



## PLANNING & ZONING COMMISSION

Bethel Municipal Center, 1 School Street  
Bethel, Connecticut 06801 (203) 794-8578

**TO: Applicants**

**FROM: Planning & Zoning Commission**

**RE: Application Procedure for the Planning & Zoning Commission**

In an effort to make the application procedure more efficient and to reduce delays in processing applications for the Planning & Zoning Commission, the following procedures are to be followed to assist the planning & zoning staff in expediting a review:

### PRE APPLICATION

1. The applicant shall make an appointment with the Planning & Zoning Official for a pre-application review. The applicant should bring available maps, plans and other relevant documents.
2. Recommendations for adjustments or requests for additional information will be made at this point
3. The applicant should consider obtaining a copy of the zoning regulations for design and procedure information if they have not already done so.
4. If there are wetlands or watercourses on the property the Inland Wetlands Agent will attend the pre-application meeting to review the wetlands issues.

### SUBMITTING THE APPLICATION

5. The application must be completely filled out and signed by the applicant and the owner.
6. **The plans shall be complete and in accordance with the zoning regulations and with the Town Engineers requirements.** To obtain more information about the engineering requirements please contact Derrick Gregor, of SEA Consultants at (860) 563-7775 ext. 140.
7. **The applicant shall make a 2<sup>nd</sup> appointment with the Planning & Zoning Official when the application is complete and ready to submit.**
8. The application, **(10) sets** of site plans, surveys, building plans (if applicable) and other required documents shall be submitted at this time.
9. The application will be presented to the Commission at its next regularly scheduled meeting for **official receipt.**
10. The Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday's of the month.
11. **Applications must be submitted by 4PM, the Wednesday before the scheduled meeting.**
12. The Commission may schedule a hearing date at that meeting if the application is complete.
13. At this time referrals will be sent to Town departments and other necessary parties for their review and recommendations.
14. Other information may be requested of the applicant prior to the hearing to address issues that may arise during the review process.
15. Other hearings may be required by other Town agencies **prior** to the Planning & Zoning Commission making a decision on an application. These may include the Zoning Board of Appeals, the Inland Wetlands Commission, and the Public Utilities Commission. Please schedule accordingly.
16. **Please Contact the Planning & Zoning Department at 794-8578, with any questions about the application procedure.**