

CORNWALL PLANNING AND ZONING COMMISSION  
APPLICATION FOR SPECIAL PERMIT USE  
Please type or print, using black ink

Owner  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. \_\_\_\_\_  
Signature \_\_\_\_\_

Applicant, if different  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. \_\_\_\_\_  
Signature \_\_\_\_\_

Location of lot \_\_\_\_\_

Zone: R-1 \_\_\_ R-3 \_\_\_ R-5 \_\_\_ GB \_\_\_ IR \_\_\_

Is the lot also located in any of the following overlay zones:

Aquifer Protection \_\_\_\_\_ Housatonic River Corridor \_\_\_\_\_ Flood Hazard \_\_\_\_\_

If so, Article III, sections 3.9 - 3.11 and Article VIII, sections 8.16 - 17 must also be satisfied.

Area of Lot \_\_\_\_\_

Proposed Use \_\_\_\_\_

Current Use \_\_\_\_\_

Is any use of the property other than the special permit use intended? \_\_\_\_\_.

If so, describe \_\_\_\_\_

Applicants are referred to Zoning Regulations, Article VIII (Special Permits) for general and specific requirements, and to Article XIV, sections 14.2-14.5, for Commercial Earth Excavation permits.

All Special Permit applications must be accompanied by a Site Plan, requirements for which are given in Article VI of the Zoning Regulations.

Applicants are responsible for giving NOTICE TO NEIGHBORS in accordance with the Regulation printed on the back of this sheet. Failure to conform to this requirement could nullify any permit granted.

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FOR OFFICE USE

Application received \_\_\_\_\_

Filed with Town Clerk \_\_\_\_\_

Site Plan received \_\_\_\_\_

Notice to Neighbor receipts \_\_\_\_\_

Date to Commission \_\_\_\_\_

Date of Public Hearing \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Conditions \_\_\_\_\_

Reasons \_\_\_\_\_

### **NOTICE TO NEIGHBORS FOR SPECIAL PERMITS**

The Notice to Neighbors described below should be sent out at a particular time between the meeting that accepts your application and the Public Hearing. Failure to do this correctly could invalidate any approval of your special permit.

The procedural requirements for considering a Special Permit application shall be as set forth in the Connecticut General Statutes, including the requirement for conduct a Public Hearing.

In addition, the applicant shall send notice of the Public Hearing to all adjacent property owners of record, including those directly across the road from the frontage of the subject property.

Notice shall identify the subject of the Special Permit, the pertinent section of the Zoning Regulations, and the date, time and place of the Public Hearing.

Notification shall be by certified return request mail, postmarked no later than the sixteenth day before the hearing (counting both mailing and hearing days).

A list of persons notified, together with the return receipts from such mailings, shall be presented to the Clerk no later than NOON on the last Monday of the month before that of the hearing, i.e., immediately after they have been mailed out.

## INSTRUCTIONS FOR SPECIAL PERMIT APPLICATIONS

Special Permit applications are asking that an extra use be allowed in addition to what is already permitted. Generally, they have to do with letting you increase the use of a lot in a residential zone by adding something like an apartment, a home occupation or an extra lot served by the same driveway.

Since you are asking for a use over and above what you can do “by right” (a single family dwelling), you have to go through the extra scrutiny of the Special Permit process. This means a Site Plan which is more detailed than the simple plot plan on the back of a zoning application, and a Public Hearing, with formal notice to your neighbors. Here is the timetable for the process, which takes about two months:

1. Fill out the SP application form and talk to the Clerk about what kind of information needs to appear on a Site Plan. You will be given a checklist to guide you.
2. The application fee (\$130 for most uses), and the Site Plan should be submitted by noon on the first Wednesday of the month. Earlier is fine.
3. At the Zoning meeting on the second Tuesday of that month, your application will be formally accepted by the Commission, if it is complete, and they will vote to set it down for Public Hearing, most usually at the regularly-scheduled meeting on the second Tuesday of the next month.
4. Between the meeting which accepts your application and the Public Hearing, you are responsible for notifying certain neighbors according to a set of directives given on the back of the SP Application and repeated on the back of these instructions.
5. At the hearing, you will be given the chance to present your application and answer any questions which members of the Commission may have. If there is opposition to your application (quite rare), that will be heard, too. In general, the Commission makes its decision on the same night as the hearing, unless the application is very complicated. Conditions to an approval may be added by the Commission.

### Specific Instructions

1. Use black ink and answer all the questions.
2. Use the checklist for the Site Plan; if you have questions, ask the Clerk or go back to the regulations (Article VI covers Site Plans).
3. A good way to be sure your application is complete, and to pre-answer any questions which might arise, is to attach a narrative addressing the requirements for your special permit use point by point. For this, you should consult the Zoning Regulations (you can use copies in the Town Office or the Zoning Office), and simply make a statement about your intentions to match each numbered requirement. For example, Sec. 8.12.4 of the Bed and Breakfast Reg. says “no more than three guest rooms shall be permitted.” You would number your statement “8.12.4” and say, “two guest rooms are proposed.” And so on through the requirements.

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4. Some uses require that you submit the approval of the Torrington Area Health District. You can call TAHD at 489-0436 to ask what they need to make their finding.
5. Any use involving an activity regulated by Inland Wetlands will require a simultaneous application to that Agency.
6. If the added use involves new construction, you will have to apply for a Zoning Permit, too. Instructions in the Zoning Office

#### **NOTICE TO NEIGHBORS FOR SPECIAL PERMITS**

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The procedural requirements for considering a Special Permit application shall be as set forth in the Connecticut General Statutes, including the requirement for conducting a Public Hearing.

In addition, the applicant shall send notice of the Public Hearing to all adjacent property owners of record, including those directly across the road from the frontage of the subject property.

Notice shall identify the subject of the Special Permit, the pertinent section of the Zoning Regulations, and the date, time and place of the Public Hearing.

Notification shall be by **certified return request mail**, postmarked no later than the sixteenth day before the hearing (counting both mailing and hearing days).

A list of persons notified and a copy of the letter sent, together with the return receipts from such mailings, shall be presented to the Clerk no later than NOON on the last Monday of the month before that of the hearing, i.e., immediately after they have been mailed out.