



TOWN OF WETHERSFIELD

PLANNING DEPARTMENT
505 SILAS DEANE HIGHWAY
WETHERSFIELD, CONNECTICUT 06109
PLANNING@WETHERSFIELDCT.GOV
(860) 721-2838

Public Notice Requirements for Special Permit Applications

1. Special Permit applications require that the Wethersfield Planning and Zoning Commission hold a public hearing.
2. Prior to the hearing, the Wethersfield Zoning Regulations require applicants to provide two (2) types of public notice: the mailing of a Neighbor Notification form and the posting of a Public Hearing Sign.
3. The Planning Department will provide each applicant with a Neighbor Notification form along with a listing of all property owners (abutters) of land **located within three-hundred (300) feet** of the tract of land that is subject of the Special Permit application.
4. The applicant shall **mail** the Neighbor Notification form by Certificate of Mail (see Sample) to all property owners (abutters). Make copies of Neighbor Notification form for each label provided to you and put in an envelope which **MUST** include a **RETURN ADDRESS** with no postage. Bring envelopes to Post Office for them to apply the postage. **This notice shall be mailed NOT LESS than ten (10) days prior to the hearing date.**
5. The applicant shall submit to the Planning Department at least **five (5) days PRIOR to the date of the hearing** the evidence/receipt of the Certificate of Mailing by the U.S. Post Office for all property owners (abutters).
6. The applicant shall also install a **PUBLIC HEARING SIGN** provided by the Town **NOT LESS than ten (10) days PRIOR to the date of the hearing** on the property subject to the application located in the front yard at least five (5) feet from any street line and clearly visible to the general public. **The Town requires a deposit of \$50 that will be returned to the applicant upon the return of the sign.** The applicant shall maintain the sign in place and in good condition throughout the application review period which shall extend through and until the final decision on the application is issued to the applicant. The sign should then be removed promptly and returned to the Planning Department by the applicant to receive their deposit back.

Hearing Date

Post Sign & Mail Letters
(No later than)

Return Certificate of
Mailing to P&Z Office
(No later than)