



PLANNING & ZONING COMMISSION

Bethel Municipal Center, 1 School Street
Bethel, Connecticut 06801 (203) 794-8578
Landuse@Bethel-ct.gov

May 27th 2021

TO: Applicants

FROM: Planning & Zoning Commission

RE: Application Procedure for the Planning & Zoning Commission

In an effort to make the application procedure more efficient and to reduce delays in processing applications for the Planning & Zoning Commission, the following procedures are to be followed to assist the planning & zoning staff in expediting a review:

PRE APPLICATION

1. The applicant shall make an appointment with the Planning & Zoning Official for a pre-application review. The applicant should bring available maps, plans and other relevant documents.
2. Recommendations for adjustments or requests for additional information will be made at this point
3. The applicant should consider obtaining a copy of the zoning regulations for design and procedure information if they have not already done so. The regulations are also available online at www.bethel-ct.gov and thru the office for most recent updates at landuse@bethel-ct.gov.
4. If there are wetlands or watercourses on the property the Inland Wetlands Agent will attend the pre-application meeting to review the wetlands issues.

SUBMITTING THE APPLICATION

5. The application must be completely filled out and signed by the applicant and the owner.
6. **The plans shall be complete and in accordance with the zoning regulations and with the Town Engineer requirements obtained at www.bethel-ct.gov.**
7. **The application, (4) sets of site plans, surveys, building plans (if applicable) and other required documents shall be submitted at this time. Also an electronic version shall be submitted containing all of the above information.**
8. The application will be presented to the Commission at its next regularly scheduled meeting for *official receipt*.
9. The Commission meets on the 2nd and 4th Tuesday's of the month.
10. Applications must be submitted by 4PM, the Wednesday before the scheduled meeting unless other arrangements are made with the Department.
11. The Commission may schedule a hearing date at that meeting if the application is complete.
12. At this time referrals will be sent to Town Departments and other necessary parties for their review and recommendations. **The Planning and Zoning Commission has (2) Consultants on staff that if their services are needed as part of a review it will be the responsibility of the applicant for payment, and arrangements will be made through the Department:**

Elisa Volpati, AIA
Architecture

Michael Galante
Hardesty & Hanover
Traffic

If any other Consultants are required the Commission will follow Section 8.10.E of the

Zoning Regulations.

13. Other information may be requested of the applicant prior to the hearing to address issues that may arise during the review process.
14. Other hearings may be required by other Town agencies prior to the Planning & Zoning Commission making a decision on an application. These may include the Zoning Board of Appeals, the Inland Wetlands Commission, and the Public Utilities Commission. Please schedule accordingly.
15. Please Contact the Planning & Zoning Department at 794-8578, or email Landuse@bethel-ct.gov with any questions about the application procedure.