

## **“Interested in Opening a Business in East Haven?”**

Process for handling inquiries related to potential new commercial uses:

Call the Planning and Zoning Department first.

### **1. Changes of use, such as a small retail store replacing a similar use or other business:**

I meet the business owner and have a meeting to explain the Planning and Zoning process. Then, I will help them fill out an application for either a zoning permit or a Site Plan Review. Uses replacing same uses where only a new sign is the major change, then a zoning permit is required. Changes of uses with more significant changes require an approval from the Planning and Zoning Commission. I schedule them for a future Planning and Zoning Commission meeting after they submit a completed Site Plan Review application with required attachments.

### **2. An inquiry where a potential business might have a moderate impact in an area, and might require some interior changes and/or exterior improvements to a property :**

I will invite the potential applicant to a scheduled meeting with Department heads that are in need of hearing the proposal. This meeting will include the Town Engineer, Fire Marshal, Building Official and, at times, the East Shore District Health Department, our Planning and Zoning legal counsel and the EDC Director.

### **3. On an occasion where vacant land is being looked at, or a major redevelopment of built out land might be required:**

I will schedule a meeting with everyone mentioned above.