

**TOWN OF SOUTH WINDSOR  
TOWN-OWNED SUBDIVISION OPEN SPACE  
APPLICATION FOR MODIFICATION OR EXPANSION OF USE**

**PLEASE FILL OUT APPLICATION COMPLETELY. ALL ITEMS MUST BE ANSWERED AND ALL SUPPLEMENTS MUST BE SUBMITTED. APPLICATIONS MUST BE SUBMITTED BY THE SECOND THURSDAY OF THE MONTH FOR INCLUSION ON THE OPEN SPACE TASK FORCE MEETING AGENDA (FIRST MONDAY OF THE FOLLOWING MONTH).**

**INSTRUCTIONS:**

- ◆ The application and hold harmless agreement must be typed or printed in ink.
- ◆ An accurate property map showing the boundaries of the subject open space, the area/extent of proposed modification/expansion of use, and abutting properties must be included (the official subdivision map should generally be used).
- ◆ **IF YOU ARE APPLYING FOR ITEM A FROM THE LIST BELOW**, a letter must be sent by the applicant to each accessway abutter by certified mail within 7 calendar days of application submission and documentation submitted that said letters have been mailed.
- ◆ **IF YOU ARE APPLYING FOR ITEM B, C, D, or E FROM THE LIST BELOW**, a letter must be sent by the applicant to each open space abutter by certified mail within 7 calendar days after application submission and documentation must be submitted that said letters have been mailed.
- ◆ A sample abutters letter is included with this application package.
- ◆ The application sign(s) obtained from the Public Works Department must be displayed in the location(s) specified by Town staff for at least 10 days prior to the public hearing. Application signs will generally be required at all locations where the open space has public street access/frontage and at nearest principal street. If the required sign is not posted as directed, the public hearing will not be held.
- ◆ The applicant(s) or representative must be present for both the Open Space Task Force meeting and the public hearing. The time, date and place of the meeting and the hearing will be provided to the applicant by mail in advance of the hearing.
- ◆ Inquiries on this application may be directed to the Public Works Department at the Town Hall.
- ◆ The fee for this application is \$10 for applications for Item A; \$75 for all other applications.

11/5/96

STREET ADDRESS \_\_\_\_\_

PHONE # Home\_\_\_\_\_ Work\_\_\_\_\_ Fax #\_\_\_\_\_

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THIS APPLICATION IS FOR (check one):

- Describe fully the nature and extent of the proposed modification or use expansion. Include an explanation of the benefits to the Town residents and/or other residents of this subdivision that the proposed modification and/or use expansion provides. Show all proposed modifications and/or use expansions on a " = 100' or 1" = 40' copy of the subdivision map.

[illegible]

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APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

## SAMPLE LETTER TO ABUTTING PROPERTY OWNERS

Following is a sample letter to abutting property owners. Applicant is required to notify abutters within 7 calendar days of application submittal. This form letter may be modified as desired to provide more specific information about this particular application.

(date)

CERTIFIED MAIL

(Abutter's name)

(Address)

Dear \_\_\_\_\_:

Re: Request for approval to modify or expand the use of Town-owned subdivision open space located on (street) \_\_\_\_\_, in the (name) \_\_\_\_\_ subdivision.

This letter is to notify you that an application has been filed with the South Windsor Town Council to (*brief description of proposal*) on the Town-owned subdivision open space referenced above. The application and applicable plans are on file with the South Windsor Public Works Department and may be reviewed at any time during Town Hall business hours.

A public hearing will be held by the Town Council regarding this application. You are invited to attend the hearing to learn more about the proposal, and to provide comments and/or ask questions. You may also submit written comments regarding the proposal at or prior to the hearing. (Comments provided by mail should be addressed to South Windsor Public Works Department, 1540 Sullivan Avenue, South Windsor, CT 06074, and must be received prior to the public hearing.)

Please contact the Public Works Department for more information (644-2511 ext. 243).

Sincerely,

(Applicant)

(Address/Phone #)