

**TOWN OF SOUTH WINDSOR  
APPLICATION SUBMITTAL REQUIREMENTS**

**ZONING BOARD OF APPEALS (ZBA)**

**Representative must attend meeting**

10 Copies	Application Form
	Check List
	Class D (or better) Survey (showing property and surrounding area)
2 Copies	Legal Description of property (deed)
	Direct Abutter Notification (adjacent properties and properties across the street)
	Evidence of Certificates of Mailing

**INLAND WETLAND AGENCY/CONSERVATION COMMISSION (IWA/CC)**

**Representative must attend meeting**

15 Copies	Application Form including Soils and Environmental Reports
2 Copies	Drainage Computations
	Direct Abutter Notification (adjacent properties and properties across the street)
	Evidence of Certificates of Mailing
3 Copies	Review Sets of Site Plans or Subdivision Plans
5 Copies	Revised Sets of Site Plans or Subdivision Plans required at least 1 day prior to day of hearing

**PLANNING & ZONING COMMISSION (PZC)**

**Representative must attend meeting**

1 Copy	Application Form
	Legal Description of property (deed) if requesting a Special Exception
	Direct Abutter Notification (adjacent properties and properties across the street)
	Evidence of Certificates of Mailing
2 Copies	Checklist for Site Plan / Subdivision
	Drainage Computations
3 Copies	Review Sets of Site Plans or Subdivision Plans including landscaping and architectural elevations
<b>PLUS: 7 Full Size Revised Sets OR 3 Full Size Revised Sets and 10 11"x17" Size Sets required at least 1 week prior to the day of public hearing/meeting</b>	
4 Copies	Traffic Study (complete copies) when required PLUS 10 Copies of Executive Summary
13 Copies	Zoning or Subdivision Text Amendment