PLANNING AND ZONING COMMISSION
TOWN OF TRUMBULL

REQUEST FOR ZONE CHANGE

Date: _____

Name of Applicant: _____ Phone # _____

Address of Applicant: _____

Email address:_____

Location of Property: _____

Present Zoning District_____

Proposed Zoning District_____

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

Legal Description, on separate sheet, to be attached hereto.

Owner of Record: _____

Address of Owner of Record: _____

Reason for Hearing: _____

_____

_____

Signature of Applicant: _____

Signature of Owner: _____

A FEE IN THE AMOUNT OF $460.00 MUST ACCOMPANY THIS APPLICATION.
Make check payable to TOWN OF TRUMBULL.

A 500 FOOT RADIUS MAP MUST ACCOMPANY THIS APPLICATION.

Contact Information

Applicants Email Address: _____

Party to be notified Email Address: _____

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,