

APPENDIX

The following checklists, forms and other materials are considered part of the Appendix of these Regulations. Such materials may be obtained from the Planning & Zoning Office at Town Hall or online at bethelct.org.

SCHEDULES

Type	Description
Fees	Administrative Permits Planning & Zoning Commission Applications Zoning Board of Appeals Applications Miscellaneous

CHECKLISTS

Type	Description
Checklists	Zoning Permit Application Checklist Certificate of Zoning Compliance Checklist Concept Plan Submission Checklist Site Plan Application Checklist Special Permit Application Checklist Earth Materials-Supplemental Checklist (Maps) Earth Material Activities-Conditional Requirements Earth Material Activities- Supplemental Checklist Text Erosion and Sediment Control-Checklist Planting Recommendations Special Permit Checklist-Accessory Apartment Subdivision Application Checklist Text Amendment Application Checklist Zoning Map Change Application Checklist Telecommunications Facility-Supplemental Checklist Telecommunications Policy Preferences

FORMS

Type	Description
Planning & Zoning Commission	Application form Statutory Time Frame and Interagency Referral Sheet Fee Schedule Application Procedure
Zoning Board of Appeals	Application form Fee Schedule Application Procedure Hardship Requirements
Zoning Permit	Application form Zoning Permit Checklist & Residential Dimensional Requirements Chart
Sign Permit	Application Form
Tag Sale	Application form
Zoning Enforcement	Zoning Complaint Form

OTHER MATERIALS

Type	Description
Notice of Public Hearing	Sample Letter for Notifying Neighbors of Public Hearing
State Statute	Notice of Zoning Decision Requirements Right to Appeal Zoning Decisions Informational Pamphlet
State Statute	Public Notice Registry of Public Hearing for Land Use Commissions Public Notice Registry Registration Form

Fees

In accordance with State law, any application filed with the Planning and Zoning Office shall be subject to a State of Connecticut land use fee for each such application and/or permit.

Staff	Fee
Zoning Permit application	\$10 per first \$1,000 of estimated construction cost plus \$3 for each additional \$1,000 construction costs or part thereafter
Building Permit & Certificate of Occupancy	In accordance with the Town of Bethel building permit fees
Certificate of Zoning Compliance Inspection Fee	\$25 - residential permits \$100 - commercial permits
Sign Permit	\$15 plus \$2 per square feet of signage
Tag Sale Permit	\$1
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Planning and Zoning Commission	See P&Z Commission Application Form in the Appendix
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Zoning Board of Appeals	Fee
Variance Application, Enforcement Appeal or Motor Vehicle Location Approval	\$150
Legal Notice Fee – Notice of public hearing	\$75
Legal Notice Fee – Notice of decision	\$25
State of Connecticut Land Use Fee	<u>\$60</u>
TOTAL FEE	\$310
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Miscellaneous	Fees
Zoning Regulations	\$30 for color copy <u>or</u> \$15 for black and white
Subdivision Regulations	\$10
Zoning Map	\$5
2007 Plan of Conservation & Development	\$30
Wetlands Regulations	\$15
Wetlands Map	\$5

Zoning Permit Application Checklist

- 1. Completed Application Form (1)
- 2. Correct Application Fee
- 3. A statement declaring the intended use(s) and sufficient data on the nature, size and extent of proposed uses for the Zoning Enforcement Officer or his designee to determine compliance with these regulations.
- 4. Property survey meeting standards for a Class A-2 survey.
- 5. Plot plans (xx copies) drawn to scale giving dimensions and angles of the lot, locations and bulk of existing and proposed buildings
- 6. A Soil Erosion and Sediment Control Plan in accordance with the requirements of Subsection 6.6 when the disturbed area of any development is more than one-half (1/2) acre
- 7. A copy of all approvals, in writing, required by any other applicable local, state or federal department, bureau or agency including, but not limited to:
 - a. Zoning Board of Appeals Variance
 - b. Health Permit or Sewer Approval
 - c. Driveway Permit
 - d. Inland Wetlands Permit
 - e. Floodplain Permit
 - f. Aquifer Protection Permit
 - g. Town Engineer Approval of Drainage and Sewer Plans
 - h. Connecticut DOT Permit
 - i. State Traffic Commission Approval
 - j. Connecticut DEP Permit
 - k. Army Corps of Engineers Permit
 - l. Planning and Zoning Commission Approval
 - m. Sediment & Erosion Control Plan Certification

Certificate of Zoning Compliance - Application Checklist

- 1. Completed Application Form (1)
- 2. Correct Application Fee
- 3. A paper copy of an "as built" property survey meeting standards for a Class A-2 survey similar in content and scale to the original plan indicating exact locations of all construction.
- 4. An electronic copy in AutoCAD format (or other format acceptable to the Town Engineer) of the "as built" property survey.
- 5. Other relevant site plans and plot plans.
- 6. Sufficient data on the nature, size and extent of proposed uses for the Zoning Enforcement Officer to determine compliance with these Regulations

Concept Plan - Submission Checklist

- 1. Completed Application Form (1)
- 2. Correct Application Fee
- 3. A statement describing the intended use(s) and the nature, size and extent of proposed use(s).
- 4. Concept plans (5 copies) illustrating:
 - a. Existing conditions including general topography, existing major features (such as wetlands, watercourses, floodplains, adjacent buildings), etc.
 - b. Proposed improvements such as location of proposed buildings or other structures, proposed parking areas, proposed drives, etc.
 - c. Proposed infrastructure strategies such as water, sewerage, drainage
- 5. Additional information as may be desirable for the Commission to make a reasonable review of the concept

Site Plan Application Checklist

- 1. Completed Application Form (1)
- 2. Correct Application Fee
- 3. Site plans (10 copies) including, but not be limited to, the following:

Existing Conditions

- a. A current survey map of the property, certified as Class A-2, signed and sealed by a licensed Connecticut land surveyor
- b. Existing contours at two-foot intervals
- c. Existing major features on and within 100 feet of the subject property, such as wetlands, water-courses, floodplains, rock outcroppings, wells, septic systems, large trees (24 inches diameter or greater), etc.
- d. A vicinity sketch showing approximate location of buildings, roads and/or driveways for any property located within 100 feet of the subject property
- e. Zone lines (if applicable)
- f. Existing wooded areas by foliage line.

Proposed Improvements

- g. Location and floor elevations of all buildings or other structures proposed.
- h. A sketch of the proposed building, showing finish materials to be used on all exterior walls.
- i. Proposed grades and/or contours over the entire area of proposed grade change.
- j. Proposed parking and loading areas, including stall, curbing, lighting, landscaping, & refuse collection enclosures.
- k. Proposed planting and landscaping (including proposed buffer areas, if required)

Proposed Infrastructure Improvements

- l. If septic, including test pits and percolation tests and design computations certified by a licensed professional engineer.
- m. If public sewer, location of proposed connection and evidence of approval.
- n. Provisions for storm drainage, including catch basins, manholes, culverts, etc.
- o. Existing and proposed water, gas and other utilities and easements.

Other Proposed Improvements

- p. Location, elevation and type of sign proposed.
- q. Any exterior devices or machines to be appended to, or projecting from, the building.
- r. Field measurements of sight distance in both directions from all proposed driveway(s) and roads that enter onto any Town or state highway.

- 4. Additional information as deemed necessary to make a reasonable review of the application

Special Permit Application Checklist

See separate checklists if Special Permit is for:

- Accessory Apartment

See additional checklists if Special Permit is for:

- Earth Material Activities- Supplemental Checklist (Maps)
- Earth Material Activities- Supplemental Checklist (Text)
- Telecommunications Antenna

1. Completed Application Form (1 copy)
2. Correct Application Fee
3. Site Plan application(s) as required by these Regulations
4. A detailed statement (10 copies) describing the existing and proposed use or uses including anticipated traffic generation, days and hours of operation, number of employees, hazardous or waste materials to be stored or disseminated, and performance standards that may affect nearby properties (such as noise, light, emissions).
5. A detailed statement (10 copies) describing how the Special Permit criteria in Subsection 8.5.E are addressed
6. A list (1 copy) of the names and addresses of all property owners located within 100 feet of the property in question
7. Supplementary data and expert studies (10 copies) such as traffic studies, soils reports, environmental impact assessments to address the proposed use relative to the protection of public health, safety, convenience and property values.
8. Additional information as deemed necessary to make a reasonable review of the application

Earth Material Activities- Supplemental Checklist (Maps)

The following geographic (mapped) information is required in addition to that required to be shown on the Site Plan application:

- 1. The specific area on the applicant's property where the intended excavation or filling is to be made
- 2. The location of the proposed access road to the proposed excavation or filling
- 3. A program for restoration and/or reuse of the site upon completion of the excavation and/or filling operation including the details of plans for regrading and revegetation of the area

See also:

- Earth Material Activities- Supplemental Checklist (Text)
- Earth Material Activities- Conditional Requirements (Text)

Earth Material Activities- Conditional Requirements

The following information may also be required depending on the circumstances of each operation:

- 1. If any final excavation slope will exceed a slope of 2:1 (horizontal to vertical);
 - a. a report indicating that the proposed final slopes will be sufficiently stable so as to maintain such slopes for at least 25 years
 - b. such report shall be prepared by:
 - i. a professional engineer licensed in the State of Connecticut specializing in geotechnical sciences,
or
 - ii. a geologist licensed in the State of Connecticut,.
 - c. The report shall be based on an analysis of site geology and features and the proposed slopes to establish principal design parameters and criteria, including maximum slope limits, and sufficient core samples to determine the characteristics of the site geology.
- 2. If a pond may result due to excavation below the normal water table, the application shall also include:
 - a. A drainage analysis showing watershed area;
 - b. Computation of water inflows and outflows; and
 - c. Calculations and confirmation that the pond's water supply and its water inflow and outflow will be adequate to avoid stagnation and will not be hazardous to surrounding land uses.

See also:

- Earth Material Activities- Supplemental Checklist (Map)
- Earth Material Activities- Supplemental Checklist (Text)

Earth Material Activities- Supplemental Checklist (Text)

The following written information is in addition to that required to be shown on the application form:

- 1. A written statement signed by the owner(s) and person(s) intending to carry out the excavation, setting forth:
 - a. The approximate amount and kinds of earth materials to be excavated or filled, and that any fill used will be clean fill as defined in Connecticut Environmental, Health and Safety Regulations Section 22a-209-1 as presently in force or subsequently amended
 - b. The depth of the proposed excavation below existing ground levels or the height of filled areas.
 - c. The approximate dates when the operation will commence and when it will be completed.
 - d. The types, yardage hauling capacity, and approximate maximum number of trucks and any machinery which will be utilized in the operation.
- 2. Sufficient soil data from a qualified soil scientist, including soil type and groundwater data, for the Commission to identify whether there are any unusual soil conditions or potential hazards due to soil, rock ledge or groundwater conditions
- 3. Written permission from the owner(s) and person(s) intending to carry out the excavation allowing inspections of the property by the Town at any time until completion of the operation
- 4. A written statement signed by the owner(s) and person(s) intending to carry out the excavation that, if the application is approved, the applicant will file with the Commission a performance bond in the form of an acceptable irrevocable letter of credit, cash or certified check in an amount as determined by the Commission to be sufficient to:
 - a. Complete the work as set forth by the Commission.
 - b. Upon completion of the project, prepare an as-built drawing of the entire site, signed and sealed by a licensed Connecticut land surveyor, if required by the Commission
- 5. A written statement signed by the owner(s) and person(s) intending to carry out the excavation stating that no excavation or filling shall be started until the application is approved and the required performance bond in the form of an acceptable irrevocable letter of credit, cash or certified check is filed with the Commission.
- 6. A written statement from the Tax Collector of the Town of Bethel certifying that all current taxes levied against the property for which the permit has been applied have been paid in full and that there are no unreleased tax liens encumbering said property.

See also:

- Earth Material Activities- Supplemental Checklist (Map)
- Earth Material Activities- Conditional Requirements (Text)

Erosion and Sediment Control - Checklist

- 1. A narrative describing:
 - a. The development.
 - b. The schedule for grading and construction activities, including:
 - i. Start and completion dates.
 - ii. Sequence of grading and construction activities.
 - iii. Sequence for installation and/or application of soil erosion and sediment control measures.
 - iv. Sequence for final stabilization of the project site.
 - c. The design criteria for proposed soil erosion and sediment control measures and stormwater management facilities.
 - d. The construction details for proposed soil erosion and sediment control measures and stormwater management facilities.
 - e. The installation and/or application procedures for proposed soil erosion and sediment control measures and stormwater management facilities.
 - f. The operations and maintenance program for proposed soil erosion and sediment control measures and stormwater management facilities.

- 2. A site plan map at a sufficient scale to show:
 - a. The location of the proposed development and adjacent properties.
 - b. The existing and proposed topography, including soil types, wetlands, watercourses and water bodies.
 - c. The existing structures on the project site, if any.
 - d. The proposed area alterations, including cleared, excavated, filled or graded areas and proposed structures, utilities, roads and, if applicable, new property lines.
 - e. The location of and design details for all proposed soil erosion and sediment control measures and stormwater management facilities.
 - f. The sequence of grading and construction activities.
 - g. The sequence for installation and/or application of soil erosion and sediment control measures.
 - h. The sequence for final stabilization of the development site.

- 3. Any other information deemed necessary and appropriate by the applicant or requested by the Commission or its designated agent.

Planting Recommendations

Suggested varieties of trees and shrubs include, but are not limited to	Undesirable trees include, but are not limited to
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Canada Hemlock	Poplar
Scotch Pine	Box Elder
White Pine	Cottonwood
Norway Spruce	Catalpa
Douglas Fir	Tree of Heaven (Ailanthus)
Juniper (including Red Cedar)	Silver Maple
Rhododendron	Black Locust
Azalea	Chinese Elm
Holly	
Forsythia	
Viburnum	
Euonymus	
Lilac	
Yew	
Flowering Crab (Disease resistant variety)	
Basswood (Linden)	
Dogwood	
Magnolia	
Hawthorn	
Flowering Quince	
Mountain Ash	
Flowering Cherry	
Sycamore (Plane Tree)	
Red Maple	
Norway Maple.	

Special Permit Checklist - Accessory Apartment

- 1. Completed Application Form (1 copy)
- 2. Correct Application Fee
- 3. An affidavit in form acceptable to the Planning and Zoning Commission, signed by the owner of the one-family dwelling, affirming the intent that the dwelling or accessory apartment is to be occupied by the owner of the premises as a principal place of residence.
- 4. A certification from the Town Sanitarian or the Director of Health of the Town of Bethel that the water supply and sewage disposal system serving the premises, either existing or proposed posed construction or modification thereof, conform to the current Town of Bethel Sanitary Code and State Sanitary Code requirements and are adequate to serve both the single detached one-family dwelling and the accessory apartment.
- 5. Ten (10) sets of complete floor plans and elevations drawn to scale to show the interior building plans, including any alterations to be made to the exterior of the existing dwelling and photographs of the exterior of the existing dwelling.
- 6. A list (1 copy) of the names and addresses of all property owners located within 100 feet of the property in question
- 7. Additional information as deemed necessary to make a reasonable review of the application

Text Amendment Application Checklist

- 1. Completed Application Form (1 copy).
- 2. Correct Application Fee.
- 3. Ten (10) copies of the precise wording of the existing and proposed text.
- 4. Ten (10) copies of any other supporting information, including reasons for the proposed amendment.
- 5. Additional information as deemed necessary to make a reasonable review of the application.
- 6. A statement outlining the reasons for the proposed zoning map change.
- 7. A statement outlining how the proposed zoning map change is in accordance with the Plan of Conservation and Development.
- 8. A statement outlining how the proposed zoning map change is in accordance with a comprehensive zoning plan.

Zoning Map Change Application Checklist

- 1. Completed Application Form (1 copy).
- 2. Correct Application Fee.
- 3. A metes and bounds description of the land included in the proposed zoning map change.
- 4. A statement outlining the reasons for the proposed zoning map change.
- 5. A statement outlining how the proposed zoning map change is in accordance with the Plan of Conservation and Development.
- 6. A statement outlining how the proposed zoning map change is in accordance with a comprehensive zoning plan.
- 7. Ten (10) copies of a map showing North arrow, name of the petitioner and all existing lots, dimensions, property lines, streets, the names of property owners that abut or are within 100 feet or are across the street from the property, and existing and proposed zoning for the area included in and within 500 feet from the subject property. The map shall be accurately drawn to a maximum scale of 50 feet or a minimum of 200 feet to the inch. The map may show other information considered pertinent by the applicant.
- 8. A list (1 copy) of the names and addresses of all property owners and acreage of all property located within 500 feet of the property in question.
- 9. Additional information as deemed necessary to make a reasonable review of the application.

Telecommunications Facility - Supplemental Checklist

The following written information is in addition to that required to be shown on the application form:

- 1. A description of the proposed tower and associated equipment, including height, design features, access roads and power lines, if any.
- 2. A description of the proposed antenna(s) and associated equipment.
- 3. A map showing the extent of planned coverage within the Town of Bethel and the location and service area of the proposed facilities.
- 4. A topographic profile showing the proposed tower and its associated equipment.
- 5. Plan and elevation drawings showing the proposed tower, associated equipment, antennas and other structures on site.
- 6. An architectural rendering or photo-simulation of the view of the facilities from adjoining properties.
- 7. A description of the slopes, wetlands, watercourses, scenic vista, other environmental characteristics of the site and any historically designated areas of the site and the impact that the tower will have on these resources.
- 8. A statement containing a description of the siting criteria and the process by which other possible sites were considered and eliminated.
- 9. A description of technological alternatives and their costs for the proposed tower, antennae, and other facilities and a statement containing the reasons for the choice of the proposed location.
- 10. All applications for a special permit to construct and operate wireless communications towers in a residential district shall include an inventory of all antenna equipment and apparatus not contained within fully enclosed buildings and the power and frequency of all transmission to be broadcasted from the facility.
- 11. Subsequent to completion of the tower, a certificate from a structural engineer licensed in the State of Connecticut confirming that the tower is properly constructed and structurally sound.

For any application for a modification or change to an existing tower, the Commission may waive any of these requirements if it finds that the modification or addition will not have a significant impact.

APPENDIX D - TELECOMMUNICATIONS POLICY PREFERENCES

Statement of Purpose

The Town of Bethel recognizes that wireless communication services are an important part of the daily lives of many people. The Town wishes to allow for the availability of adequate wireless communications service in Bethel while striving to find the least obtrusive means of having such services available.

Basic Program

There are two ways that wireless telecommunications services are regulated in Connecticut:

- the Connecticut Siting Council regulates wireless telecommunications towers and associated facilities,
- the Planning and Zoning Commission regulates non-tower telecommunications facilities.

These policy preferences are intended to provide guidance to wireless telecommunications providers (WTPs), the Siting Council (CSC), and the Planning and Zoning Commission (PZC) in terms of the siting of new wireless telecommunications facilities (both tower and non-tower).

The Town of Bethel intends to carefully review applications for wireless telecommunications facilities (whether to the CSC or the PZC) that may affect the community or its residents.

When the Town is notified (as required) of a pending application to the CSC for a wireless telecommunications tower, it is the intent of the Town to schedule a public informational meeting where the WTP can explain the need for and the impact of the proposed wireless telecommunications tower and associated facilities. Based on the input received at this meeting and other information collected, the Town of Bethel will prepare and provide testimony to the CSC for use during the permitting process.

Basic Policy Preferences

The Town of Bethel seeks to encourage or require the siting of wireless telecommunications facilities in ways that will:

- Allow for facilities which are found to be the least visually obtrusive.
- Establish locations least disruptive to the public health, safety, and welfare and consistent with the Plan of Conservation and Development.
- Protect the town's visual quality and minimize any adverse visual impacts through proper design, siting, and screening.
- Safeguard the community,
- Minimize potential damage to adjacent properties.
- Restrict the height to that needed to establish opportunities for co-location of multiple carriers.
- Provide for the orderly removal of abandoned antennas and towers.

Specific Policy Preferences For Towers

The Town of Bethel requests that WTPs and the CSC consider the following issues in considering any application for telecommunications facilities in Bethel:

Location

1. Towers should be located to serve areas lacking adequate wireless telecommunication service that have been identified by the CSC.
2. Applications should include a review of alternate locations and alternate technologies.
3. In order to minimize visual impacts, more short towers providing capacity in smaller geographic areas are generally preferred over fewer tall towers providing service over a larger geographic area.
4. If a tall tower is considered necessary, it should allow for co-location of multiple carriers, including emergency services, within the service area.
5. Parties wishing to locate telecommunications towers within Bethel should fly a balloon from the site at the proposed tower location so that visual impacts may be evaluated from various locations.

Protection of Important Resources

6. The location should preserve the integrity of environmentally sensitive areas including unique wildlife habitats, historic, and archaeological resources.
7. A location within or adjacent to any officially designated historic areas and any resource on the National Register of Historic Places should be avoided.
8. There should be no detrimental impact to any scenic area, vista, ridgeline, or significant geologic or natural features within Bethel, especially those noted in the Plan of Conservation and Development.
9. Views from any designated scenic roads should be protected.
10. The use of public open space areas including parks and recreational facilities should not be compromised.

Design Considerations

11. Towers should include an adequate fall zone that will protect public safety.
12. The use of stealth technologies should be employed whenever possible.
13. Signage and/or lighting should not be permitted except what may be clearly necessary for public safety.
14. Site planning standards should include minimizing impervious surfaces, avoiding soil erosion and runoff problems, maintaining natural buffers, providing for security, and safe access management.

Permitting Considerations

15. Provisions should be made for removal of the tower if it is no longer being used as was originally permitted.

AMENDMENT DATES

Section	Title & Description	Hearing Date	Effective Date
118	Zoning Regulations Original	unknown	9/29/1959
	Amended	unknown	6/30/1960
	Amended	unknown	5/22/1961
	Amended	unknown	6/01/1962
	Amended	unknown	11/30/1963
	Amended	unknown	12/15/1966
118	Zoning Regulations Comprehensive Reorganization, Redrafting, Review and Update	11/24/2009	1/01/2010
	Official Zoning Map Added Overlay Zones, Village District, Adjusted zone lines in R-80 & R-40	11/24/2009	1/01/2010
ARTICLE 5.1	Floodplain Overlay Zone & Floodplain Management Regulations	5/25/2010	6/18/2010

Technical assistance in the comprehensive revision
of these Regulations provided by



Planimetrics

31 Ensign Drive, Avon, CT 06001 860-677-5267

TOWN OF BETHEL
PLANNING & ZONING COMMISSION

DATE SUBMITTED:

1 School Street
Bethel, Connecticut 06801
p(203) 794-8578 f(203) 778-7518
bethelct.org

APPLICATION FORM

Appl. #

=====

PROPERTY ADDRESS: _____

ZONE: _____ **TAX MAP #:** _____ **BLOCK#:** _____ **TAX LOT#:** _____

APPLICANTS' NAME: _____

APPLICANT'S ADDRESS: _____

Phone# _____ **Fax or email:** _____

OWNER of RECORD: _____

OWNER'S ADDRESS: _____ **Phone#:** _____

ENGINEER of RECORD: _____

ADDRESS: _____

Phone #: _____ **Fax or email:** _____

• Who is the PRIMARY CONTACT person? Applicant Owner Engineer Attorney

• Is the subject property within 500ft. of an adjoining municipality? NO YES

The Site: Public Sewer Public Water Supply Wetlands Present Aquifer Zone Watershed Supply
 Septic System Private Well 100 Yr. Flood Zone Village District Protection Zone

APPLICATION TYPE

Site Plan---(refer to § 8.4 of the Zoning Regulations & the Site Plan checklist must be completed).

Special Permit---(refer to § 8.5 of the Zoning Regulations & the Site Plan & Special Permit checklists must be completed).

Excavation & Fill Permit---(refer to § 6.4 of the Zoning Regulations & complete the required checklist).

Subdivision--- Refer to Chapter 95 (Subdivision of Land) of the Town Code **Gross Acreage** _____

Re-Subdivision Subdivision checklist must be completed with *either* application. **Number of Lots** _____

Zoning Text Amendment---(refer to § 8.6 of the Zoning Regulations & complete the required checklist)

Zoning Map Amendment---(refer to § 8.7 of the Zoning Regulations & complete the required checklist)

From Zone: _____, to Zone: _____

Accessory Apartment---(refer to § 3.6.C of the Zoning Regulations and complete the required checklist)

OTHER _____

Project Description _____

APPLICANT(S) SIGNATURE (if different than owner)

OWNER(S) SIGNATURE (required or Letter of Authorization in lieu of)

Please refer to Article 8-Procedures in the Zoning Regulations and the Appendix for detailed process information, forms and checklists

Property Address: _____

FOR OFFICAL USE ONLY

APPLICATION #

Submission Date: _____
(Date Application is submitted to office)

Date of Receipt: _____
(Next meeting date or 35 days after submission whichever is sooner)

Hearing Date: _____
(Date of commencement of public hearing)

Close of Public Hearing—Date: _____
(within 35 days of hearing date)

Render a decision—Date: _____
(within 65 days after a public hearing closes)

Extensions Granted for _____

Extensions of time frames—When a Public Hearing is required

The applicant can consent to extend time frame for any of the steps, but *the total of all extensions together cannot exceed 65 days*
When there is no public hearing required for a Subdivision or Site Plan a decision must be rendered *within 65 days of official receipt*.
The applicant can consent to extend time frame for rendering a decision for up to 65 days.

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REQUIRED REPORTS

DATE SENT

DATE RECEIVED

TOWN ENGINEER _____

ZONING OFFICIAL _____

HEALTH DEPARTMENT _____

PUBLIC UTILITES COMM. _____

POLICE COMMISSION _____

FIRE MARSHAL _____

INLAND WETLANDS _____

HVCEO _____

TREE WARDEN _____

WATER UTILITY _____

OTHER MUNICIPALITIES _____

CT STATE DOT _____

CT STATE DEP _____

OTHER _____



TOWN OF BETHEL
Planning & Zoning Commission
1 School Street
Bethel, Connecticut 06801
phone(203) 794-8578 fax(203) 778-7518
bethelct.org

TO: Applicants

FROM: Planning & Zoning Commission

RE: Application Procedure for the Planning & Zoning Commission

In an effort to make the application procedure more efficient and to reduce delays in processing applications for the Planning & Zoning Commission, the following procedures are to be followed to assist the planning & zoning staff in expediting a review:

PRE-APPLICATION MEETING

1. The applicant shall make an appointment with the Planning & Zoning Official for a pre-application review prior to submission. The applicant should bring available maps, plans and other relevant documents.
2. Recommendations for adjustments or requests for additional information will be made at this point
3. The applicant should consider obtaining a copy of the zoning regulations for design and procedure information if they have not already done so. The regulations are also available online at bethelct.org
4. If there are wetlands or watercourses on the property the Inland Wetlands Agent will attend the pre-application meeting to review the wetlands issues.

SUBMITTING THE APPLICATION

5. The application must be completely filled out and signed by the applicant and the owner.
6. **The plans shall be complete and in accordance with the zoning regulations and with the Town Engineers requirements.** To obtain more information about the engineering requirements please contact the Town Engineer at (203) 794-8549.
7. The applicant shall contact the Planning & Zoning Staff when the application is complete to inform them of the impending submission.
8. The application, and all other required site plans, building plans, and other supporting documents shall be submitted at this time.
9. The application will be presented to the Commission at its next regularly scheduled meeting for acceptance, which is also referred to as the **official receipt date**.
10. The Commission meets on the 2nd and 4th Tuesday's of the month.
11. **Applications must be submitted by 4PM, the Wednesday before a scheduled meeting to be considered for acceptance.**
12. The Commission may schedule a hearing date at that meeting if the application is complete.
13. At this time referrals will be sent to Town departments and other necessary parties for their review and recommendations.
14. Other information may be requested of the applicant prior to the hearing to address issues that may arise during the review process.
15. Other hearings may be required by other Town agencies prior to the Planning & Zoning Commission making a decision on an application. These may include the Zoning Board of Appeals, the Inland Wetlands Commission, and the Public Utilities Commission. Please schedule accordingly.
16. Please Contact the Planning & Zoning Department at 794-8578, with any questions about the application procedure.



TOWN OF BETHEL
Planning & Zoning Commission

Application Fee Schedule

PROPERTY ADDRESS: _____ DATE: _____

Fill in \$ amount on each applicable line effective 6/01/04

STATE OF CONNECTICUT LAND USE FEE **\$60.00** (include with every application) **ACCT# 802**

SITE PLAN APPLICATION _____ **\$500.00 min.** **ACCT# 515**

ALSO: if a new building or an addition to a building, add the following fee:

- Less than 10,000 sf. in floor area & multi-unit housing developments of less than five (5) units. **\$500.00**
- Between 10,000 to 50,000 sf. in floor area & multi-unit housing developments of five (5) units or greater **\$1000.00**
- Over 50,000 sf. in floor area. **\$1500.00**

Multi-Unit Development Fee (Residential) _____ **\$25.00 (Per unit)**

SPECIAL PERMIT APPLICATION _____ **\$300.00** **ACCT# 506**

SUBDIVISION APPLICATION

- **Application** _____ **\$500.00** **ACCT# 514**
- **Per lot Fee** _____ **\$225.00** **ACCT# 514**
- **Waiver of Subdivision Regulations** _____ **\$50.00** **ACCT# 517**

EXCAVATION & FILL PERMIT APPLICATION _____ **\$450.00 (minimum)** **ACCT# 516**
OR
 _____ **\$100.00 per acre or major fraction of an acre of permitted excavation or fill area**

ZONE CHANGE or AMENDMENT to ZONING REGULATIONS _____ **\$500.00** **ACCT# 508**

ACCESSORY APARTMENT _____ **\$50.00** **ACCT# 518**

RE-SUBMISSION FEE (varies) _____ **\$** _____ **(original fee)**
 Valid only within six (6) months of the date of the withdrawal of application. (amount = 30% of original application fee including State, Public Hearing, and Legal Notice Fees.)

PUBLIC HEARING FEE _____ **\$100.00** **ACCT# 519**

PUBLICATION OF LEGAL NOTICES

- **Public Hearings** _____ **\$100.00** **ACCT# 507**
- **Excavation & Fill** _____ **\$125.00** **ACCT# 507**
- **Notice of Decision** _____ **\$25.00** **ACCT # 507**

TOTAL FEE: \$ _____ **ACCEPTED BY:** _____

TOWN OF BETHEL
ZONING BOARD OF APPEALS

1 School Street
Bethel, Connecticut 06801
(203) 794-8578

DATE SUBMITTED:

VARIANCE APPLICATION

Application #: _____ Hearing Date: _____ Fee Paid: \$ _____
=====

PROPERTY ADDRESS: _____

ZONE: _____ ASSESSORS MAP #: _____ BLOCK: _____ LOT: _____

OWNER of RECORD: _____

OWNER'S ADDRESS: _____ Phone#: _____

APPLICANTS' NAME: _____
(if different from owner)

APPLICANT'S ADDRESS: _____

Phone# _____ fax# or email: _____

Variance Request relates to: Enforcement Action Use Dimensional Requirement Certificate of Location
 Other

If variance is requested for Use or a Dimensional Requirement:

Existing _____ Proposed _____

Lot Area (sq. ft.): _____ Is the property within 500 feet of an adjoining municipality? YES NO

The property is connected to Town Sewers. If served by a septic system please check the following that apply:

I have received an approval from the Bethel Health Department for this project. _____ (Initial)

I have not received approval from the Bethel Health Department and will apply at a later date. I understand that the Bethel Health Department may not approve the project if the property cannot comply with Public Health Code regulations. _____ (Initial)

Briefly describe the proposed Project: _____

List the specific sections of the Zoning Regulations and a brief description of them that require a waiver, or if an appeal from a Zoning Enforcement ACTION, describe the action that is being appealed: _____

List the reason(s) why the variance or appeal should be granted, STATING CLEARLY THE EXCEPTIONAL DIFFICULTY OR
HARDSHIP _____

APPLICANT(S) SIGNATURE (if different than owner)

OWNER(S) SIGNATURE (required or a Letter of Authorization)

Please refer to the Zoning Regulations Article 7.1 regarding Non-conforming Conditions, 8.8-Variance Application for application information and decision considerations, and 8.10 for Procedural Requirements.

It is the applicant's responsibility to make certain the application is in complete form.



ZONING BOARD OF APPEALS

1 School Street
Bethel, Connecticut 06801
(203) 794-8578

Zoning Board of Appeals

FEE SCHEDULE

___ STATE OF CT LAND USE FEE	\$ 60.00	ACC# 804
___ ZBA APPLICATION FEE	\$ 150.00	ACC# 600
___ Notice of Public Hearing FEE	\$ 100.00	ACC# 601
<hr/>		
TOTAL FEE	\$310.00	

The total fee is due at the time of the submittal of the application to the Planning & Zoning Department. If you have any questions please contact the department staff at (203) 794-8578.

Applicant's Name: _____

Phone Number: _____

Subject Property Address: _____



TOWN OF BETHEL
 Planning & Zoning Department
 1 School St., Bethel, Connecticut 06801

Phone: (203) 794-8578

Fax: (203) 778-7518

ZONING PERMIT

For more information visit bethelct.org to view the zoning regulations and procedures

PROPERTY ADDRESS:			
MAP:	BLOCK:	LOT:	ZONE:

OWNERS NAME:	Address:	Phone:
---------------------	-----------------	---------------

APPLICANT'S NAME:	Phone:
Cell:	
Address:	

PROJECT DESCRIPTION (be specific)

****FOR OFFICE USE ONLY****

PROPERTY INFORMATION

LOT AREA:	Number of Dwelling Units:
<input type="checkbox"/> WETLANDS	<input type="checkbox"/> IWC Date: FLOOD ZONE:
<input type="checkbox"/> TOWN SEWER	<input type="checkbox"/> PRIVATE SEPTIC SYSTEM <input type="checkbox"/> P.U.C. Date:
<input type="checkbox"/> TOWN WATER	<input type="checkbox"/> PRIVATE WELL <input type="checkbox"/> COMMUNITY WELL

<input type="checkbox"/> Subdivision Date:	<input type="checkbox"/> Site Plan Date:	<input type="checkbox"/> Special Permit Date:
<input type="checkbox"/> Zoning Board of Appeals Variance #:		Date:

SETBACKS (ft.) (required/proposed)	Front: /	Side: /	Rear: /
Proposed Height:	Proposed Coverage:		%

Referred to Town Engineer for: Drainage Grading Driveway Other Referred Date: ___/___/___ Received Date: ___/___/___

THIS PERMIT IS SUBJECT TO THE FOLLOWING:

FINAL INSPECTION BY: <input type="checkbox"/> Zoning Official <input type="checkbox"/> Inland Wetlands Agent <input type="checkbox"/> Town Engineer	A-2 SURVEY: <input type="checkbox"/> FOUNDATION <input type="checkbox"/> FINAL "As Built"
------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

CONDITIONS:

ZONING PERMIT IS HEREBY: APPROVED DENIED NOT REQUIRED

Construction must begin within one (1) year from the date of issuance.

Permit # _____

Applicants

Signature: _____ Applicant Owner **DATE:** _____

Zoning Official's

Signature: _____ **DATE:** _____

ZONING PERMIT CHECKLIST

THE FOLLOWING ITEMS MUST BE ATTACHED:

(please check)

- (2) Copy of an **"A-2" SURVEY** showing the existing structures, proposed additions, accessory structures, including dimensions and distances from property lines. If known, show easements, location of septic and well, wetlands, etc...(see attached sample).
- (1) Copy of **SCALED DRAWINGS** (ex. 1/4"= 1') of the proposed construction including floor plans and elevations.
- "NEW HOUSE"** permits require (2) Copies of a detailed **SITE PLAN with drainage calculations and a Erosion & Sedimentation Plan** prepared by a licensed Civil Engineer.
- If a **VARIANCE** was granted, this office will need (1) copy of the filed Variance Resolution in the Town Clerk's office.
- (1) For a new building on a vacant parcel, a copy of the approved **SUBDIVISION MAP** from the Town Clerk's office.

Soil and erosion devises must be installed in accordance with the 2002 DEP Guidelines for Erosion and Sedimentation Controls prior to the commencement of any site work.

Additional Comments:

RESIDENTIAL ZONES DENSITY, AREA, SETBACK & HEIGHT REGULATIONS								
PRINCIPAL STRUCTURES & USES								
Zone	Lot Area (sf)	Setbacks			Rear	Minimum Square	Minimum Lot Width	Maximum Lot Coverage
		Front	Side	Combined				
RR-10	10,000	20ft.	5ft.	15ft.	35ft.	80ft.	70ft.	35%
R-10	10,000	20	5	15	35	80	70	30
R-20	20,000	30	10	25	35	100	70	20
R-30	30,000	35	10	25	35	120	80	20
R-40	40,000	40	20	50	35	140	100	15
R-80	80,000	50	25	50	40	160	140	15
PRINCIPAL STRUCTURES & USES			ACCESSORY STRUCTURES & USES					
Zone	Stories	Height	Front	Side	Rear	Stories	Height	
RR-10	2.5	35ft.	20ft.	5ft.	10ft.	1	16ft.	
R-10	2.5	35	20	5	10	1	16	
R-20	2.5	35	30	10	15	1	16	
R-30	2.5	35	35	10	15	1	16	
R-40	2.5	35	40	15	20	1	16	
R-80	2.5	35	50	20	30	1	16	

For other zone requirements or for further information please refer directly to the Zoning Regulations.

TOWN OF BETHEL
Planning & Zoning Department

1 School Street, Bethel, Connecticut 06801

SIGN PERMIT

phone(203) 794-8578 - fax(203) 778-7518 - bethelct.org

PROPERTY ADDRESS: _____

APPLICANTS' NAME: _____

ADDRESS: _____

Phone# _____ email _____

OWNER of RECORD: _____

ADDRESS: _____

SIGN CONTRACTOR: _____

Phone #: _____ email _____

**All sign requests must be in conformance with Article 6.3 of the Town of Bethel Zoning Regulations.
A sketch of the sign must be drawn to scale no smaller than ¼ in. = 1ft. and the plan must be attached.**

SIGN INFORMATION

Type of Sign (check all that apply) Zoning District: _____

- WALL SIGN
- FREE STANDING/GROUND SIGN
- OTHER _____

Linear feet of building or occupant's frontage (*facing street*): _____

Signage Wording: _____

Sign Dimensions: 1. (Length) _____ X (Width) _____ = _____ sf _____ ht.
2. (Length) _____ X (Width) _____ = _____ sf _____ ht.
3. (Length) _____ X (Width) _____ = _____ sf _____ ht.

Sign Area Permitted _____ sf. Total Sign Area Proposed: _____ sf.

Proposed setbacks from property lines (free standing): _____

Signs Illuminated? Yes No If yes, in what manner? _____

SIGN FEES

PLANNING & ZONING DEPARTMENT FEE: **\$15.00**
plus \$2.00 per square foot of signage: + _____
TOTAL FEE: = _____

Applicant's Signature: _____ **Date:** _____

Zoning Official: _____ **Date Issued:** _____



TOWN OF BETHEL
Planning & Zoning Department

1 School Street
Bethel, Connecticut 06801
(203) 794-8578

TAG SALE PERMIT

Permit # _____

Year: _____

TAG SALE DEFINITION: A sale of used household articles sold only on the below described premises where they were formerly used. Tag sales(s) shall not be engaged in at any one premise for a total of more than three (3) consecutive days in any one calendar year. Tag sales are permitted in all residential zones. Please refer to SECTION 3.3.C.4 of the Zoning regulations for more information.

ADDRESS OF TAG SALE: _____

PROPERTY OWNER: _____

DATES AND DAYS SALES ARE TO BE HELD: _____

TYPES OF ITEMS TO BE SOLD _____

SIGNS: A maximum of six (6) signs may be placed. All signs must be removed within 24 hours from the end of the sale. Failure to remove signs can result in fines up to \$50.00.

Parking: Adequate parking and control of parking is the responsibility of the permit holder. If you feel a problem might exist, contact the Bethel Police Department at (203) 743-5500 for advice prior to starting the sale. If parking is not adequately handled the Police Department may revoke the permit.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

SIGNATURE OF ZONING OFFICIAL: _____ **DATE:** _____

NOTE: THIS PERMIT MUST BE LEFT ON DISPLAY WHILE THE TAG SALE IS IN PROGRESS



TOWN OF BETHEL
Planning and Zoning Department

1 School Street, Bethel, Connecticut 06801
Phone (203) 794-8578 Fax (203) 778-7518
landuse@betheltownhall.org
bethelct.org

ZONING COMPLAINT FORM

DATE _____

Address of Complaint _____

Tax Map No. _____, Block: _____, Lot: _____ ZONE _____

Owner or Tenant _____

Mailing Address _____

Phone _____

Nature of Complaint / Alleged Violation(s):

Name of Complainant (required) _____

Address _____

Phone _____

Signature of Complainant _____

Referred to the following Departments:

- INLAND WETLAND AGENT BUILDING DEPT
FIRE MARSHAL HEALTH DEPT
PUBLIC WORKS DEPT POLICE DEPT
FIRST SELECTMAN Other

Field Inspection Dates and Findings:

Inspection Date: _____ Zoning Inspector _____

Findings: _____

Sample Letter

Notice of a Public Hearing to Neighboring Property Owners

Date

Neighboring Owners Name

Mailing Address

Town, State, Zip Code

RE: Notice of Public Hearing
Planning & Zoning Commission, Inland Wetlands Commission or Zoning Board of Appeals (*insert one*)
Subject Property Address

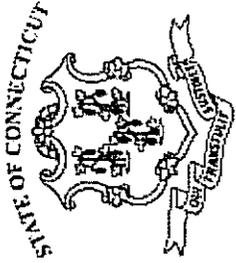
Dear _____,

This letter is meant to provide notification that the _____(insert: *Planning & Zoning Commission, Inland Wetlands Commission, or Zoning Board of Appeals*) is scheduled to hold a public hearing on an application for a _____ (insert description: *special permit, subdivision, or variance of Article xxxx of the zoning regulations*) to permit _____ (insert details of the project ie. *new commercial building, 1 story addition, 3 new lots, etc.*) on property located at _____ . (insert *subject property address*)

The public hearing is scheduled to be held on _____ (date) at _____(time) in Meeting Room D on the 2nd floor of the Bethel Municipal Center , 1 School Street, Bethel, CT, 06801. The building entrance is at the rear of the building which can be accessed via the Wooster Street entrance. The application and plans are on file for review in the Land Use Department of the Municipal Center.

Sincerely,

Applicant or Owners Name and Signature.



Public Act No. 03-144

AN ACT CONCERNING NOTICE OF ZONING DECISIONS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (f) of section 8-3 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2003*):

(f) No building permit or certificate of occupancy shall be issued for a building, use or structure subject to the zoning regulations of a municipality without certification in writing by the official charged with the enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid nonconforming use under such regulations. **Such official shall inform the applicant for any such certification that such applicant may provide notice of such certification by either (1) publication in a newspaper having substantial circulation in such municipality stating that the certification has been issued, or (2) any**

other method provided for by local ordinance. Any such notice shall contain (A) a description of the building, use or structure, (B) the location of the building, use or structure, (C) the identity of the applicant, and (D) a statement that an aggrieved person may appeal to the zoning board of appeals in accordance with the provisions of section 8-7, as amended by this act.

Sec. 2. Section 8-7 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2003*):

The concurring vote of four members of the zoning board of appeals shall be necessary to reverse any order, requirement or decision of the official charged with the enforcement of the zoning regulations or to decide in favor of the applicant any matter upon which it is required to pass under any bylaw, ordinance, rule or regulation or to vary the application of the zoning bylaw, ordinance, rule or regulation. An appeal may be taken to the zoning board of appeals by any person aggrieved or by any officer, department, board or bureau of any municipality aggrieved and shall be taken within such time as is prescribed by a rule adopted by said board, or, if no such rule is adopted by the board, within thirty days, by filing with the zoning commission or the officer from whom the appeal has been taken and with said board a notice of appeal specifying the grounds thereof. **Such appeal period shall commence for an aggrieved person at the earliest of the following: (1) Upon receipt of the order,**

requirement or decision from which such person may appeal, (2) upon the publication of a notice in accordance with subsection (f) of section 8-3, as amended by this act, or (3) upon actual or constructive notice of such order, requirement or decision.

The officer from whom the appeal has been taken shall forthwith transmit to said board all the papers constituting the record upon which the action appealed from was taken. An appeal shall not stay any such order, requirement or decision which prohibits further construction or expansion of a use in violation of such zoning regulations except to such extent that the board grants a stay thereof. An appeal from any other order, requirement or decision shall stay all proceedings in the action appealed from unless the zoning commission or the officer from whom the appeal has been taken certifies to the zoning board of appeals after the notice of appeal has been filed that by reason of facts stated in the certificate a stay would cause imminent peril to life or property, in which case proceedings shall not be stayed, except by a restraining order which may be granted by a court of record on application, on notice to the zoning commission or the officer from whom the appeal has been taken and on due cause shown.

The Right to Appeal Zoning Decisions



**Planning & Zoning
Department
TOWN OF BETHEL**
**Bethel Municipal Center
1 School Street
Bethel, CT 06880**

**TEL: 203-794-8578
FAX: 203-778-7518**

**bethelct.org
landuse@betheltownhall.org**

Notice of Zoning Decisions

Zoning Decisions made by the Planning and Zoning Commission and the Zoning Board of Appeals are published in the Legal Ads. The day on which the Legal Notice appears in the newspaper(s) is the effective date that starts the appeal period. Aggrieved persons may appeal these decisions within 30 days of the effective date.

All decisions made by the Zoning Enforcement Officer may be appealed to the Zoning Board of Appeals if filed within the specified 30-day appeal period. The ZEO's decisions are not published by the Town of Bethel in the legal ads.

Notice of the issuance of Zoning Permits, on the other hand, is not published by the Town but may be by the applicant in accordance with § 8-3(f) of the Connecticut General Statutes.

Example: Applicant Smith is issued a Zoning Permit on November 1st to build a new house on a vacant lot. With winter approaching, he decides to wait until spring to break ground. Neighbor Jones sees the bulldozer arrive on March 1st and decides he wants to appeal the issuance of the Zoning Permit.

Has Jones missed his appeal period?

Based on a recent court ruling, Jones would have 30 days to appeal from the day he was given notice that a Zoning Permit had been granted. In the example above, Jones was never given notice, so March 1st became the effective date of his 30-day appeal period. The Jones appeal(s) could take over 2 years to resolve.

This ruling caused Connecticut Legislators to revise the statutes such that applicants granted permits may give Notice in the

newspaper(s) to commence an appeal period. After the appeal period expires, lending institutions and the applicant can rest assured that the appeal of the Zoning Permit will not delay a project as in our example of Smith & Jones. If Smith published Notice in November, Jones can't appeal in March.

The format used by the Commissions to give Notice in Legal Ads is similar to the example listed below. It is recommended that applicants use a similar format when posting legal ads. Substitute the Underlined Text to fit the particular permit approved. Example:

Legal Notice

Pursuant to Connecticut General Statute Sec. 8-3(f), Notice is hereby given that the Zoning Official of the Town of Bethel approved Zoning Permit #03-999ZON for construction of a single family residence at 1500 Main Street, Bethel, CT 06801 a.k.a. Assessors Map # 23 Block 22 Lot #

Z

Any aggrieved person may appeal this decision to the Bethel Zoning Board of Appeals within 30 days of the publication of this Notice in accordance with the provisions of Connecticut General Statutes Section 8-7 as amended. Contact the Department of Planning & Zoning at (203) 341.1081 for details on filing an appeal with the ZBA.

Dated at Bethel, Connecticut, this 32nd day of November, 2007. John O. Public, Applicant.



TOWN OF BETHEL
Planning & Zoning Commission
1 School Street
Bethel, Connecticut 06801
(203) 794-8578

October 1, 2006

To Interested Parties:

The Bethel Planning & Zoning Commission does hereby give notice that it has established a ***Public Notice Registry*** pursuant to Public Act 06-80. Landowners, Electors of the Town of Bethel, or nonprofit organizations may request to be placed on this Registry. Those placed on the Registry will be entitled to receive advance notice by mail or by electronic mail of Public Hearings associated with any change in Zoning Regulations or Boundaries, Subdivision Regulations, or any amendment to the Plan of Conservation and Development initiated by the Planning & Zoning Commission.

For inclusion in the Registry, please contact the Bethel Land Use Department by phone at (203) 794-8578 or by email at landuse@betheltownhall.org to obtain a form to request such inclusion in the Registry.



TOWN OF BETHEL
Planning & Zoning Department
1 School Street
Bethel, Connecticut 06801
(203) 794-8578

Public Notice Registry

REGISTRATION FORM

Request for inclusion in ***Public Notice Registry*** Pursuant to Public Act 06-80 concerning any change in Zoning Regulation or Boundary, Subdivision Regulation, or Plan of Conservation and Development initiated by the Planning & Zoning Commission

Name: _____

Address: _____

Mailing Address (if different from above): _____

E-mail Address (if applicable): _____

Requestor is: (check all which apply):

Landowner in the Town of Bethel

Elector in the Town of Bethel

Non Profit Organization Name: _____

Notices of Planning & Zoning Commission meetings to be sent by (check one):

Regular Mail

E-mail

Signature: _____

Printed Name: _____ **Dated:** _____

Your name will be kept on the registry for a period of three (3) years, after which time you must submit a new request to be added for another three year period.