

**TOWN OF SOUTH WINDSOR  
PLANNING & ZONING COMMISSION  
APPLICATION FORM**



Application No:	_____
Official Receipt Date:	_____
Receipt No:	_____

APPLICANT: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER OF RECORD ON LAND RECORDS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COMPLETE LOCATION OF PROPERTY: \_\_\_\_\_

ASSESSOR'S MAP # \_\_\_\_\_ PARCEL # \_\_\_\_\_ ZONE \_\_\_\_\_

NAME, ADDRESS, TEL & FAX # OF PERSON TO WHOM INQUIRIES SHOULD BE DIRECTED:

\_\_\_\_\_

\_\_\_\_\_ Estimated presentation time: \_\_\_\_\_

THIS APPLICATION IS FOR: (Check all that apply):

- Zone Change to \_\_\_\_\_ (Public Hearing required and Certificate of Mailing)
- Subdivision/Resubdivision                       Open Space Subdivision (Public Hearing Required)
- Subdivision                                               Minor                       Major
- Resubdivision (Public Hearing Required)                       Minor     Major
- Conditional Approval
- Special Exception to Article \_\_\_\_\_ (Public Hearing, Certificate of Mailing)
- Site Plan of Development
- General Plan of Development - State Hearing per Section 14-55 for \_\_\_\_\_
- Earth Filling (Sec. 15) and/or Earth Removal (Sec. 14 - Public Hearing Required)
- Regulation Amendment     Zoning     Subdivision - Attach proposed amendment (Public Hearing Required)
- Temporary and Conditional Permit for (Public Hearing Required) \_\_\_\_\_
- In Law apartment/Accessory Apartment (Public Hearing Required) \_\_\_\_\_
- Major Home Occupation for (Public Hearing Required) \_\_\_\_\_
- Other (explain in detail) \_\_\_\_\_

**An Application Pending sign is required to be posted on the property for all applications ten (10) days prior to being heard by the Commission.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner

## **TIME FRAMES AND PROCEDURES FOR SUBMITTING APPLICATION & PLANS**

1. Consult Planning Department for fee schedule. This application must be signed by the applicant and owner of the property and submitted in duplicate with all maps (3 copies) and documents (3 copies) required on attached checklist. If the owner is not available to sign the application a letter must be submitted by the owner granted permission to the applicant. Incomplete applications may result in rejection by the Planning and Zoning Commission.
2. The applicant shall be responsible for displaying a sign on the property that states that an application is pending before the Commission. The sign shall be visible from a town street and shall be displayed for at least ten (10) days before the scheduled meeting. Signs are available in the Planning Department, South Windsor Town Hall.
3. For any application for a zone change or special exception use, the applicant shall also notify abutting property owners in writing by certified mail within seven (7) calendar days of the time an application is submitted that an application is pending in front of the Commission. The applicant is required to provide a copy of the certified letter and to whom the letter was sent. The applicant may also be requested by the Commission to notify other property owners at the direction of the Commission. (If an application is submitted to the Planning and Zoning Commission and the Inland Wetlands Agency/Conservation Commission simultaneously, one letter addressing both applications can be sent.)
4. All prospective applicants are urged to confer with Town Planning Department and Engineering Department staff prior to submission of any application to the Commission.
5. Plans are officially received at regular meetings (generally 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month) of the Planning & Zoning Commission.
6. Plans must be submitted as complete plans - - which includes application plus all required information contained on checklist. It is the applicant's responsibility to ensure that all information required on the checklist is submitted in one package at the time of submission - - including landscaping plans, architectural elevations, traffic report, etc.

Note: If the applicant is required to go in front of the Architectural Design Review Committee, it is imperative that the applicant fulfill the requirements on the checklist at the time of the meeting.

7. After review, Town staff will notify the applicant of requested/required modifications.
8. The Commission itself needs to have 4 sets of clean plans at their meeting, and staff needs two sets. Therefore, if there were no plan revisions, an additional three sets is required prior to the meeting day. If the applicant revises plans, six new sets must be submitted. If a Public Hearing is required (or optional but likely) then seven sets are required ten days in advance of the public hearing (one set for the Town Clerk's office). Revised plans should be complete packages (applicant may disassemble previously submitted plans and reuse sheets if so desired).