

ANDOVER TOWN PLANNING AND ZONING COMMISSION

Special Permit Application Procedure

Completed applications can be received up to one (1) business day prior to the meeting (Thursday before) to be taken up under New Business and a Public Hearing will be scheduled for the following month's meeting.

Submit completed applications with all required attachments and a non-refundable fee. Please confirm amount at time of submission. Checks/money orders shall be made payable to the "Town of Andover".

The applicant shall notify all property owners who own land adjacent to the subject property by sending a copy of the legal notice, via certified mail, with a certificate of mailing, mailed a minimum of ten (10) days prior to the hearing. The applicant shall provide the Town with copies of all receipts and assume all costs associated with the mailing. For purposes of compliance with this section the applicant shall use the names and addresses as they appear on the Town's most current grand list.

In addition, the applicant shall post one or more signs on the subject property. All signs, which shall be provided for a fee by the Town, shall be placed on the property so as to be readily visible from any and all streets upon which the property fronts, not more than 25 feet from the street. Signs shall be posted for a period of ten (10) days prior to public hearing and remain posted until the close of the public hearing. The sign shall state the reason for the public hearing, the time and the location of the public hearing, and shall inform interested parties as to where additional information is available.

Regular meetings of the Andover Planning and Zoning Commission (PZC) are held on the third Monday of the month in the Town Hall Community Room, 17 School Road. Confirm the date and location with the Building Department.

The Connecticut General Statutes govern the application process. The public hearing must be scheduled within 65 days of the "date of receipt" of application. A required legal notice must be published twice in a newspaper having general circulation in the town and give adequate information about the subject matter of the hearing. The notice must be published two (2) times with no less than ten (10) and no more than fifteen (15) full days between the date of the first notice and the date of the hearing. There must be at least two (2) full days between the date of the first notice and the date of the second notice. The public hearing must be concluded within thirty-five (35) days. The applicant may grant one or more extensions of time subject to an overall limit of sixty-five (65) days for all extensions of time in the decision-making process.

Notice of the decision of the public hearing must be published and sent by certified mail to the applicant within fifteen (15) days of the decision.

ANDOVER PLANNING AND ZONING COMMISSION

Application For A Special Permit

The undersigned applicant hereby applies to the Town Planning and Zoning Commission for approval of a Special Permit under Section(s) _____ of the Andover Zoning Regulations for the following:

Address or location of subject parcel _____

Size of subject parcel: _____ Zone of subject parcel: _____

Deed Reference: Vol. _____ Page _____ Zone _____

How will proposed Special Permit relate to the adopted Plan of Development:

Allowing said Special Permit use will be of benefit to the Town of Andover for the following reason: _____

Applicant: If more than one list on a separate sheet

Name: _____ Signature: _____

Address: _____

Telephone: _____ Date: _____

Cell # _____ E-mail _____

Check one: () Owner () Optionee () Buyer () Agent

Owners of Record: (If other than applicant) If more than one list on separate sheet

Name: _____ Signature: _____

Address: _____

Telephone: _____ Date: _____

Cell # _____ E-mail _____

The following items shall be included as part of this application:

- * A fee is due with the application. Check with Agent or the Building Department for the amount. Money orders/checks are to be made payable to the Town of Andover.
- * Sight plans, see Section 23.2 of the Andover Zoning Regulations for complete list of requirements.
- * Obtain sign from Building Department two (2) weeks prior to the Public Hearing. The fee for sign can be verified at the Building Department. It is the applicant's responsibility to maintain the sign for the two (2) week period. The sign must be conspicuously displayed. Corner properties require one sign on each street.

NOTE TO APPLICANT

In accordance with Connecticut State Statutes Revised 1958 requires that certification of approval of the Special Permit to be filed with the Town Clerk's Office before becoming effective. Effective date shall be twenty (20) days after legal publication. This allows landowners within one hundred (100') feet to appeal within fifteen (15) days and landowners within five hundred (500') feet to appeal with twenty (20) days.
