

Town of East Hartford
PLANNING & ZONING COMMISSION
APPLICATION FOR
SITE LOCATION APPROVAL

Fee Structure:

All Site Location Approval Applications

\$205.00

PLEASE READ INSTRUCTIONS SHEET CAREFULLY.

THE APPLICATION MUST BE FILLED OUT ACCORDING TO THE INSTRUCTIONS.

FILL IN INFORMATION IN ALL SPACES.

ANY MISSING INFORMATION CONSTITUTES AN INCOMPLETE APPLICATION.

INCOMPLETE APPLICATIONS WILL NOT BE HEARD BY THE BOARD.

All applications to the Planning & Zoning Commission are processed at the Development Department, Town Hall, 740 Main Street, East Hartford, CT 06108.

All questions shall be directed either in writing to the address above or by telephone during business hours [8:30 AM - 4:30 PM]; the department number is 291-7300.

Please read the procedures for applications carefully. There are specific deadlines, and required information that must be received before an application can be accepted.

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PROCEDURES

MEETINGS

Applications for Site Location Approvals are reviewed at regular meetings of the Planning & Zoning Commission, which are held at Town Hall, 740 Main Street, East Hartford, or at such time or place as the Chairman of the Board may, from time to time, determine.

The applicant or his/her authorized agent must be present at the meeting to be heard.

FILING OF APPLICATION FOR SITE LOCATION APPROVAL

The final date for filing of an application for site location approval shall be fifteen [15] days before the date of a regularly scheduled Planning & Zoning Commission meeting, which dates shall be posted in the Development Department.

An original and twelve [12] copies of the Application shall be filed, and shall be accompanied by eleven [12] copies of a certified plot plan, twelve [12] copies of a vicinity map, and twelve [12] sets of building plans or sketches drawn to a scale which clearly indicate what is proposed, including widths of pavement, traffic lanes, existing sidewalks. The Planning & Zoning Commission reserves the right to administratively determine the adequacy of the information furnished, and may require additional information it deems necessary to act upon the application. The applicant may choose to submit additional information not requested at the meeting to support their request for site location approval

Submission of inaccurate or incomplete material or information may be deemed grounds for denial of the request for site location approval by the Planning & Zoning Commission.

SPECIAL REQUIREMENTS

Where zoning requirements include screening or buffering from adjacent properties at side or rear yards, the screening/buffering at the abutting property and the structures thereon shall be also shown on the plot plan, drawn to scale as to size and location. Proposed plans shall show compliance with required parking spaces and handicapped access.

REHEARING OF SITE LOCATION REQUESTS

The Planning & Zoning Commission shall not be obligated to re-hear any petition for which a site location approval has been requested and denied sooner than six [6] months after the date of the Public Hearing at which such denial has been made. No application for re-hearing before the expiration of that time that does not allege new facts that pertain to the previous request, and provide information supporting the new claims, will be considered by the Planning & Zoning Commission.

Plot plans accompanying applications pertaining to gasoline filling stations, garages, automobile showrooms and parking lots shall include, in addition to providing locations of all buildings:

- The location of all buildings and any fuel dispensing pumps;
- The heights, widths, sizes and locations of all exterior signs;
- The locations, heights of lights, plantings, curbs, sidewalks, street lines, exits and entrances;
- The intensities and coverage of exterior lighting fixture illumination.

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INSTRUCTIONS FOR COMPLETING SITE LOCATION APPLICATION

1. Type of License: Check which type of DMV license is proposed for the property.
2. Street Address: This is the address of the property for which you are making the request.
 - Map Number: This is the listing of the property location map in the Assessor's Office.
 - Lot Number: This is the number of the lot on the location map (see Assessor's record)
3. Zone: This is the industrial or business zone the property is located within, as shown on the adopted zoning map at the Town Planner's Office.
 - Current Use: What is the property currently used for? A warehouse? A machine shop?
4. PZC Section: What Section of the Zoning Regulations does the request reference?
 - Subsection: What is the specific regulation subsection number that applies?
 - Title: List the title of the Zoning Regulation subsection which applies
5. Previous Appeals: List any former applications for appeals on property, including dates.
6. Owner's Name: List here the legal owner(s) of the property per the Town land records.
7. Owner's Address: List here the legal residence (mailing address) of owner.
8. Owner's Signature: Owner(s) of the property must sign here.
 - Telephone Number: Where the owner can be contacted during business hours.
9. Applicant Name: List the individual(s) authorized to make the application by the owner.
10. Applicant Address: List the legal residence or business address of applicant.
11. Applicant Fax #: Where the applicant can be contacted via fax during business hours.
 - Applicant Email: Where the applicant can be reached via email
12. Applicant Signature: Applicant must sign here.
 - Telephone Number: Where you, the applicant, can be reached during business hours.