PLANNING AND ZONING COMMISSION
TOWN OF TRUMBULL

APPLICATION FOR SPECIAL PERMIT OR SITE PLAN APPROVAL

Property located in: ☐ **Commercial Zone B - C**

☐ **Industrial Zone I-L, I-L2, I-L3**

☐ **Residence Zone A, AA, AAA**

Applicant:_____

Address of Applicant:_____

Telephone Number: Day_____ Evening_____

Location of Premises:_____

Assessor's Map No.:_____ Parcel No.:_____ Lot No.:_____

Trumbull Land Records: Volume:_____ Page:_____

Owner of Record:_____

Address of Owner of Record:_____

Description of Proposed Request, including specific use to be conducted:

_____

_____

_____

Proposed Square Footage of Sign:_____

Lighting for Sign – Internal or External:_____

Signature of Applicant:_____

Signature of Owner of Record:_____

A $360 FEE IN ACCORDANCE WITH APPROVED FEE SCHEDULE MUST ACCOMPANY THIS APPLICATION. Make check payable to TOWN OF TRUMBULL.

FOR OFFICE USE ONLY

Date of Application and Fee Received:_____ By:_____

Zone in which premises are located:_____

Date of Public Hearing:_____ Date Action Taken:_____

List of Abutters Submitted:_____

CONTACT INFORMATION

Applicant Email Address: _____

Party to be Notified Email Address: _____

Property Owner Email Address: _____

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THE APPLICATION:

1. Copy of Deed (can be obtained from Town Clerk's Office).

2. Copy of Field Card (can be obtained from Assessor's Office).

3. List of abutting property owners (see details on the following page)

4. Compliance with "Notification of Abutting Property Owners" procedure as shown on the attached.

5. Ten (10) sets of site plans depicting the location of the sign(s) on the subject site and its relation to adjacent buildings and structures, and any associated landscaping, lighting sources, structural components, and the like.

6. An illustration of the proposed sign(s), including dimensions, text/content, materials, color and structural support. (A color rendering of the proposed sign on the existing building is preferred).

7. A narrative description of the sign(s), including its purpose, method of illumination, materials (if not evident from the illustration), the section of the Regulations under which such sign is permitted, a description of the total area, location, type and other information for all other signs on the lot, and any other information not contained in the site plan or illustration.

No light from signage shall trespass beyond the property. A photometric plan may be required upon review by the Planning and Zoning Department or Commission.

NOTIFICATION OF ABUTTING PROPERTY OWNERS

Each applicant to the Planning and Zoning Commission for a change in zone, Special Permit, or Subdivision/Resubdivision shall be required to provide to the Clerk at the time of filing said application, a listing of the names and addresses of each property owner who owns property abutting the premises which is the subject of such application. In addition, if the application involves AA or AAA Residence Zones, all property owners within 500 feet of all property lines shall be notified. If the application does not involve AA or AAA Residence Zones, all property owners within 250 feet of all property lines shall be notified. In the case of multi-family dwellings or institutions, the administrator or association shall be notified in lieu of each individual. SPECIAL PERMIT APPLICATIONS FOR APARTMENTS SHALL NOTIFY PROPERTY OWNERS WITHIN 150 FEET OF ALL PROPERTY LINES.

It shall be the responsibility of the applicant to prepare the list of said abutting property owners from the records of the Assessor's Office as shown on the last completed Grand List by determining the names and addresses of said property owners as measured on the most recently completed Assessor's Maps as are on file in the Assessor's Office. Said property owners shall be notified by the applicant **by FIRST CLASS MAIL** of the time and place of the public hearing at which said application shall be heard. The mailing of said notices shall be evidenced **by a certificate of mailing from the United States Postal Service.** Said notice letters shall be postmarked not less than **TWELVE (12) DAYS** prior to the scheduled date for said hearing. It shall be the applicant's responsibility to file with the Clerk of the Commission, not less than **FIVE (5) CALENDAR DAYS** prior to the hearing date, the list of all property owners to whom notice has been sent, a copy of the letter mailed, and the certificate of mailing from the United States Postal Service.

SAMPLE FORM LETTER

Date:

Name:

Address:

Re: Application of: **(Applicant's name)**

(**Property address of premises** which are subject of application)

Assessor's Map No: _____Assessor's Lot No: _____ Zone: _____

Dear _____:

As a property owner within _____ feet of my property line, I would like to inform you that I have filed an application before the **Planning and Zoning Commission of the Town of Trumbull** for a (type of application) for my property.

My application is to allow: _____

_____

_____

If you, or your representative, have any interest in my application, you are invited to attend the **Planning and Zoning Commission Public Hearing** to be held in the Council Chambers of Trumbull Town Hall (5866 Main Street) at 7:30 p.m., unless otherwise stated by public notice, on (date of public hearing).

Copies of the plans and documentary material relative to my application are on file in the Planning and Zoning Office at Trumbull Town Hall and will be posted on the Town of Trumbull website for inspection by you or your representative.

Public comment can be mailed to the Planning & Zoning Office or sent via email to rlibrandi@trumbull-ct.gov (must be received 24 hours in advance of the meeting) or public comment can be made in-person at the public hearing.

If you have any questions, please feel free to call either myself, (your name) at (your phone number), or the Planning and Zoning Office at 203-452-5044.

Very truly yours,