

**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**

SITE PLAN APPLICATION

NATURAL RESOURCES REMOVAL AND FILLING

SITE PLAN MODIFICATION

SPECIAL USE PERMIT*

FLOOD HAZARD – MAJOR*

ZONING MAP CHANGE*

FLOOD HAZARD – MINOR*

TEXT AMENDMENT*

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 -

A.	SPECIAL USE PERMIT	(ATTACH ADDITIONAL SHEETS IF NEEDED)
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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:**
- 3) Describe how the proposed Special Use Permit will benefit the Town of East Hartford:**

B.	FLOOD HAZARD ZONE – MAJOR DEVELOPMENT OR MINOR DEVELOPMENT
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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:

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

C.	ZONING MAP CHANGE	(ATTACH ADDITIONAL SHEETS IF NEEDED)
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- 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:
- 3) Describe how the proposed Zone Change relates to the Plan of Conservation and Development:
- 4) Describe how the proposed Zone Change will benefit the Town of East Hartford:

D.	TEXT AMENDMENT	(ATTACH ADDITIONAL SHEETS IF NEEDED)
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- 1) Section number and wording of existing Zoning Regulation proposed for amendment:
- 2) Proposed revision, addition, or change in wording to the Zoning Regulations:
- 3) Describe the circumstance that justifies the proposed amendment:
- 4) Describe how the proposed amendment clarifies or improves the Zoning Regulations and improves development in the Town of East Hartford:
- 5) Describe how the proposed amendment relates to the Plan of Conservation and Development:

**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**

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