Applicant applies to PZC & EHHD

Planning Staff distributes plans for staff review

Leg. Notice for public hearing is posted

Decision (with or without conditions)

Applicant submits final plan for signatures to PZC

Signed plans are returned to applicant

Applicant records final plans and 8-3d notices in town clerk's office

Applicant revises plan & responds to comments

Planning Staff notifies adjacent towns

Staff Comments to Applicant

Applicant posts public hearing signs and contacts abutters as necessary

Plans Complete?

Yes

PZC Meeting (open to public)

Legal Notice for public hearing is posted

No

If plan is within 500' of town boundary

If approved
Special Permit Application Process

Notes on Special Permit Application Process

If the site is within 500' of the Town line, the Land Use Office will notify the adjacent municipality within 7 days of the Planning and Zoning Commission's receipt of the application process (CT General Statute Section 8-3h).

The applicant is required to post public hearing signs of the property 10 prior to the public hearing.

The applicant must submit a final Mylar copy of the approved site plan for signature by the PZC chairman, which is returned to the applicant.

The applicant is required to file an 8-3d notice of approval as well as a final Mylar copy of the approved site plan on the land records in the town clerk's office for the decision to be effective.

The applicant can submit a special permit application up to 4:30 PM on the day of a regularly scheduled PZC meeting for it to be received by the PZC at that meeting.
Site Plan Application Process

1. **Applicant applies to PZC & EHHD**
2. **Planning Staff distributes plans for staff review**
3. **Planning Staff notifies adjacent towns**
4. **Staff Comments to Applicant**
5. **Applicant revises plan & responds to comments**
6. **If plan is within 500’ of town boundary**
   - **Plans Complete?**
     - **Yes**
       - **Decision (with or without conditions)**
         - **Legal Notice for decision is published**
         - **Applicant submits final plan for signatures to PZC**
         - **Signed plans are returned to applicant**
         - **Applicant records final plans in town clerk’s office**
         - **PZC Meeting (open to Public)**
   - **No**
     - **Planning Staff distributes plans for staff review**
     - **Planning Staff notifies adjacent towns**
     - **Staff Comments to Applicant**
     - **Applicant revises plan & responds to comments**

Special Permit Application Process

Notes on Site Plan Application Process

If the site is within 500' of the Town line, the Land Use Office will notify the adjacent municipality within 7 days of the Planning and Zoning Commission's receipt of the application process (CT General Statute Section 8-3h).

The applicant must submit a final Mylar copy of the approved site plan for signature by the PZC chairman, which is returned to the applicant and recorded in the land records in the Town Clerk's Office.

The applicant can submit a site plan application up to 4:30 PM on the day of a regularly scheduled PZC meeting for it to be received by the PZC at that meeting.