

## SPECIAL DEVELOPMENT DISTRICT

The purpose of a Special Development District (“SDD”) is to permit and encourage variety and flexibility in land use that will enhance the Town’s development. An SDD is an overlay zone which allows the Town Council to approve a proposed project which may not otherwise have been permitted in the particular zone in which it is located, provided that the standards of § 177-44B of the Town Code are met. If a zone change is required, it will be incorporated into the SDD process. A public hearing is required.

### APPLICATION PROCESS

The first step is to meet with the Town Planner for a preliminary review of the application and for guidance concerning the information and plans that will be required for submission.

As plans develop, it is vital that the applicant discuss the project with neighborhood groups and listen to their concerns. A successful SDD application addresses these concerns.

#### The submission must include:

- Letter describing the development proposal with supporting studies
- Affidavit of interest
- If applicable, ordinance amending the zoning map, including property description
- 7 full-sized (24” x 36”) and 20 reduced (11” x 17”) copies of the complete submission set
- All information required by § 177-44C.1(a)-(e) and any other additional information required by Town staff

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.

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

### PUBLIC NOTICE & HEARING

The formal SDD application is submitted to the Town Clerk a minimum of seven (7) days prior to a regularly scheduled Town Council meeting, which occur on the second and fourth Tuesdays of each month. Please confirm the meeting and submission dates with the Town Clerk’s office.

Upon receipt of the application (the first appearance on the Town Council agenda), the Town Council will set the proposal for public hearing between 30 and 60 days from the date of receipt. The proposal will also be referred to the Town Plan and Zoning Commission and the Design Review Advisory Committee for review. These committees and Town staff will submit final reports and recommendations to the Council before the public hearing.

The Council requires that any additional material requested in relation to the application be received at the Council office at least seven (7) days prior to the public hearing.

#### 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.

## DECISION

Upon consideration of the application, the Town Council may deny it, approve it, or approve it with conditions.

### FILING APPROVED PLANS

*If the application 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.* In order for an SDD to become effective, the applicant must provide the Town Planner with the following copies of the approved plans:

- 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”
- Fees for filing the SDD plans on the Land Records

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

### FEES

- SDD application \$550 + \$100/1000 sq. ft. (paid at Town Clerk’s Office): of new building or changed use
- State of Connecticut surcharge: \$60
- Sign affidavit: \$20
- Filing of the SDD plans on the Land Records: \$10 per each original sheet

## SDD ADMENDMENTS

There are two types of amendments to an approved SDD:

1. **Administrative Amendment:** The Town Planner can approve certain adjustments (listed in § 177-44C(8) of the Town Code) to an approved SDD plan without Town Council approval, provided that the modified plan will be in accordance with the purposes of the original SDD plan approved by the Town Council. The Council has the option to reject such approval.

The Town Planner may approve an application for an amendment only once every 12 months, not including those instances in which the Town Council reverses the Town Planner's decision.

Please see "Guide to Special Development District Administrative Amendment" for application process.

2. For all other amendments, the same process as applying for an initial SDD must be followed.

See also § 177-44 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.

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

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## Guide to SPECIAL DEVELOPMENT DISTRICT DESIGNATION



