

TIPS FOR FILLING OUT ONLINE LAND USE APPLICATIONS FORMS

Most land use application forms* can be filled in and saved to your computer at any time whether you have completed the form or not. Please be advised that all completed application forms must be submitted to the Land Use Office in person and contain only original signature(s). E-mail submissions will not be accepted.

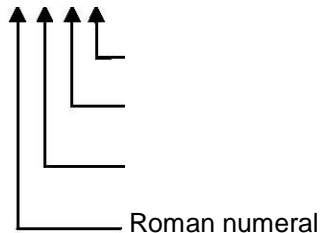
***When Downloading Forms Please Note:**

Google Chrome Works Best With Adobe PDF's*

Below are some helpful tips to follow when filling out online application forms.

1. Please call (860-584-6225) or visit the Land Use Office for the following application information: Zoning Regulation section number(s); Assessor's Map and Lot number(s); Zone of the property; Type of variance(s) being requested; and Date(s) of any previous variance(s).
2. If you cannot see the fillable fields on the application form (usually highlighted in turquoise), click on the "Highlight Fields" button located in the top right corner of the purple bar found directly above the form. Clicking this button will highlight all of the fields you can complete on the application.
3. Use the tab button to move from one field to the next. Beginning at the top left most field, the tab button will move your cursor to the next field in order from left to right then to the next row immediately beneath for the remainder of the document.
4. For fields that require a numerical entry, please use the format shown in the following examples:
for date entries: June 9, 2010 should be entered as 06/09/10
for telephone number entries: (XXX) XXX-XXXX.
5. Enter the Section Number of a Zoning Regulation in the following format:

Example: V.A.3.b.



6. Use the "print" button located at the top of the form to print the document at any time.
7. The "print" and "tips" buttons at the top of the form are visible only on your computer screen and will not appear on the printed document.
8. If additional space is needed, use the Supplementary Information page (Page 2 of the application form).

Please contact the Land Use Office at (860) 584-6225 should you have any questions or require further assistance.