

Town of New Milford Zoning Commission

Change of Zone Procedure

Application for change of zone contains:

- 1) cover page with procedure (this page)
 - 2) application for changes to the boundary of zoning districts
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The Fees set forth are the minimum fees required. The New Milford Zoning Commission reserves the right to hire, at the applicant's expense, outside consultants, of the Commission's choice in its sole discretion, including but not limited to attorneys and engineers, to assist in the review of any application submitted to the Zoning Commission or the Zoning Enforcement Officer. If the Commission or its staff believes the cost of processing or reviewing an application will exceed those fees set forth above, the Commission may require additional fees be paid at the time of application. When the actual cost of processing and reviewing an application exceeds the actual fees paid, the New Milford Zoning Commission shall bill the applicant for the actual excess amount. If all fees required herein are not paid, the Commission shall consider the application incomplete, and deny it. If the Commission approves an application with fees still owing, no zoning permits or certificates of zoning compliance shall be issued until such time as all outstanding fees are paid to the Commission. If the actual cost of reviewing and processing an application is less than the amount submitted by more than \$100, and the applicant has paid more than the amount noted in the fee schedule, the excess fees paid will be refunded to the applicant, upon request.

The following **must** be submitted with the application form for the application to be accepted:

- 1) Check for \$360.00 made out to the Town of New Milford and submitted at the time of application.
(This fee includes the required \$60.00 state fee)
- 2) Eight (8) copies of an A-2 survey depicting the boundaries of the proposed zone change with listing of owners within a 500' radius of the subject property.
- 3) Legal description of the area of the proposed zone change.
- 4) List of abutting property owners names and addresses.
- 5) Letter of request.

A hearing for a change of zone may not be held until at least thirty-five (35) days after acceptance by the Zoning Commission to allow for all planning agencies to review and comment in accordance with section 8-3b of the Connecticut General Statute.

When the date is approved by the Zoning Commission, the applicant shall notify the abutting property owners of the hearing by certified mail, return receipt requested. Notification must be made fifteen (15) days prior to the public hearing. *The applicant's presence is required at the Zoning Commission Public Hearing.*

The property must be placarded with a 3' x 4' sign stating a public hearing will be held dealing with these premises on (date), (time) and (location) regarding a zone change from (_____) . Refer to sec 200-030 of the Zoning regulations.

The New Milford Planning Commission will contact you to present your application to that Commission.

Town of New Milford Zoning Commission

Application for Changes to the Boundary of Zoning Districts

Petitioner/Applicant: _____ Phone: _____

Mailing address: _____ Email Address: _____

(NOTE: If applicant is *not* the owner of record, please attach a notarized statement from the owner of record granting the applicant permission to appear before the Commission for the use requested.)

Property Owner: _____ Phone: _____

Mailing address: _____

Property Address: _____

Tax Assessor's map: _____ Tax Assessor's lot: _____

Current Zone: _____ Requested Zone: _____

Section of the zoning regulation regarding proposed zone:

Petitioner/Applicant Signature

Date