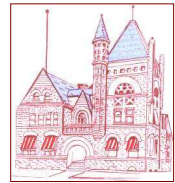




CITY OF WEST HAVEN, CONNECTICUT PLANNING AND ZONING COMMISSION

c/o Planning & Development Department, Third Floor, City Hall, 355 Main Street,
West Haven, Connecticut, 06516-0312 Phone 203.937.3580. Fax 203.937.3742



CITY HALL 1898-1967

APPLICATION PROCEDURE FOR SPECIAL PERMIT

A. Submission of Application

1. **Prior to submitting an application for approval by the Planning and Zoning Commission, the applicant should submit one (1) copy of the complete application(s) for review and approval by the Planning and Development Department staff. Allow at least two (2) days for this process.**
2. Once approved, applications must be filed with the Planning and Development Department by 3:00 P.M. of the due date as shown on the attached meeting schedule, along with required fees.
3. All applications for Special Permits must be accompanied by an A-2 survey showing:
 - a. The name and address of the applicant
 - b. A Site Plan showing the subject property, a Location Map and North Arrow, the square feet of the property, square feet and percent coverage of building, parking and open space, setbacks, building location, parking layout, drainage and contour elevations, wetland or C.A.M. boundaries (if applicable), landscaping.
4. If a review of the Inland Wetland Agency is required, that approval must be granted before the Planning and Zoning Commission can act upon an application.
5. The applicant must submit fourteen (14) copies of the application, plans and other data, collated before submitting the application. Where large maps are provided, make sure those are folded and included in your collated packages. Please do not submit rolls of plans.
6. The application must be legible, typewritten or printed, contain correct information, and be signed by the applicant who attests to the validity of the application.
7. The application must also be signed by the owner who thus indicates that the application is made with the consent of the owner of the property.
8. **Applicants shall provide information to demonstrate to the Planning and Zoning Commission that this application complies with the requirements and findings shown in Article 10, Section 85 of the Zoning Regulations. Let staff know if you need assistance with this step.**

Revised January 8, 2018

B. Preparation for the Public Hearing

1. The applicant must send notices to property owners within 200 feet of the subject property according to the attached instructions and provide certificates of mailing at the Public Hearing.
2. The applicant must post the Notice of Public Hearing sign (provided by the Planning and Development Secretary) in the front of the property so that it is visible from the street – at least 10 days before the hearing date.
3. The applicant or his representative must be present at the Public Hearing and will be asked to explain their application to the Commission. Should the applicant or his/her representative be unable to attend the meeting, please let staff know and provide a written request for continuation to the next hearing. **Otherwise, the application may be denied.**

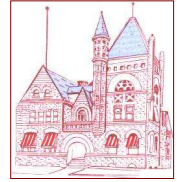
C. After the Public Hearing

1. For Special Permit applications that include Site Plan approval. If the application is approved, the applicant is required to submit a fixed Mylar site plan for signature by the Chairman and to be filed on the land records of the City of West Haven before site work or building permits will be authorized
2. For all Special Permit applications. If the application is approved, a Certificate of Decision will be sent to the Applicant, who is then required to file the Certificate with the West Haven City Clerk before a Building Permit will be issued.
3. Where required, a Performance Bond must be posted before a Building Permit will be issued.



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PUBLIC HEARING AND NOTICE REQUIREMENTS FOR SPECIAL PERMIT AND ZONE CHANGE APPLICATIONS

The West Haven Zoning Regulations require that applicants mail a Notice of Public Hearing to properties within 200 feet of the location of the application by U.S. Mail for all Special Permit and Zone Change applications. You must prepare your own notice, which must summarize your request and state the date, time and place of the Public Hearing. Your notice should also state that copies of the application materials and plans are available for review in the office of Planning and Development (provide address and phone number). You must complete an Affidavit that you mailed the Notice of Public Hearing as required and bring the Affidavit to your Public Hearing, along with the receipts from the Postal Department for the mailings. Present the affidavits and the receipts for mailing to the Clerk at the meeting.

REGULAR MAIL LIST – NOTICE TO PROPERTY OWNERS WITHIN 200 FEET

You are required to mail notice to all property owners within 200 Feet of the property that is the subject of your application by U.S. Mail. You will be furnished mailing labels for all property owners within 200 Feet of your application's location. The Mailing shall be made not less than 10 or more than 15 days prior to the Public Hearing.

AFFIDAVIT AND POSTAL SERVICE MAIL RECEIPTS REQUIRED

The applicant shall furnish an Affidavit to the Commission at the Public Hearing that the individual notices were sent by U.S. Mail in accordance with the requirements and shall obtain and submit a Certificate of Mailing issued by the Postal Service. A copy of the Affidavit is in this package.

PUBLIC HEARING REQUIRED

A public hearing will be held. At such public hearing, the applicant may be heard and any other person may be heard to speak in favor of or against the application.

LEGAL NOTICE

Notice of the time and place of such hearing will be published by the Department of Planning and Development in the New Haven Register.

PUBLIC HEARING SIGN – Please post the enclosed sign so that it may be read from the street not less than 10 days before the Public Hearing date.



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CITY HALL 1896-1967

AFFIDAVIT OF MAILING

I SWEAR THAT THE REQUIRED NOTICES OF PUBLIC HEARING TO OWNERS OF RECORD WITHIN 200 FEET OF THE LOCATION OF MY APPLICATION HAVE BEEN MAILED IN ACCORDANCE WITH THE REQUIREMENTS OF THE WEST HAVEN ZONING REGULATIONS.

I HAVE ATTACHED A COPY OF THE LETTER THAT WAS SENT AND THE POSTAL SERVICE CERTIFICATE OF MAILING.

APPLICANT SIGNATURE

PRINT NAME OF APPLICANT

APPLICANT ADDRESS

FILE NUMBER

_____, 20
DATED

SWORN TO BEFORE ME THIS DAY OF ,20

NOTARY PUBLIC
MY COMMISSION EXPIRES ON