drawing must be certified to an accuracy of a Class A-2 survey, as defined in the "Recommended Standards for Surveys and maps in the State of Connecticut" as prepared and adopted by the Connecticut Association of Land Surveyors, Inc. on September 3, 1984. The site drawing must show all visible features including the following:

1. Name and address of the licensed location.
2. Name and address of person by whom drawing was prepared.
3. Date of preparation of drawing.
4. Property for which the license is proposed; *outlined or shaded* to depict the licensed area with accurate dimension of the perimeter.
5. Point of access to public roads at the highway line and at the gutter line and rights of way into or through the licensed property; with accurate dimensions.
6. All buildings on such property; with accurate building dimensions.
7. In the building(s) to be licensed; all doors, the service area, the parts storage area, and the office, in addition to the required display areas for a new or used car dealer, if applicable, plotted to scale.
8. Waste oil retention facility, showing capacity.
9. Gasoline pumps, if any (show location and number of gasoline hoses).
10. The location of any Vehicle Service Floor Drains and the location of the Oil Separator Tank if discharge is made to a sanitary sewer or a holding tank. If discharge is made to a holding tank the location of that tank must be shown.
11. The location of any storm drains on the site.
12. The location of any Spray Booth and any stack or exhaust point. The minimum distance of any stack or exhaust to the nearest property line must also be shown.
13. Necessary subsequent revisions and additions may be in ink or indelible pencil. Dated and signed by the applicant.
14. Signature of applicant and date; attesting that the sketch represents the actual location.  
**EXAMPLE:** *The sketch is an accurate representation of the proposed licensed area.*
15. Date of approval, name, title and signature of local authority attesting to approved use of the site.  
**EXAMPLE:** *The site plan of this location has been reviewed and generally represents the approved location.*

**NOTE:** *Local authority signature would be the certifying official of the ZBA (Board of Selectman, if no ZBA) for a dealer or repair license application. The Zoning Commissioner signature is required for a junk yard license application.*

**If only a portion of the A2 Survey Map is to be licensed, such as subdivision of the property or a part of a building is to be licensed, then the site map must have accurate dimensions as to where the licensed location is situated. this would include the display area and parking area. These dimensions must be accurate and must extend from the borders of the property to the lease line so as to show exactly where the licensed location borders are located. The complete licensed area must be outlined or shaded.**

TOWN OF WINCHESTER  
*Zoning Board of Appeals*

# CERTIFICATION OF NOTICE

I certify that in accordance with all of the requirements of the Winchester Zoning Board of Appeals, I have posted a sign on the property for which an application is pending before said Board for a minimum of fourteen (14) days prior to the public hearing scheduled for \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_  
Signature (applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (owner)

\_\_\_\_\_  
Date

**THIS CERTIFICATION SHOULD NOT BE SIGNED UNTIL AFTER THE POSTING REQUIREMENTS HAVE BEEN MET. THE APPLICANT OR HIS REPRESENTATIVE SHOULD BE PREPARED TO SIGN THIS IN FRONT OF THE ZONING BOARD OF APPEALS AT THE TIME OF HIS/HER PUBLIC HEARING.**