



Town of Coventry
1712 Main St. Coventry, CT 06238
Land Use Office - (860) 742-4062
Land Use Fax - (860) 742-4059

MANNER OF FILING A PETITION FOR A ZONE CHANGE

1. All petitions for a zone change shall be prepared on the official form adopted by the [Planning and Zoning] Commission for such purpose and shall be available at the Planning and Zoning office.
2. Applications shall be filed and signed by the applicant or his/her agent. All pertinent questions on such forms must be answered and all information required by the forms to be given, shall be concisely stated.
3. Application shall be accompanied with the required copies of maps as specified on the application.
4. Maps shall be drawn to scale by a licensed surveyor in a manner which will clearly define the area involved and contain the information required on the particular form.
5. On an application for re-hearing, the petitioner must allege new facts and prove same at the hearing.
6. The fee schedule shall be provided for as stated on the application.
7. All applications for a zone change shall be filed with the Planning and Zoning office.
8. All supporting data to accompany such petition shall be submitted as required by the application form. The Commission reserves the right to require additional copies of any document submitted as part of the application.
9. The date of receipt of any application shall be the date of the next regularly scheduled meeting of the Commission immediately following the date of the application at which such application request is officially received by the Commission or thirty-five days from the date of the application, whichever is sooner.

Date: _____

Application #: _____

Coventry Planning and Zoning Commission

Application for:

REQUEST FOR CHANGE OF ZONING DISTRICT BOUNDARY

Area for which a zone change is requested:

Owner	Street	Map	Block	Lot	Zone

Change above existing zone(s) to: _____

I hereby request that the Commission approve and adopt a change in the zoning district boundary so that said parcel(s) of land as listed above shall have a legal land use of (see attached map) in accordance with the zoning regulations.

Applicant/Agent: _____ Phone: _____

Address: _____

Owner: _____ Phone: _____

Address: _____

Purpose for Request: _____

An application for a change of zone boundary shall include the following:

1. One (1) copy of completed application form.
2. Ten (10) copies drawn to scale by a licensed surveyor showing the following:

- a. Accurate description and acreage of tract to be changed with existing buildings and uses.
 - b. All lots or parts of lots continued in an area within 500 feet in all directions of the zone change tract. All lots shown in this area shall contain the full name and address of owners as recorded in the Assessor's records and shall show the nature of the use. Existing zoning classification(s) must also be shown.
 - c. North arrow and distance along road from nearest road intersection.
3. One (1) copy of complete legal description of property(s) for which zone change is requested.
 4. Previous petitions have been made with respect to this property as follows:
 Application dated: _____
 5. Applicants shall notify abutters by certified mail (return receipt required) of time and date of hearing ten days prior to the public hearing in accordance with the zoning regulations. Proof of notification will be requested at the hearing.
 6. Applicants are required to post public hearing signs on the subject property ten days prior to the public hearing in accordance with the zoning regulations (see attached affidavit).
 7. The undersigned gives permission to the Commission and to its agents to walk the land and perform analysis necessary to properly review this application.
 8. An application fee of \$150.00, State fee of \$60.00, Legal Notice Fee of \$600.00 and \$3.00 for each Public Hearing sign is herewith included.

Date: _____

Amount Paid: _____

Signature of Applicant/Agent

Signature of Property Owner(s)

ORDINANCE #253

Sec. 78-1 – Fee Schedule (Effective 2/14/2018)

Pursuant to the provisions of G.S. § 8-1c, the town adopts the following fee schedules for applications to the planning and zoning commission, zoning agent, zoning board of appeals, inland wetlands and watercourses agency, and wetlands agent. All fees shall be payable to "Town of Coventry."

A. Fees that Must Be Submitted with the Application:

The following fees shall be due at the time the application is filed. The failure to submit any such fee shall be grounds for denial or rejection of the application.

1. Applications to the Planning and Zoning Commission or its Agent:

a. Zoning Applications to the Commission

Special permits.....	\$150.00
Modification or renewals of special permits.....	100.00
Site plan review or modification	100.00
Amendments to zoning regulations.....	150.00
Amendments to zoning districts or boundaries.....	150.00
Declaration of nonconforming use.....	100.00
Application for designation of scenic road pursuant to Coventry Code of Ordinances, Sections 86-141 through 86-149.....	- 0 -
All other matter requiring review by the Commission, but not requiring a public hearing (e.g., home occupations).....	50.00

b. Zoning Applications to the Zoning Agent

Zoning certification for a new principal building or structure.....	100.00
Zoning certification for a new accessory building, or an addition or alteration to any building, or an in-ground pool.....	75.00
Zoning certification for a new accessory structure (e.g., deck) other than a building or an in-ground pool, or for an addition or alteration to a structure other than a building, that increases the footprint or of the structure.....	50.00
Zoning certification for an alteration to a building or structure that does not increase the footprint or volume of the building or structure..	25.00
Zoning certification for a temporary certificate of occupancy for one month, or for renewal of such certification for one month.....	25.00
All other matter requiring review by Town staff.....	25.00

c. Subdivision (Including Resubdivision) Applications
For new subdivisions, a base fee of \$50.00 per lot, plus the following supplementary fee:

Subdivision of:			
1 – 5 Lots.....	100.00	6 – 10 Lots.....	150.00
11 – 20 Lots.....	200.00	21 – 40 Lots	250.00
41– 60 Lots.....	300.00	61 – 80 Lots.....	350.00
81 lots or more.....	400.00		
Fee for extension of subdivision approvals.....			100.00

d. PRUD Applications
Base fee of \$150.00, plus the following supplementary fee:

1 – 20 Units.....	200.00	21 – 50 Units.....	250.00
51 – 75 Units.....	300.00	76 – 100 Units.....	350.00
101 – 150 Units.....	400.00	151 – 200 Units.....	450.00
201 – 250 Units.....	500.00	251 – 300 Units.....	550.00
301 Units.....	600.00		

Revised: 02/14/2018

ORDINANCE #253

2. Applications to the Zoning Board of Appeals:

Variance.....	\$100.00
Appeals.....	100.00

3. Applications to the Inland Wetlands and Watercourses Agency or its Enforcement Agent:

Review of subdivision plans (base fee).....	\$100.00
Plus: supplementary fee for review of each proposed lot containing wetlands or watercourses.....	50.00
Wetland applications not involving review of subdivision plans.....	75.00
Amendments to wetlands permits.....	50.00
Upland permits by the Wetlands Enforcement Agent.....	40.00
Amendments to official wetlands or watercourse designations or boundaries.....	50.00
Amendments to wetlands regulations.....	150.00

4. Sign Fees:

Signs for notification of public hearings, each.....	3.00
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5. Statutory Fees:

Fee required by Public Act 92-235, Section 4.....	60.00
	*effective 10/01/09

(Fee may be adjusted if required by amendment to Public Act.)

6. Legal Notice Fees:

Additional fee for **all** applications for which a Legal Notice is required to be published **\$200.00***
*Per Printing Event

B. Additional Fees for Processing of All Applications**

The following fees, when applicable, shall be required to be paid for the processing of applications after the applications are submitted. The fees, which are intended to reimburse the Town for special costs it incurs in processing applications, but be paid within thirty (30) days after the Town submits a request for such fees to the applicant. The failure to pay any such fee, when due, may result in the denial, termination, revocation, or expiration of any permit or approval to which the fee was related. All permits and approvals shall be deemed to be issued upon the condition that all fees required by this Ordinance are paid when due.

Review by Town engineering staff or consultants, per hour.....	\$ 85.00
Review of erosion and sediment control measures, per inspection....	25.00
Review by Town wetlands staff or consultants, per hour.....	50.00
Review by Town legal counsel of proposed deeds, easements, bonds and other legally required documents, per hour.....	200.00

(Ord. No. 176, 11-18-91; Ord. No. 217, 6-16-03; Ord. No. 219, § 1, 2-17-04; Ord. No. 237, 7-2-12)

* The following fees are in addition to the above and are subject to change:

Zoning Regulations.....	\$15.00	Plan of Conservation & Development.....	20.00
Subdivision Regulations.....	10.00	Large Maps	7.00
Wetlands Regulations.....	5.00	Copies.....	.50
Road Regulations.....	5.00		

If requesting any of the above regulations, maps, etc. to be mailed, the cost of postage will be additional.