PLANNING AND ZONING COMMISSION
TOWN OF TRUMBULL

APPLICATION FOR SUBDIVISION APPROVAL

APPLICATION NO.:_____

HEARING DATE:_____

Name of Applicant:_____ **Phone:**_____
(OWNER OF RECORD - If lawful agent, state capacity)

Address:_____

Coapplicant:_____ **Phone:**_____
(Developer - If lawful agent, state capacity)

Address:_____

Title of Subdivision Map:_____

_____

Dated: _____ **Prepared By:**_____

Location:_____
(Name of road, distance from crossroad, etc.)

Zone: _____**Area:** _____ **Acres** _____**Number of Lots:**_____

Public Water Supply: Yes _____**No** _____ **Public Sanitary Sewers: Yes** _____**No** _____

Applied to Inland Wetlands and Watercourses Commission: Yes _____**No** _____**N/A** _____

THIS APPLICATION IS ACCOMPANIED BY:
(See Chapter VI of Land Subdivision Regulations)

1) **Four Collated Stapled Sets of Prints in the Following Order:**
   a) **500' Radius Map (100 Scale, including proposed development)**
   b) **Record Plat (Subdivision Map)**
   c) **Sewage Disposal and Grading Plan**
   d) **Soil Erosion and Sediment Control Plan**
   e) **Plan and Profile**
2) **Mylar Record Plat (not required at time of filing application)**
3) **Stormwater Calculations (See Road Regulations) 2 copies**
4) **Fee: See Schedule**

Signature of Applicant:_____

Signature of Coapplicant:_____

Note: Application shall be made to the Clerk of the Commission at least twenty-one days prior to the hearing date.

APPLICATION RECEIVED: _____ **DATE:**_____
(Signature of Clerk)

FEE PAID: _____ **APPLICATION COMPLETE: Yes** _____**No** _____

CONTACT INFORMATION

Applicant Email Address: _____

Party to be Notified Email Address: _____

Property Owner Email Address: _____

Departmental Application Sign-off

for receipt of Special Permit/Site Plans prior to scheduled Planning & Zoning Commission Public Hearing

(not to be confused with sign-off for application approval).

Return to Planning & Zoning Office when completed.

Location of Premises: _____

Permit Application Number: _____

Required

( ) Planning _____ **Date:** _____

( ) Zoning _____ **Date:** _____

( ) Engineering _____ **Date:** _____

( ) Inland Wetlands _____ **Date:** _____

( ) W.P.C.A. _____ **Date:** _____

( ) Health Dept. _____ **Date:** _____

( ) Fire Marshal _____ **Date:** _____

( ) Police Dept. _____ **Date:** _____

( ) Building Dept. _____ **Date:** _____

( ) Fire Dept. _____ **Date:** _____

Rev. 01/08/2009

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.

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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,