

**Steps to Take to Get Your Road Designated**

**Goal: Obtain approval from owners abutting the road that represent at least 51 % of the frontage.**

**1. From the Assessor's Office obtain the following:**

- (a) a map of the road or portion of the road to be designated 'scenic'
- (b) make a list of all the landowners and their mailing addresses. Make sure this list includes the lot numbers associated with each respective landowner. You will need to figure out the road frontage. See work sheet enclosed.

**2. Telephone each and every landowner and explain what you are doing.**

Tell them that they will be receiving a copy of the *Scenic Road Ordinance* to review and if they are in agreement they will need to fill out and sign the form and send it back to you in SASE envelope provided.

**3. Send mailing to all landowners and include the following:**

- (a) *Dear Neighbor Letter* (sample enclosed)
- (b) *The Ordinance* (copy enclosed)
- (c) Form to be Signed (copy enclosed)
- (d) *Fact Sheet* (copy enclosed)
- (e) SASE envelope addressed to you - this ensures a speedier response! !

**4. Begin to prepare the report and documents required for final approval.**

**To be sent directly to the Town Clerk:**

- (a) Signed forms of 51 % road frontage owners with a cover letter explaining the reason why these forms are being submitted- they will be stamped, copied and sent to Secretary of the **Planning Commission**.
- (b) Cover letter explaining the reasons why these forms are being submitted.

**To be sent directly to Secretary of the Planning Commission:**

- (b) Brief description of the road & how it meets one or more of the 6 criteria that will designate it 'scenic'.
- (c) Map with the landowners' names and frontage.
- (d) A set of baseline photographs of the road and surrounding area, preferably in color.
- (e) Fee: Check for \$150.00 able to Town of Washington.

**5. Attend Planning Commission Meeting:**

You should attend the meeting at which your application is accepted because the public is invited to discuss, comment and question the proposal and you will find out if additional material is needed.

Notice of which first Tuesday the meeting will be held is in *Voices* or the *Waterbury Republican*.

**6. Notify all abutting land owners of impending second Planning Commission Meeting**

You will receive, by certified mail, the date of the meeting.

You must send the notice of the meeting date to each landowner by **certified mail**.

**7. Attend Next Planning Commission Meeting:**

This is where the public comments and asks questions. You should be prepared to make a statement. The vote is taken on your submission after the public meeting, during their regular meeting which follows directly.

**Helpful Names and Numbers:**

**Town Hall, P.O. Box 383, Washington Depot, CT 06794**

**Barbara Johnson, Assessor / 868-0398**

**Janet Hill, Secretary Planning Commission / 868-0423**

**Sheila Anson, Town Clerk/ 868-2786**

**Joe Gitterman, Chair Scenic Road Sub-Committee 1868-1090**

**Cathy Carron, Scenic Road Circulator Advisor / 868-1137**