



Town of Litchfield

Planning and Zoning Commission

Site Plan/Special Exception Application

Name and mailing address of Applicant: _____ _____ _____ Phone: () Email address:	Location of Property: _____ _____ _____
Name and address of Owner _____ _____	Zone _____ non-conforming? _____ Map _____ Block _____ Lot _____

Description of Existing Use/Property

Existing Use(s)	
Size of property	
Buildings	
Parking	
Signage(# of signs & square feet)	
other important features	

Description of Proposed Use

Proposed Use(s)	
Buildings	
Parking	
Signage(# of signs & square feet)	
Number of Employees	

Where applicable, number of:

Hotel/Motel Rooms		Convalescent Home	
Hospital/Clinic Beds		Occupants of Assembly Hall	

Water & Sewer provided by			
Professional Engineer/Surveyor name/address: _____ _____ _____	Date Submitted	Date Rec'd by PZC	PH Date
Phone: ()	Project Number:		Fee:

Signature of Applicant	Date	Signature of Owner	Date
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Application Procedures for Special Exception/Site Plan Approval

1. The regular meeting of the Planning and Zoning Commission is the third Monday of each month. Hand in your application at least one week in advance of the meeting to ensure that your application will be placed on the agenda.
2. Fill out the application as completely as possible. Make sure a correct **mailing** address is on the form for the **applicant** to ensure mailing of agendas and notices. If an applicant is not the property owner, the application should be signed by the owner or written permission from the property owner must be obtained.
3. The applicable fee (see below) must be submitted with the application. Checks should be made payable to the "Town of Litchfield."
4. If the application is for a Special Exception, the Planning and Zoning Commission will receive your application at the first meeting and then set a public hearing for a later date. You will be notified of the public hearing date, time and place. ****Special Exception applicants are required to send a letter (example shown below) by Certified Return Receipt Mail** to the owners of property, as shown on the Assessor's records, within 150' of all directions, including property located across the street. Notice shall be sent no later than ten (10) days prior to the hearing (the date of the hearing may be included in calculating). Prior to commencement of the public hearing, the applicant shall present the return receipts to the Commission as evidence of meeting this requirement.
5. It is requested that a copy of the land description of the property involved be obtained from the Town Clerk's office and submitted with this application.
6. You will be notified by certified mail of the Planning and Zoning Commission's decision.

Fee Schedule		
1. Special Exceptions , plus other regular fees, if appropriate:	Residential	\$ 150
	Non Residential	\$ 250
2. Site Plan Review		
a. Residential (other than single family dwellings and accessory apartments)		\$ 300
b. Non-residential and Multi-Family Zones:		
for up to \$100,000 value		\$ 500
for up to \$500,000 value		\$1,000
For values above \$500,000		\$1,000(plus \$300 per each additional \$100,000)
3. Minor Modifications to:		
Special Exception approval		\$ 100
Site Plan approval		\$ 100
Subdivision/Resubdivision approval		\$ 250
4. State of Connecticut DEP Environmental Quality Fund Fee		\$ 60 (Per Application)
NOTE: Additional fees may be charged for outside consulting services required by the Commission		

****Sample letter of notice to all property owners within 150 feet from the property boundary****

Mr. John A. Smith
Main Street
Litchfield, CT 06759

Dear Mr. Smith:

I have applied to the Litchfield Planning and Zoning Commission for a Special Exception. I am requesting a _____ for property at _____. The public hearing will be at (Time) p.m. on (Date) at (Public Hearing Location).

Please note that additional zoning and building permits may be needed before construction can begin.