

OBTAINING A ZONE CHANGE

The Town Council of West Hartford is the zoning authority for the Town. The Town Plan and Zoning Commission serves as an advisory body to the Council in zoning matters and all zone change applications are referred to the Town Plan and Zoning Commission by the Town Council. A public hearing is required.

APPLICATION PROCESS

The first step is to schedule a meeting 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.

The submission must include:

- Application form and appropriate fees
- Affidavit of interest
- Letter describing requested zone change
- Ordinance amending the zoning map including property description
- Map drawn to the scale of 40, 80 or 100 feet to the inch, showing the boundaries of the parcel, as well as the names of property owners directly abutting the property. The map should identify the old zone designation as well as the proposed zone. A key map should be placed in the corner.
- Three (3) full-sized (24" x 36") and 20 reduced (11" x 17") copies of the entire submission set.

PUBLIC NOTICE & HEARING

Applications for a zone change are submitted to the Town Clerk a minimum of seven (7) days prior to a regularly scheduled meeting of the Town Council which occur on the second and fourth Tuesdays of each month. Please confirm the submission and meeting 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 proposed zone change will also be referred to the Town Plan and Zoning Commission, which will submit its review and recommendation to the Town Council before the public hearing.

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

Required posting of sign:

Applicant must post a notice of hearing on the property continuously for the seven (7) days previous to the date of the hearing. 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

The applicant must provide the Town Planner with the following copies of the approved plan:

- Two (2) fixed line mylar reproducible plans
- Three (3) paper plans
- These plans shall not exceed 24" x 36"
- Fee for filing the Zone Change on the Land Records

FEES

- Zone Change application: \$550
- State of Connecticut surcharge: \$60
- Sign affidavit: \$20
- Filing of the Zone Change on the Land Records: \$10 per each original sheet

See also § 177-46 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.

Guide to a ZONE CHANGE

**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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