



# WETHERSFIELD ECONOMIC & COMMUNITY DEVELOPMENT

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## APPLICATION GUIDANCE\*

### For Zone Changes

Under the Wethersfield Zoning Regulations, applications for zone changes may be submitted in order to change the zone of a property from the existent zone to a more suitable zone type. The requirements for said applications are laid out in Section 10.1.G and Appendix A of the Wethersfield Zoning Regulations, and summarized below.

\*This guide is intended for general guidance only, and does not replace the full zoning regulation and code requirements. Any questions should be directed to the Community Development Office at (860)-721-2838.

### ZONE CHANGE APPLICATION REQUIREMENTS

The following is a list of regulations that those applying for zone changes must adhere to:

- Zone change applications shall be submitted on forms supplied by the Commission for any proposal to alter the zoning designation of any parcel(s) of land or parts thereof.
- Applications shall be signed by the affected property owner(s) or shall be initiated by the Commission on its own initiative or by petition.
- Applications for Zone Change shall be accompanied by 6 copies of a map for review by the Commission and its designees, as described in the following section on page 2 of this guide.
- The Commission shall hold a public hearing on all applications for a Zone Change.
- The applicant shall mail by certificate of mail, return receipt requested, notice to all owners of land within 300 feet of the tract of land that is the subject of the Zone Change application at least 10 days prior to the hearing and submit such certificates of mailing to the Clerk of the Commission at least 5 days prior to the hearing date.
- The applicant shall post signage on the premises in accordance with the requirements of these regulations.
- Following the public hearing, the Commission may approve the application as submitted, modify and approve, or disapprove the application.
  - Before the Commission approves a Zone Change, it shall determine that:
    - The proposed change is in accordance with the Plan of Conservation and Development,
    - The proposed change is in conformance with the purpose of the Regulations,
    - The location of, and activities permitted within, the new zone will not adversely affect the public health, safety, welfare, and property value, and
    - The property is suitable for the intended use.
- The Commission shall not have to rehear a zone change application that has been rejected within one year from the date of rejection unless it finds, on facts presented in writing, that a material change in the situation justifies this action. A change of ownership of property or any interest therein shall not be deemed a material change in the situation for the purpose of this section.
- Upon approval of a Zone Change by the Commission, the applicant shall submit two (2) black-line Mylar transparencies of the boundary survey and zone change which shall bear a copy of the decision letter of the Commission and the effective date of the zone change.

- Following signature by the Commission Chairman, the applicant shall file the signed fixed-line Mylar transparencies in the office of the Town Clerk and in the office of the Engineering Department prior to the effective date of change.

Applications shall be accompanied by:

- Three (3) copies of a Compilation survey map prepared at 24" x 36" at the same scale as the Assessor's maps,
- The names, addresses, and zip codes (when available) of all parcel owners as per the latest Assessor's records, keyed by parcel number, and
- The appropriate application fee, except that the Commission shall be exempt from any application fee.

### **Zone Change Map Requirements**

The following guidelines lay out the requirements for the maps that are to be submitted with the zone Change application.

- The map shall be an overall plan at no less than 100 scale for the entire parcel showing:
  - Boundaries of the property certified to an A-2 Survey standard.
  - Boundaries of the existing and proposed zoning.
  - The location and significant natural features (wetlands, watercourses, steep slopes, flood plain) and other relevant information.
  - A key map to the scale of the then current zoning map showing the proposed change.
- The maps shall show:
  - Existing zone district lines,
  - Property for which the zone change is requested,
  - A line representing areas within 500 feet in all directions from the parcel(s) for which the change in classification is requested,
  - Lots and streets lying wholly or partially within 500 feet in all directions,
  - Lot or parcel numbering consistent with the system used by the Assessor's office,
  - North arrow and location key map at a scale of 1"=1000', and
  - The Town line, when located within 500 feet of a proposed zone change.