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## MEMO

**To:** Jeff Marcotte, Chairman, Planning & Zoning Commission

**From:** Delia P. Fey, AICP Town Planner /ZEO *Delia*

**Date:** December 26, 2023

**Re: Proposed Amendment Regarding Required Application Notices**

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**Reason for proposed amendment:** CGS has allowed for many years that the notice Commissions can require for applications be sent by Certificate of Mailing. This current regulation requires the 'Certified Mailing' yet at the end of the paragraph, it says the evidence of 'Certificate of Mailing' should be filed so it is confusing and inconsistent. I think it was incompletely updated or amended in the past which was entirely by accident but to fix it requires the text amendment process.

**Questions for PZC to consider:**

1. Does PZC want to require notices for *ALL* applications? See the [text](#) for possible new language in the DRAFT amendment.
2. A surveyor asked me recently if an application for a *modification* to an approved subdivision or resubdivision is required to do these notifications. The current regulations are not clear as it specifically refers to *Applicants* of a proposed *subdivision*. I thought these issues should be clarified as the regulations should be clear as to what is required of an applicant.
3. The DRAFT will be revised per PZC's decision prior to initiating any amendment.

## PROPOSED Text Amendment

### CHAPTER V – APPLICATION REVIEW, DECISION, AND POSTAPPROVAL PROCESS

#### Section 2. Application Submission and Review

- D. The Applicant shall notify all owners of property abutting the site of a proposed subdivision, resubdivision or modification to a previously approved subdivision/resubdivision, and all owners of property within five hundred feet (500') of any portion of the property proposed for subdivision, and all holders of conservation easements on the subject or abutting properties. Notification shall be sent by **Certificate of Mail certified-mail, return receipt requested**, no later than seven (7) days after submission of an Application as defined in these Regulations. Notification shall state that the full Application is available for review in the Woodstock ~~Zoning Enforcement/Planning Office~~ **Land Use Department**, and that interested parties may contact the Woodstock ~~Zoning Enforcement/Planning Office~~ **Land Use Department**, for additional information, and shall state the address and telephone number for ~~each the~~ office. Evidence of such notification in the form of a certificate of mailing shall be promptly filed with the Commission.