

SITE PLAN APPROVAL

Site plan approval may be required when

- a) the use of a property changes (for example from a retail store to a medical office), or
- b) an existing building is expanded, or
- c) an approved site plan is modified, or
- d) a parking lot is proposed or modified.

Please contact the Planning & Zoning Office to see if your proposal requires site plan approval. The permitted uses and appropriate permits are described in § 177-6B & C of the Town Code (*Schedules of Permitted Uses*).

Site plans are administrative actions, which means that they are approved, disapproved or approved with modifications by the Town Planner.

APPLICATION PROCESS

The submission must include:

- Application form and appropriate fees
- At least 3 copies of a plan providing information as required by § 177.42B 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.

**See also § 177-42B 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 Town Planner shall review applications requiring site plan approval and shall approve, disapprove, or approve with modification such site plan within 65 days after having received all of the information described in § 177.41B for the application.

FILING APPROVED PLANS

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

- One (1) fixed line mylar reproducible plan
- Three (3) paper plans
- These plans shall not exceed 24" x 36"

FEES

- Site Plan application: \$150 + \$50 per 1,000 sf. of new building/changed use
- State of Connecticut surcharge: \$60

**Guide to a
SITE PLAN
APPLICATION**

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

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