

## WHY SHOULD I ATTEND?

We have found that working with applicants from a very early stage saves them time, money, and frustration, since it is easier to address regulations and concerns before official applications are filed than to change plans later in the process.

Also, applicants often appreciate receiving this preliminary information and advice regarding regulations, permits, and fees in one meeting without needing to visit many departments individually.



## Town of East Hartford Development Department

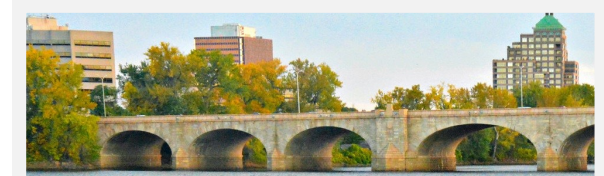
Town Hall, 2nd Floor  
740 Main Street  
East Hartford, CT 06108  
Open M-F 8:30 AM-4:30 PM

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***[www.easthartfordct.gov/  
development](http://www.easthartfordct.gov/development)***



## 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 or property owner who is considering starting, relocating or expanding a business here in East Hartford to learn about important issues and possible permit requirements related to the proposed project and its location. It is a free and informal meeting that allows applicants to understand the feasibility of the project and the process going forward before investing time and money. It is not set up to finalize code requirements or engineering details, or to replace final applications or approvals from the departments in attendance.



## WHO ATTENDS THIS MEETING?

Representatives from the following departments may attend the Land-Use Group meetings:

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

## WHERE ARE THE MEETINGS HELD?

The meetings are typically held in Conference Room B, on the second floor of East Hartford Town Hall.

## WHEN ARE THE MEETINGS HELD?

The meetings are typically held on Thursday mornings at 9:00 AM, however, you *must* submit documentation and schedule your meeting in advance.



## HOW DO I APPLY?

If you are interested in scheduling a Land-Use Group Meeting please submit the following information:

**Written Narrative/Business Plan:** A brief description of one or two paragraphs, explaining your project and the changes you plan to make at your site.

**Floor Plan** – A drawing showing the arrangement of rooms in the interior of the building.

**Site Plan** – A drawing showing the layout of the property, including the building and available parking.

These items do not have to be professional drawings, but we ask that you make them as clear as possible.

Submit this information to Michael Daniels at [mdaniels@easthartfordct.gov](mailto:mdaniels@easthartfordct.gov)

If you submit the above paperwork by close of business on any given Friday, your project will typically be placed on the agenda for the following Thursday morning. The Development Department will confirm the meeting time and location.