



# TOWN OF WETHERSFIELD

DEPT. OF PLANNING AND ECONOMIC  
DEVELOPMENT

505 SILAS DEANE HIGHWAY  
WETHERSFIELD, CONNECTICUT 06109  
P (860) 721-2837 F (860) 721-2843

## NOTICE REQUIREMENTS

You have submitted an application that requires a public hearing as part of the review process. This application requires several levels of public notice by the Town and by you as the applicant. This notice is designed to inform the general public, neighbors and in some cases our abutting Towns and our regional planning agencies about the nature of your project. This notice must occur prior to the hearing and you must follow the specific requirements listed below. Failure to do so will result in a delay in the processing of your application. Be advised of the following:

1. The **Town** must mail by certified mail, return receipt requested any zone change or zoning regulation change to the regional planning agency if the change affects property within 500 feet of a municipal boundary. The proposal must be submitted to the regional planning agency at least 30 days before the public hearing.
2. The **Town** must mail by certified mail, return receipt requested any subdivision application to the regional planning agency if the land being subdivided abuts a municipal boundary, or if the land being subdivided is in two or more towns. The proposal must be submitted to the regional planning agency at least 30 days before the public hearing.
3. The **Town** shall mail by certified mail, return receipt requested the clerk of any adjoining municipality of the pendency of any application of any project or site in which: 1.) any portion is within 500 feet of the boundary of the municipality; 2.) a significant portion of the traffic will use streets within the adjoining municipality to enter or exit the site; 3.) a significant portion of the sewer or water drainage will flow through and significantly impact the drainage or sewerage system within the municipality; or 4.) water runoff will impact streets or property within the adjoining municipality. The proposal must be mailed within seven (7) days of the date of receipt of the application.
4. The **Town** must publish a notice of the hearing at least twice in the Hartford Courant at intervals of not less than two (2) days, the first not more than fifteen (15) days or less than ten (10) days and the last not less than two (2) days before the date set for the hearing.
5. A copy of the public hearing notice will be posted by the **Town** in the Office of the Town Clerk.

6. The **applicant** shall mail by certificate of mail, a notice of the application which will be provided by the Town, (see attached neighbor notification form) to all owners of land within three hundred (300) feet of the tract of land that is subject of the application. The **applicant** must mail the neighbor notice not less than **ten (10) days prior to the hearing date.**
7. The **applicant** should coordinate the completion of the neighbor notification form with the Planning Department staff.
8. The **Town** will provide this list of neighboring property owners that must be notified.
9. The **applicant** shall include a **return address** on all mailings.
10. The **applicant** shall submit to the Clerk of the Commission at the Planning Department at least **five (5) days** prior to the date of the hearing evidence of the required mailing in the form of U.S. Postal Service Certificates of Mailing. (Please see example below)
11. The **applicant** must submit a deposit of \$50 that will be returned to the applicant upon the return of the sign. Checks should be made payable to the “Town of Wethersfield”.
12. The **applicant** shall post a public hearing notice sign on the property subject to the application. This **Town** shall provide the sign. The sign shall be located in the front yard not more than five (5) feet from any street line and clearly visible to the general public. (A public hearing notice sign that is structurally attached to an existing building or fence shall be exempt from the setback provisions). The sign shall be installed by the applicant **not less than ten (10) days** before the hearing.
13. The **applicant** shall maintain the notice 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, when the sign shall be promptly removed and returned to the Town by the **applicant**.
14. The **Town** shall publish a notice of all decisions in the Hartford Courant within 15 days after the decision.
15. A copy of the decision will be posted by the **Town** in the Office of the Town Clerk.