



**WETHERSFIELD**  
**ECONOMIC & COMMUNITY DEVELOPMENT**  
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## Post Approval Guide For the Planning and Zoning Commission

**CONGRATULATIONS** on your recent approval from the Wethersfield Planning and Zoning Commission! There are several tasks that need to be completed as you move your project forward:

1. You will receive a notice of the Decision Letter from the Planning Department via **certified mail**.
2. The Planning Department is responsible for publishing a **legal notice** of its decision on your application.
3. This decision by the Commission may be appealed to the Superior Court and any appeal must be commenced within (15) fifteen days from the date that notice of the decision was published.
4. In approving your application, the Commission may have **required modification or conditions** deemed necessary to protect the public health, safety, convenience, and property values. These conditions must be addressed to the satisfaction of Town staff.
5. The Commission may have also require that a **bond** be posted before any Building Permits are issued for the activities shown on the approved plan, in an amount and form acceptable to the Commission, to ensure that the plan is implemented.
6. The applicant is responsible for **filing the original Special Permit on the land records** in the Office of the Town Clerk which will be sent to you with your Decision Letter. The Special Permit granted by the Commission shall not become legally effective until it is filed in the land records (Town Clerk's office) of the Town. A building permit **will not be issued** until this document is filed on the land records.
7. The applicant will submit **(2) two fixed-line mylar** copies of the approved Plan(s) which shall:
  - a. Bear a copy of the decision letter of the Commission and of all other town regulatory agencies authorizing the activity.
  - b. Include any modifications/revisions required by staff or the Commission.
  - c. Bear an approval block for the signature of the Chair of the Commission.
  - d. Include the date that the site plan expires if the work has not been completed.
8. The Planning Department staff will review the mylar for compliance with the approved permit and will have the mylar **plans signed by Commission Chair**.
9. One (1) of the signed mylars must be **filed in the office of the Town Engineer**.
10. The other signed mylars shall be **filed by the applicant in the Office of the Town Clerk, before any Building Permits are issued for the activities shown on the approved plan**.
11. Be advised that an approved site plan shall become null and void unless:
  - a. Construction of building(s) is in progress and not less than fifty percent (50%) of building foundations are completed **within one (1) year** of the date of approval of such plan.
  - b. An extension of time is granted by the Commission, in writing.
12. After all of the filing requirements have been satisfied a **building permit** application may be submitted. Contact the Building Official to discuss specific application requirements. **Please Note:** The Building Department may require different plans than what was submitted for the Special Permit through the Planning and Zoning Commission.
13. **Construction** cannot commence until a building permit has been issued.

14. Any proposed modifications to approved plans must be submitted to the Planning Department for review. Minor changes may be approved by the Zoning Enforcement Official. Major changes (additional building area, alteration of building location) shall be submitted to the Commission for additional review.
15. A special permit may be amended in like manner as provided above for the granting of a special permit.
16. The Building department requires inspections at various stages of the construction process. Contact the Building Department for these requirements.
17. Once construction has been completed request that the Building Department issue a **Certificate of Occupancy (CO)**.
18. A CO will not be issued until the applicant's surveyor has certified to Town Staff, through the submission of a set of detailed **as-built** "Record" plans on mylar, that all public improvements are completed in accordance with submitted site plans.
19. If a **bond** was required it will not be released until:
  - a. The release has been requested, in writing, by the developer,
  - b. The Town Engineer has submitted a letter stating that all required improvements have been satisfactorily completed and that all conditions and requirements of the Commission's approval have been satisfied.
  - c. Bond reductions may be requested as phases of the project are completed.