

SPECIAL USE PERMIT

All special permit uses, identified as such as in § 177-6B and C, are declared to possess characteristics of such unique and distinct form that each specific use shall be considered as an individual case. Special permit uses shall be deemed to be permitted uses in their respective districts, subject to the satisfaction of the requirements and standards set forth therein, in addition to all other requirements of this chapter.

The Town Plan & Zoning Commission is the authority which approves, modifies or denies a Special Use Permit. A public hearing is required.

APPLICATION PROCESS

The first step is to meet with the Town Planner for a preliminary review of the application and for guidance concerning the information and plans that will be required for submission.

The submission must include:

- Application form and appropriate fees
- At least three (3) copies of a plan providing information as required by § 177.42A and any other additional information required by Town staff

The applicant is required to obtain the necessary approvals from the Building Division and the Fire and/or Health Departments.

If the property is within a regulated wetland or watercourse area, the applicant is required to obtain the necessary approval from the Inland Wetlands and Watercourses Agency.

PUBLIC NOTICE & HEARING

The Town Plan and Zoning Commission usually meets the first Monday of each month. Please contact the Planning & Zoning Office for confirmation of meeting dates and to determine the filing deadline for your application.

The date the application first appears on the agenda of a regular meeting of the Commission is the official date of receipt of the application. At that time, a public hearing will be scheduled for the next meeting, or within 65 days after receipt.

Legal notice of the hearing will be published by the Planning Office in a local newspaper twice before the hearing.

Required posting of sign:

The applicant must post a notice of hearing on the property continuously for seven (7) days prior to the hearing date. The sign and required accompanying affidavit are provided by the Planning and Zoning Office. The affidavit attesting that the sign was posted correctly must be signed and submitted to the Town Plan and Zoning Commission at the public hearing.

See also § 177-42A of the West Hartford Code

A copy of Chapter 177 (Zoning) of the Code may be purchased at the Planning & Zoning Office for \$20. It is also available online at the Town’s website under Planning & Zoning.

DECISION

The decision will be made within 65 days of the commencement of the hearing.

In order to approve the application, the Commission must find that each of the required standards listed in § 177-42A(5) of the West Hartford Code is met. If necessary, the Commission may attach specific conditions to its approval.

FILING APPROVED PLANS

If the plan is approved, the applicant must provide the Town Planner with the following copies of the approved plans:

- One (1) fixed line mylar reproducible plan set. These plans shall not exceed 24” x 36”
- One (1) reduced 11”x17” paper plan set
- These plans shall not exceed 24” x 36”
- Fee for filing the Special Use Permit on the Land Records

FEES

- Site Plan application: \$200 + \$50 per 1,000 sf. of new building/changed use
- State of Connecticut surcharge: \$60
- Sign affidavit: \$20
- Public Hearing fee \$150

- Filing the Special Use Permit the Land Records \$53 (1 page) \$5 for each additional page

**Guide to a
SPECIAL USE
PERMIT
APPLICATION**

**For more information, call or visit
the Planning & Zoning Office
Room 214, Town Hall
50 South Main Street
West Hartford, CT 06107
(860) 561-7555**

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