

## SDD ADMINISTRATIVE AMENDMENT

The Town Planner may approve adjustments to an approved Special Development District (“SDD”) plan without a public hearing before the Town Council, provided that the modified plan will be in accordance with the purposes of the original SDD plan approved by the Town Council (see § 177-44C(9) of the Town Code).

### APPLICATION PROCESS

The first step is to meet with the Town Planner to discuss the particulars of the application and the extent of required submissions. The submission materials should explain and illustrate the proposed amendments clearly.

#### The submission must include at least:

- A narrative statement explaining the proposed amendment to the SDD
- Two (2) full-sized (24” x 36”) and thirteen (13) reduced (11” x 17”) copies, of a site plan of the property drawn to scale and certified by a surveyor or engineer. The proposed site plan changes should be clearly delineated.
- If applicable, two (2) full-sized and thirteen (13) reduced-sized prints of all proposed building changes, with proposed building floor plans and elevations. These plans must be drawn to scale of at least one foot equals one-sixteenth of an inch (1’=1/16”).
- If applicable, two (2) full-sized and thirteen (13) reduced-sized prints of a landscaping plan indicating all requested changes in approved plans including the location, size and plant species of all plant materials proposed to be preserved and planted.

#### Required posting of sign:

The applicant must post a notice of hearing on the property continuously for seven (7) days prior to the hearing date. The sign and required accompanying affidavit are provided by the Planning and Zoning Office. The affidavit attesting that the sign was posted correctly must be signed and returned to the Town Council at the public hearing. Failure of the applicant to post a notice sign will result in automatic denial by the Town Council.

The applicant is required to obtain the necessary approvals from the Building Division and the Fire and/or Health Departments.

If the property is within a regulated wetland or watercourse area, the applicant must obtain the necessary approval from the Inland Wetlands and Watercourses Agency.

### **See also § 177-44.C. (9) of the West Hartford Code**

A copy of Chapter 177 (Zoning) of the Code may be purchased at the Planning & Zoning Office for \$20. It is also available online at the Town’s website under Planning & Zoning.

## DECISION

If, after technical review of the proposed amendment by staff, the Town Planner determines that the proposed amendment meets the required standards, the Town Planner will transmit a notice to the Town Council of the Planner’s intent to approve it.

The Town Council may reject the approval by the Town Planner, and require a public hearing regarding the proposed amendment, thus following the process of a full SDD application.

### FILING APPROVED PLANS

*If the amendment is approved, copies of the approved plans must be filed on the Land Records within 90 days from the date of approval. If not so filed, the approval will automatically be null and void. For the amendment to become effective, the applicant must provide the Town Planner with the following:*

- Two (2) fixed line mylar reproducible plan sets, in accordance with Connecticut statutory filing requirements
- Three (3) print copies of the approved plan
- These plans shall not exceed 24” x 36”
- Fee for filing the SDD Amendment on the Land Record

The Town Planner will check your final plans, certify their conformance with the approved plans, and will then forward a set to the Town Clerk for filing.

### FEES

- SDD Amendment application           \$500
- State of Connecticut surcharge:       \$60
- Sign affidavit:                               \$20
- Filing of the SDD Amendment       \$10 per  
each on the Land Records:   original sheet

**Guide to  
SPECIAL DEVELOPMENT  
DISTRICT  
ADMINISTRATIVE  
AMENDMENT**

**For more information, call or visit  
the Planning and Zoning Office  
Room 214, Town Hall  
50 South Main Street  
West Hartford, CT 06107  
(860) 561-7555**

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