

GENERAL INSTRUCTION FOR APPLICATION

1. In order for application to be received by the Commission, a completed application, applicable fee, proposed site development plan(s), project narrative and other documentation sufficient to represent the nature of the proposed project must be submitted to the Planning Department, Town Hall Annex, 57 Main Street, Ellington, CT, 06029, by the close of business the business day prior to the next regular meeting. A list of meeting dates is maintained in the Planning Department, the Town Clerk's Office, and online at www.ellington-ct.gov.
2. One original signed and completed application, one copy of each attachment, and twelve (12) copies of the signed and sealed development plan(s) must be submitted, and electronic copies provided when requested.
3. The owner and applicant (if different) must sign the application.
4. The State mandated surcharge, applicable at the time of submission, shall be submitted with the application. (Please see fee schedule / consult with the Planning Department)
5. Application for site plan approval or modification to site plan approval shall include a map(s) of the subject property in compliance with Article 8 - Site Plans, Special Permits & Zone Changes; Article 6 – Land Use & Site Development Regulations; and, any other pertinent section of the Ellington Zoning Regulations.
6. Subsequent to original submission, if plans/documents are revised in any way, or additional information is requested by the Commission, revised/additional information shall be submitted TWO WEEKS prior to the next scheduled meeting. If not submitted by this timeframe, the application may be continued or denied, if necessary, based on insufficient time for review.
7. Upon revision to any sheet in a plan set, a notation shall be made on the cover sheet and each plan sheet revised indicating the date and nature of the revision.
8. The applicant, his/her representative and/or qualified professional, must attend the meeting(s) of the Commission for which the application is scheduled to be reviewed. Written notice of the time, date, and place of meetings will be sent to the applicant by the Planning Department.
9. When a public hearing is scheduled, the applicant shall send notice of hearing to all property owners within 100' of the property subject to application by US Post Office Certificate of Mailing a minimum of ten (10) days prior to the hearing date. The Planning Department will provide the applicant with a copy of the public hearing legal notice or other form of correspondence to be enclosed with the mailing and a list of names and addresses of the abutters. Proof of adequate notice shall be provided by the applicant prior to the commencement of hearing. The applicant can generate a list of abutters using the town's GIS mapping found at <https://ellingtonct.mapgeo.io/>
10. If requisite approvals (e.g. Inland Wetland Agency, North Central District Health Department, Ellington Water Pollution Control Authority, etc.) are not present at time of application or when statutory decision timelines are set to expire, application before Planning and Zoning Commission can be deemed incomplete and denied. Applications denied for incompleteness may be resubmitted when all necessary information is present. Application fees will not be refunded and resubmitted application will be subject to standards fees.
11. Inquiries regarding this application may be directed to the Planning Department at (860) 870-3120.