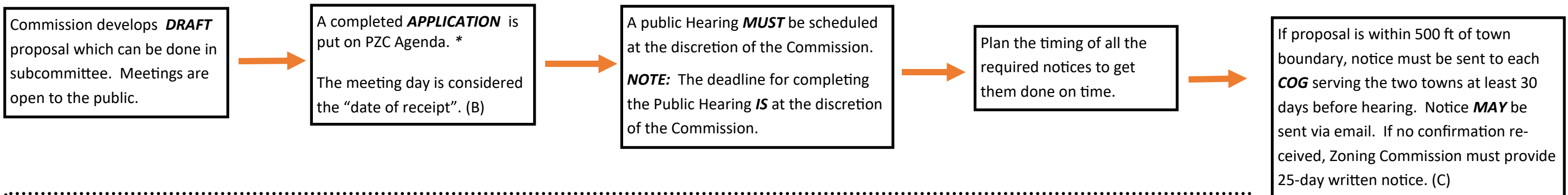
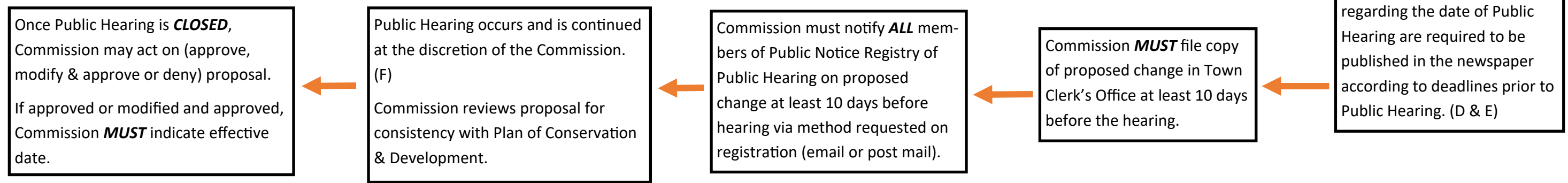


Regulation Amendment or Zone Change Time Line: For Subdivision Regulations and Two Types of Zoning Amendments (Text Amendments) or Zoning Boundary (Map) Change as reviewed by the Planning and Zoning Commission

Application as Proposed by Planning & Zoning Commission (CGS reference: 8-3, 8-3a, 8-3b, 8-7d)



**Special note: Any municipality with a separate zoning commission which also has a planning commission, the proposed zoning regulation or map change shall be referred to Planning Commission at least 35 days prior to the date assigned for public hearing. See CGS 8-3a(b) for more details.*



Within 15 days of decision, Commission **MUST** publish the decision legal notice in newspaper with the outcome & effective date. (D)

There is a 15-day appeal period after the publishing of the results.

The Commission **MUST** file final documents with the Town Clerk.

- Notes**
- (A) See CGS 8-7d for more details on required notices.
 - (B) The "date of receipt" is deemed to be the *earlier* of (i) the day of the next regularly scheduled PZC meeting after the day the application is submitted; or (ii) 35 days after the application is submitted.
 - (C) The COG is required to send a report with any comments it may have to Commission on or before Hearing date. If no report filed, the COG is presumed to **NOT** have disapproved the proposed change. (CGS 8-3b)
 - (D) Published 'legal notice' means a notice is published in a newspaper having a general circulation in the municipality in which the property is located.
 - (E) The 1st notice must be published 10-15 days before the Hearing. The 2nd notice must be published not less than 2 days before the hearing, with no less than 2 days between publication dates of the two notices.
The day of publication and the day of hearing are not included in the count.
 - (F) All information must be submitted **PRIOR** to the closure of the Public Hearing, with the exception of Town staff guidance or clarification.
 - (G) Commission **MUST** file final amendment (text change) or approved zoning (map) change with Town Clerk after the **DECISION** legal notice is published and before it can become **EFFECTIVE**.

Regulation Amendment or Zone Change Time Line: For Subdivision Regulations and Two Types of Zoning Amendments (Text Amendments) or Zoning Boundary (Map) Change as reviewed by the Planning and Zoning Commission

Application as Proposed by Applicant (CGS reference: 8-3, 8-3a, 8-3b, 8-7d)

Recommendation: Seek professional guidance with preparing proposed zone changes of either type.

Optional & highly recommended:
 1. Meet with Town Planner.
 2. Preliminary discussion with Commission.

Submit a complete **APPLICATION***
 It is formally 'received' at the meeting. (B)

A public Hearing **MUST** be scheduled within 65 days of 'receipt' and must be completed within 35 days.

Plan the timing of all the required notices to get them done on time.

If proposal is within 500 ft of town boundary, notice must be sent to each **COG** serving the two towns at least 30 days before hearing. Notice **MAY** be sent via email. If no confirmation received, Commission must provide 25-day written notice. (C)

**Special note: Any municipality with a separate zoning commission which also has a planning commission, the proposed zoning regulation or map change shall be referred to Planning Commission at least 35 days prior to the date assigned for public hearing. See CGS 8-3a(b) for more details.*

2 Pre-Hearing Legal Notices regarding the date of Public Hearing are required to be published in the newspaper according to deadlines prior to Public Hearing. (D & E)

Once Public Hearing is **CLOSED**, Commission may act on (approve, modify & approve or deny) proposal. If approved or modified and approved, Commission **MUST** indicate effective date.

Public Hearing occurs and is continued as allowed by statute with provision for extension(s). (F)
 Commission reviews proposal for consistency with Plan of Conservation & Development.

Commission must notify **ALL** members of Public Notice Registry of Public Hearing on proposed change at least 10 days before hearing via method requested on registration (email or post mail).

Commission **MUST** file copy of proposed change in Town Clerk's Office at least 10 days before the hearing.

Within 15 days of decision, Commission **MUST** publish the decision legal notice in newspaper with the outcome & effective date. (D)

There is a 15-day appeal period after the publishing of the results.

The Commission **MUST** file final documents with the Town Clerk.

Notes

(A) See CGS 8-7d for more details on required notices.
 (B) The "date of receipt" is deemed to be the *earlier* of (i) the day of the next regularly scheduled PZC meeting after the day the application is submitted; or (ii) 35 days after the application is submitted.
 (C) The COG is required to send a report with any comments it *may* have to Commission on or before Hearing date. If no report filed, the COG is presumed to *NOT* have *disapproved* the proposed change. (CGS 8-3b)
 (D) Published 'legal notice' means a notice is published in a newspaper having a general circulation in the municipality in which the property is located.
 (E) The 1st notice must be published 10-15 days before the Hearing. The 2nd notice must be published not less than 2 days before the hearing, with no less than 2 days between publication dates of the two notices.
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 (F) All information must be submitted **PRIOR** to the closure of the Public Hearing, with the exception of Town staff guidance or clarification.
 (G) Commission **MUST** file final amendment (text change) or approved zoning (map) change with Town Clerk after the **DECISION** legal notice is published and before it can become **EFFECTIVE**.