



TOWN OF WETHERSFIELD
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT
505 SILAS DEANE HIGHWAY
WETHERSFIELD, CONNECTICUT 06109
(860) 721-2837 FAX (860) 721-2843

PLANNING AND ZONING COMMISSION
ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. We encourage applicants to schedule a pre-application review meeting with staff in order to coordinate comments with all affected departments.
2. You may want to consult separately with the Building Official, Fire Marshal, Town Engineer, Town Planner, Health Department and Wetlands Official before filing any applications in order to get feedback and resolve any issues on your project.
3. It is often helpful that you talk to affected neighbors before you submit your application to inform them of your plans.
4. If required, Design Review, Wetlands, Zoning Board of Appeals and Historic District approvals must be obtained before the Commission may act on an application.
5. Application submission deadlines are generally 21 days before a meeting.
6. 1 completed application form must be submitted.
7. 16 copies of all supporting documentation must be submitted.
8. Most applications require an application fee to defray the Town's costs to process the application. Make all checks payable to the "Town of Wethersfield".
9. Many applications require a public hearing and if so, a public hearing sign will need to be posted and a sign deposit will be required. In addition, neighbor notification through the mail will be required and must occur not later than 10 days before a hearing.
10. The Commission typically meets on the first and third Tuesdays of each month at 7pm in the Community Room at the Police Department Headquarters at 250 Silas Deane Highway.
11. There are 9 voting members of the Commission.
12. 5 yes votes are required to approve most applications.
13. Attendance by the applicant at the meeting is required.
14. It is suggested that a written narrative letter describing the specifics of your project should accompany the application.
15. A site/plot plan is usually required.
16. If exterior changes are proposed architectural elevation drawings may be required.
17. Plans may require the seal of a licensed professional engineer, land surveyor, architect or landscape architect.
18. Floor plans may be required.
19. Photographs of the site or building are often helpful.
20. If legible, 11"x 17" size drawings may be submitted.
21. If larger format plans are submitted it is helpful that they are folded.
22. Outside expertise such as traffic engineer, structural engineer, lighting, landscape architect and environmental may be required.
23. The Commission may approve, deny or impose conditions upon any application submitted.