



**TOWN OF ANDOVER**  
**Building and Land Use Department**  
**17 School Road, Andover, CT. 06232**

10.4.23

Vincent Grimaldi  
357 Lake Road  
Andover, CT 06232

RE: Time Sensitive – Zoning Board of Appeals Requirements

Dear Mr. Grimaldi:

I am in receipt of your application for a Variance from the Andover Zoning Regulations. The regulations/statutes require all such applications to allow for a public hearing to be held by the Zoning Board of Appeals prior to taking action on the matter.

- 1) The Public Hearing is slated for 7:00 p.m., October 18, 2023 and will take place in the Community Room of the Andover Town Hall, 17 School Road. The meeting will be held in person and you and/or a representative shall be present to present your application and answer any questions that may arise.
- 2) You are required to send a copy of the Legal Notice (with cover letter) to all property owners within 100' of your property and provide the Building and Land Use Office with a copy of a Certificate of Mailing documenting same. Notice must be sent out a minimum of 10 days prior to the hearing.
- 3) You are required to post one or more signs on your property per Section 21 of the Andover Zoning Regulations. The sign can be picked up at the Building and Land Use Office. In the event the Building and Land Use Office is not open, the sign can be picked up at the Town Clerk's Office. There is a cost of \$25.00 for the sign.

Should you have any questions please contact the Building Office at 860.742.7305.

Thank you.

Jim Hallisey  
Zoning Agent