

## Town of South Windsor Land Use Agencies Abutters Notification Information

This packet has been compiled to assist applicants with the required notification to abutters for the following Planning & Zoning applications that require a public hearing: Zone Change, Open Space Subdivision, Resubdivision, Special Exception, Earth Filling/Removal, Temporary & Conditional Permit, Detached In-Law or Accessory Apartment, or Major Home Occupation.

### **Notices to Neighbors:**

The Town of South Windsor requires that for those applications noted above, “all adjoining land owners of record” be notified of a pending application within 7 days of an application being submitted. These notifications must be provided via Certificate of Mailing or Certified Mail to satisfy this requirement.

To locate abutting property owners that you must notify go to <http://southwindsor.mapxpress.net/> and enter address of the subject property. Click on 'GO', then click on 'Zoom to GIS', then click on subject property building icon on map. Next, click on 'Find Abutters' in lower section of window.

USPS Certificate of Mailing forms can be found at: <https://about.usps.com/forms/ps3665.pdf>. Please be advised that you will be required to provide the signed copy of the form from the Post Office as part of your application. If you cannot provide this form your application cannot be heard.

Or for information about Certified Mail go to: <https://faq.usps.com/s/article/What-is-Certified-Mail>. To use this method you must complete the required forms at a Post Office. Please be advised that you will be required to provide certified mail receipts for each piece of mail as part of your application. If you cannot provide them your application cannot be heard.

On the page below a template letter has been provided for your reference. You must fill in the sections in **bold print** with the information pertinent to your specific application.

### **Signs on Property:**

The South Windsor Zoning Regulations also require that signs be posted on the property advertising the public hearing. Signs are to be posted on the subject property ten consecutive days prior to the public hearing/meeting and are available in the Planning Department on the second floor of the Town Hall, 1540 Sullivan Avenue, South Windsor, CT. Signs should be clearly visible from the road to general public passing by the property.

If you have any questions about this process please contact the land use office at 860-644-2511 Ext 329, or [planning@southwindsor.org](mailto:planning@southwindsor.org)

**Date Sent Here**

**Abutter Name Here**

**Abutter Address Here**

In accordance with Section 8.7 of the Town of South Windsor Zoning Regulations, you are hereby notified that an application has been filed on the property abutting yours and is subject to a hearing by the Planning & Zoning Commission. The application and plans are on file with the South Windsor Planning Department.

As an abutting property owner you are invited to the hearing to ask questions and/or give comments. You may also submit written comments regarding the application prior to the hearing if you so desire.

For additional information regarding the specific date this application will be heard, please contact the South Windsor Planning Department (860) 644-2511, ext. 329 or visit: [www.southwindsor-ct.gov/planning-department/pages/pending-and-recently-approved-applications](http://www.southwindsor-ct.gov/planning-department/pages/pending-and-recently-approved-applications)

Sincerely,  
**(Your Name Here)**