

**TOWN OF EAST HARTFORD  
PLANNING & ZONING COMMISSION  
APPLICATION FORM**



DATE: \_\_\_\_\_

Official Receipt Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**1. APPLICATION TYPE: (CHECK ALL THAT APPLY)**

**\*COMPLETE SECTION ON PAGE 2 OR 3**

- |                                                                                                      |                                                                |                                                 |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> SITE PLAN APPLICATION                                                       | <input type="checkbox"/> NATURAL RESOURCES REMOVAL AND FILLING |                                                 |
| <input type="checkbox"/> SITE PLAN MODIFICATION                                                      | <input type="checkbox"/> SPECIAL USE PERMIT*                   | <input type="checkbox"/> SITE LOCATION APPROVAL |
| <input type="checkbox"/> FLOOD HAZARD – MAJOR*                                                       | <input type="checkbox"/> ZONING MAP CHANGE*                    | VEHICLE SALES ► NEW USED                        |
| <input type="checkbox"/> FLOOD HAZARD – MINOR*                                                       | <input type="checkbox"/> TEXT AMENDMENT*                       | REPAIRER ► LIMITED GENERAL                      |
|                                                                                                      |                                                                | FUEL SALES ► FILLING STATION                    |
| <input type="checkbox"/> SOIL EROSION AND SEDIMENTATION - Cumulative disturbed area (sq. ft.): _____ |                                                                |                                                 |

**2. SITE AND PROJECT INFORMATION**

PROPERTY ADDRESS: \_\_\_\_\_ ZONE: \_\_\_\_\_

ASSESSORS MAP AND LOT: \_\_\_\_\_ PARCEL SIZE (ACRES OR SQ. FT.): \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT DESCRIPTION (ATTACH ADDITIONAL SHEETS IF NEEDED):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. PROPERTY OWNER INFORMATION**

**CHECK IF PRIMARY CONTACT**

OWNER OF RECORD: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

OWNER PHONE: \_\_\_\_\_ OWNER EMAIL: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

The undersigned owner hereby authorizes: **(1)** this application, and **(2)** the Planning and Zoning Commission and Town of East Hartford staff the right to enter upon the property for the purposes of inspection associated with this application.

**4. APPLICANT INFORMATION**

**CHECK IF PRIMARY CONTACT**

CHECK IF APPLICANT IS SAME AS PROPERTY OWNER

APPLICANT: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT PHONE: \_\_\_\_\_ APPLICANT EMAIL: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

**5. DESIGN PROFESSIONAL INFORMATION**

**CHECK IF PRIMARY CONTACT**

FIRM: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**- COMPLETE ONLY THE SECTIONS THAT APPLY TO YOUR APPLICATION TYPE -**

<b>A.</b>	<b>SPECIAL USE PERMIT</b>	<b>(ATTACH ADDITIONAL SHEETS IF NEEDED)</b>
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1) Applicable Section of the Zoning Regulations: \_\_\_\_\_

2) Describe how the proposed Special Use Permit relates to the Plan of Conservation and Development:

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3) Describe how the proposed Special Use Permit will benefit the Town of East Hartford:

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<b>B.</b>	<b>FLOOD HAZARD ZONE – MAJOR DEVELOPMENT OR MINOR DEVELOPMENT</b>
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1) Name of associated watercourse: \_\_\_\_\_

2) Total amount of land (in sq. ft.) to be affected within the:

a. Flood Hazard Zone: \_\_\_\_\_

b. Floodway: \_\_\_\_\_

c. Floodway fringe: \_\_\_\_\_

3) Enumerate methods of compliance with Sections 601.10, 601.11, and 601.12 of the Zoning Regulations:

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**- COMPLETE ONLY THE SECTIONS THAT APPLY TO YOUR APPLICATION TYPE -**

**C. ZONING MAP CHANGE**

**(ATTACH ADDITIONAL SHEETS IF NEEDED)**

**1) Zoning information:**

a. Existing Zoning District: \_\_\_\_\_

b. Proposed Zoning District: \_\_\_\_\_

**2) Describe the existing and proposed use of land and buildings in zone change area:**

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**3) Describe how the proposed Zone Change relates to the Plan of Conservation and Development:**

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**4) Describe how the proposed Zone Change will benefit the Town of East Hartford:**

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**D. TEXT AMENDMENT**

**(ATTACH ADDITIONAL SHEETS IF NEEDED)**

**1) Section number and wording of existing Zoning Regulation proposed for amendment:**

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**2) Proposed revision, addition, or change in wording to the Zoning Regulations:**

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**3) Describe the circumstance that justifies the proposed amendment:**

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**4) Describe how the proposed amendment clarifies or improves the Zoning Regulations and improves development in the Town of East Hartford:**

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**5) Describe how the proposed amendment relates to the Plan of Conservation and Development:**

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**EAST HARTFORD PLANNING AND ZONING COMMISSION  
PUBLIC HEARING SIGN AFFIDAVIT**

FOR THE FOLLOWING APPLICATIONS:

SECTION 207 - SPECIAL USE PERMIT

SECTION 601 - FLOOD HAZARD ZONE

SECTION 602 - COMPREHENSIVE REHABILITATION ZONE

SECTION 603 - DESIGN DEVELOPMENT DISTRICT

SECTION 714 - ZONING MAP AMENDMENT

**Address/location of subject parcel (s):** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**SIGN(S) RECEIVED BY:** \_\_\_\_\_

**Date**

\_\_\_\_\_  
I hereby swear that I/we have complied with the applicable Public Notice section of the East Hartford Zoning Regulations for the following application:

SPECIAL USE PERMIT

MAJOR FLOOD HAZARD DEVELOPMENT

ZONING MAP AMENDMENT

The applicant shall display a sign or signs which indicate that an application has been filed for the area on which the sign or signs have been posted. Said sign or signs shall be erected and maintained by the applicant wherever the parcel abuts each public or private street from the day that the notice of public hearing has been posted until the first secular day following the public hearing.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**TOWN OF EAST HARTFORD PLANNING & ZONING COMMISSION  
APPLICATION INFORMATION AND FEE SCHEDULE**

	<b>APPLICATION</b>	<b>FEE</b>	<b>REGULATION SECTION</b>	<b>APPLICATION DESCRIPTION (SEE ZONING REGULATIONS FOR COMPLETE REQUIREMENTS)</b>
<b>USE PLANNING &amp; ZONING COMMISSION APPLICATION FORM FOR THESE APPLICATIONS</b>	<b>SITE PLAN APPLICATION</b>	<b>\$160 + \$10/1000 sq. ft. building area or part thereof, or change of use</b>	702	Any alteration or modification to the exterior of a building that requires a Building Permit – Multiple family dwellings (4+ units) and non-residential structures only
	<b>SITE PLAN MODIFICATION</b>	<b>\$110 + \$10/1000 sq. ft. of additional building</b>	702	Any modification to a previously approved site plan
	<b>SPECIAL USE PERMIT</b>	<b>\$260</b>	207	Any use designated as a “Special Permit Use” in the regulations
	<b>SOIL EROSION AND SEDIMENTATION CONTROL PLAN</b>	<b>\$95</b>	217	Cumulative disturbance of greater than one half (0.5) acres of land
	<b>FLOOD HAZARD ZONE – MAJOR DEVELOPMENT</b>	<b>\$260</b>	601	Any development activity occurring in the flood zone (see flood zone map)
	<b>FLOOD HAZARD ZONE – MINOR DEVELOPMENT</b>	<b>\$95</b>	601	Any development activity occurring in the flood zone (see flood zone map)
	<b>SITE LOCATION APPROVAL</b>	<b>\$205</b>	VARIOUS	Any automobile related use (dealer, repairer, gas station, etc.)
	<b>TEXT AMENDMENT</b>	<b>\$260</b>	712	Request to change Zoning Regulation text
	<b>ZONE CHANGE</b>	<b>\$260</b>	713	Request to change Zoning Map
	<b>NATURAL RESOURCES REMOVAL AND FILLING PERMIT</b>	<b>\$125</b>	218	Any excavation, removal, or filling of earthen materials
<b>REQUIRES SEPARATE APPLICATION FORM</b>	<b>SIGN</b>	<b>\$115</b>	210	Any sign installation, panel replacement, or alteration to a sign
	<b>SUBDIVISION FINAL LAYOUT</b>	<b>\$160</b>	REFER TO SUBDIVISION REGULATIONS	The creation of a new building lot
	<b>SUBDIVISION PRELIMINARY LAYOUT</b>	<b>\$90/lot (\$200 minimum)</b>	REFER TO SUBDIVISION REGULATIONS	The creation of a new building lot
	<b>BOND RELEASE / REDUCTION REQUEST</b>	<b>\$0</b>	VARIOUS	Request to release a bond for site work or erosion and sedimentation control measures
	<b>DIGITAL DATA AFFIDAVIT FORM</b>	<b>N/A</b>	705.2.b.1(e)	Accompanies final plans that lack a digital signature