



## LAND-USE GROUP MEETING GUIDE



*We can help you to start or grow a business here in East Hartford!*

### WHAT IS A LAND-USE GROUP MEETING?

A Land-Use Group meeting is an opportunity for a business owner who is considering a relocation or expansion of a business here in East Hartford to learn about important issues and possible permit requirements related to the proposed business and its location.

The meeting is meant to analyze the feasibility of a project, so that the business owner gets an understanding of the effort involved in project execution. It is not set up to finalize code requirements or engineering details, or to replace final applications or approvals from the departments in attendance.

### WHY SHOULD I ATTEND?

We have found that working from a very early stage with business owners saves them time, money, and frustration, since it is easier to plan a project in a way that addresses regulations and concerns beforehand, than to change existing plans later in the process.

Also, applicants often appreciate receiving this preliminary information and advice regarding regulations, permits, and fees without being transferred from department to department.



### WHO ATTENDS THIS MEETING?

Representatives from the following departments attend the Land-Use Group meeting:

- Development Department
- Engineering Department
- Inspections and Permits Department
- Health Department
- Fire Marshal's Department
- Police Department

### HOW DO I APPLY?

If you are interested in scheduling a Land-Use Group Meeting designed especially for your business, please submit the following information to Michael Daniels at [mdaniels@easthartfordct.gov](mailto:mdaniels@easthartfordct.gov):

- **Written Narrative/Business Plan**
- **Floor Plan** – showing the arrangement of rooms in the building
- **Plot Plan/Site Plan** – to scale, showing the building and available parking

Land-Use Group meetings are held weekly, on Thursday mornings. If you submit the above paperwork by close of business on any given Friday, your project will be placed on the agenda for the following Thursday.

Jeff Cormier,  
Town Planner  
[jcormier@easthartfordct.gov](mailto:jcormier@easthartfordct.gov)  
860-291-7301

Michael Daniels,  
Economic Development  
Coordinator  
[mdaniels@easthartfordct.gov](mailto:mdaniels@easthartfordct.gov)  
860-291-7299