



# WETHERSFIELD ECONOMIC & COMMUNITY DEVELOPMENT

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## Special Permit Approval

Each zoning district in Wethersfield permits various land uses. There are three (3) different permit types: (1) Permitted Use - does not typically require additional review other than the zoning review conducted for the issuance of a building permit; (2) Site Development Plan Review - requires the submission of a site plan application and Planning and Zoning Commission review and approval; and (3) Special Use Permit.

Uses and activities permitted through a Special Permit are not permitted as of right but may be allowed if certain additional standards and conditions are met and the Commission grants approval after a public hearing and review process. Special Permits also require neighborhood notification in order to provide neighbors with the opportunity to review and comment on the application.

1. Consult the Wethersfield Zoning Regulations to review the table of permitted uses and contact the Planning Department to confirm the permit requirements for your project.
2. If you require a Special Permit be advised of the following:
  - A Pre-Application Review meeting with Town Staff or the Commission may be advisable prior to the submission of an application.
  - Application deadlines are 21 days prior to the scheduled meeting dates.
  - The Commission typically meets on the first and third Tuesdays of each month at 7:00 p.m.
  - A completed application form is required along with the fee of \$200 + \$60 State Fee + \$25/Sq. Ft., a Narrative describing your proposal, a Site Plan and/or Interior Floor Plans.
  - Submit Six (6) copies of supporting plans, drawings and information along with an electronic PDF copy
  - Exterior architectural/elevation drawings are required for external modifications.
  - Photographs of the building and/or site or aerial photos are often helpful to support your application.
  - Additional reports and analysis may be required to support the application such as traffic, environmental, soils, etc.
  - Applicants are responsible for the Neighborhood Notification and posting a public hearing sign on the property not later than 10 days before the meeting. (See Public Notice Guide)
  - Attendance at the Planning and Zoning Commission meeting is required. (See PZC Meeting Format)
3. Upon submission of the application, the Community Development staff will review the submission for completeness before routing plans for review. The application and supporting documents will be made available for public review during normal business hours in the Community Development Department.
4. In some instances where the site is within 500 feet of the Town Line, the application will also be referred to neighboring Towns or the Regional Planning Agency for comment.

5. Staff will distribute the application packet to the Building, Engineering, Fire Marshal, Historic District Coordinator, Inland Wetlands and Conservation, Health and Police Department staff for review and comment. Regular staff meetings will be held to discuss and review any issues.
6. Comments received from staff review will be forwarded to the applicant as soon as is practical. Phone calls and any written documents received from the public will also be forwarded to the applicant.
7. If staff review requires plan modifications, the applicant is expected to resubmit plans with requested changes to address staff comments.
8. After the applicant has addressed staff comments, staff will schedule a public hearing and the notice will be published in the Rare Reminder and with the Town Clerk.
9. At the public hearing the applicant is expected to present the application request to the Commission and respond to questions from both the Commission and the public. (See PZC Meeting Format)
10. Based upon the applicant's presentation, staff comments, public comments and compliance with the Wethersfield Zoning Regulations, the Commission will decide if the standards have been met for an approval. They may also stipulate conditions or modifications to the Special Permit or they may also deny the application.
11. If the application is approved, the applicant will be expected to comply with the Post Approval Requirements which requires the submission of revised mylar Site Plans, As-Builts and the filing of the Special Permit and mylars with the Office of the Town Clerk and the Engineering Department prior to the issuance of a building permit. (See Post Approval Guide)
12. No CO will be issued without fulfilling the Planning and Zoning Commission approval requirements.
13. If your application is denied the decision may be appealed to Superior Court within 15 days of the publication of the legal decision notice.