

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



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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_ 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.**

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

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

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Print Name of Property Owner

Revised 1/15/2020

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

1. Consult Planning Department for fee schedule. This application must be submitted and signed by the applicant and owner of the property. If the owner is not available to sign the application a letter must be submitted by the owner granted permission to the applicant.
2. All maps (3 copies) and documents (3 copies) per the Planning Department Checklist are required at time of application for review. Plans must be submitted as complete plans - which include the 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.

After review, Town staff will notify the applicant of requested/required modifications.

If there are no plan revisions, an additional four (4) full size sets OR ten (10) 11"x17" size sets are required prior to the meeting day. If the applicant revises plans, seven (7) new full size sets OR three (3) full size and ten (10) 11"x17" size sets must be submitted. Revised plans should include all sheets and be complete packages (Applicant may disassemble previously submitted plans and reuse sheets if so desired). Plans are required to be submitted at least one (1) week prior to the day of the public hearing or meeting.

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 ADRC checklist by the time of the meeting.

3. 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.
4. For any application for a zone change, special exception use, open space subdivision/resubdivision, earth filling, detached in-law or accessory apartment, or major home occupation, the applicant shall notify abutting property owners in writing by certified mail or certificate of mailing 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.)
5. All prospective applicants are urged to confer with Planning Department and Engineering Department staff prior to submission of any application to the Commission.
6. Applications are officially received at regular meetings of the Planning & Zoning Commission which are generally held the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month.
7. Incomplete applications may result in rejection by the Planning and Zoning Commission.

Revised 1/15/20