



## Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074  
TELEPHONE (860) 644-2511

March 2, 2022

Mr. James King  
J.E. Shepard Company  
200 Sullivan Avenue  
South Windsor, CT 06074

Re: Temporary & Conditional Permit #20-21P, publisher office

Dear Mr. King:

This is a reminder that the Temporary & Conditional Permit to allow an office for Inspiration House Publishers in the existing Post Office building at 1865 Main Street, A-40 zone, will expire on April 28, 2022.

If you intend to continue the current use at this location, you will need to submit a renewal application to the Planning & Zoning Commission by **April 1, 2022**. Included in this request should be all changes you have made to the site since your original approval, and any proposed changes you are considering. You will need to file your application through the Town's new on-line permitting program (<https://southwindsorct.viewpointcloud.com/>). A sign must be displayed for ten (10) days prior to the meeting.

I have enclosed an application form for you to submit in the on-line portal, as well as the fee schedule. If you have any questions, you can contact me at (860) 644-2511, ext. 2251.

Sincerely,

*Pamela A. Oliva*

Pamela A. Oliva; CZEO  
Zoning Enforcement Officer

cc: Director of Planning

EXT CHKD	<u>cc</u>	APP FOR PMT	
VENDOR ID #	<u>TOWNSW</u>	INV #	<u>Perm # 20-21P</u>
INV DATE	<u>3/2/22</u>	CK #	
DESC.	<u>Cord Permit</u>	G/L #	<u>2810</u>
	<u>#20-21P Publishers Office</u>	AMT	<u>160.00</u>

*P*

TOWN OF SOUTH WINDSOR  
PLANNING & ZONING COMMISSION  
APPLICATION FORM



Application Number: \_\_\_\_\_

Official Receipt Date: \_\_\_\_\_

Munis Application #: \_\_\_\_\_

APPLICANT: Charles + Sue Shepard

PROJECT NAME: Permit # 20-21P publishers office

COMPLETE LOCATION OF PROPERTY: 1865 Main Street, South Windsor CT 06074

OWNER OF RECORD ON LAND RECORDS: Charles + Sue Shepard

OWNER ADDRESS: 207 Sullivan Ave, South Windsor CT 06074

GIS PIN # \_\_\_\_\_ ZONE \_\_\_\_\_

NAME, ADDRESS, TELEPHONE & EMAIL ADDRESS OF PERSON TO WHOM INQUIRIES SHOULD BE DIRECTED:

James King (860) 805-3115 JKing@ethicalsolutions.net

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

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

- ☐ Zone Change to \_\_\_\_\_ (Public Hearing and Certificate of Mailing Required)
- ☐ Open Space Subdivision/Resubdivision (Public Hearing and Certificate of Mailing Required)
- ☐ Subdivision ☐ Minor ☐ Major
- ☐ Resubdivision (Public Hearing Required) ☐ Minor ☐ Major
- ☐ Conditional Subdivision
- ☐ Special Exception to Table \_\_\_\_\_ (Public Hearing and Certificate of Mailing Required)
- ☐ Site Plan of Development ☐ New ☐ Modification Building(s) Sq Ft \_\_\_\_\_
- ☐ General Plan of Development
- ☐ Earth Filling (Sec. 7.6) and/or Earth Removal (Sec. 7.16) (Public Hearing and Certificate of Mailing Required)
- ☐ Regulation Amendment ☐ Zoning ☐ Subdivision - Attach proposed amendment (Public Hearing Required)
- ☐ Temporary and Conditional Permit (Public Hearing Required) for \_\_\_\_\_
- ☒ Temporary and Conditional Permit Renewal for \_\_\_\_\_
- ☐ Detached In Law Apartment or ☐ Accessory Apartment (Public Hearing and Certificate of Mailing Required)
- ☐ Major Home Occupation (Certificate of Mailing Required) for \_\_\_\_\_
- ☐ Other (explain in detail) \_\_\_\_\_

**PLEASE NOTE: 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.**

Stanford T. King II  
Signature of Applicant  
Stanford T. King II  
Print Name of Applicant

Charles Shepard  
Signature of Property Owner  
Charles Shepard  
Print Name of Property Owner

Revised 1/15/2020