

**TOWN of EAST HAVEN**  
**INSTRUCTION SHEET - ZONE and/or TEXT CHANGE APPLICATION**

PURSUANT TO CONNECTICUT GENERAL STATUTE 8-3, AND THE ZONING REGULATIONS FOR THE TOWN OF EAST HAVEN, IT IS ACKNOWLEDGED THAT, FROM TIME TO TIME, A CHANGE IN THE EXISTING ZONES, AND/OR ZONING TEXT MAY BE NECESSARY.

WHEN APPLYING FOR A ZONE, AND/OR ZONING TEXT CHANGE, YOUR APPLICATION WILL BE ACCEPTED AT THE **FIRST REGULAR MEETING FOLLOWING its SUBMISSION**. THE COMMISSION WILL THEN SCHEDULE A **PUBLIC HEARING** WITHIN 65 DAYS.

ANY PROPOSED ZONE CHANGE OR ZONING TEXT CHANGE REQUIRES (BY LAW) A PUBLIC HEARING AND CERTAIN NOTIFICATION OF ALL PROPERTY OWNERS WITHIN **500 FEET** OF THE SUBJECT PROPERTY (SECTION **56.4.1**). ADDITIONAL REQUIREMENTS FOR PROPOSED CHANGES TO A **PLANNED DEVELOPMENT DISTRICT [P.D.D.]**, **PLANNED ELDERLY FACILITIES DISTRICT [P.E.F.D.]**, OR A **PLANNED ELDERLY ASSISTED LIVING DISTRICT [P.E.A.L.D.]** MAY BE FOUND UNDER THE SPECIFIC ZONING CHAPTERS (SECTIONS) FOR EACH PARTICULAR TYPE OF DISTRICT.

THE APPLICANT IS SOLELY RESPONSIBLE FOR BOTH THE ACCURACY AND COMPLETENESS OF THE APPLICATION PETITION. SAID PETITION SHALL BE SUBMITTED WITH **15 COPIES** OF THE COMPLETED APPLICATION FORM; ZONE CHANGE AREA NOTIFICATION MAP; AND ALL APPLICABLE MAPS AND DRAWINGS. ALL SETS OF PLANS ARE TO BE COLLATED, AND FOLDED TO A SIZE OF 8.5 INCHES BY 11 INCHES. ALL ASSOCIATED FEES SHALL BE SUBMITTED SIMULTANEOUSLY WITH THE SUBMISSION OF THE APPLICATION. THE COMMISSION RESERVES THE RIGHT TO **DENY** ANY APPLICATION/PETITION SOLELY ON THE GROUNDS THAT IT IS INCOMPLETE AND/OR INACCURATE.

THE APPLICANT IS FURTHER RESPONSIBLE FOR SUPPLYING AN ACCURATE, CONCISE LEGAL DESCRIPTION OF THE PROPERTY BEING CONSIDERED FOR A ZONE CHANGE, TO THE PLANNING & ZONING OFFICE, TO BE USED FOR CREATING THE LEGAL ADVERTISEMENT; FOR NOTIFICATION OF THE COMMISSIONER OF THE **DEPARTMENT OF ENVIRONMENTAL PROTECTION** AT LEAST 35 DAYS PRIOR TO THE START OF A PUBLIC HEARING (SECTION 22A-104[E])...AND...THE REGIONAL WATER AUTHORITY, IF THE PROPOSED CHANGE IS WITHIN A "**WATERSHED AREA**", within **7 DAYS OF THE DATE OF THE APPLICATION** (SECTION 22A-42[F]).

THE APPLICANT AND/OR AGENT MAY REQUEST A MEETING WITH PARTICULAR MEMBERS OF THE TOWN STAFF NO EARLIER THAN **7 WORKING DAYS** AFTER THIS SUBMISSION TO DISCUSS THE PROPOSED CHANGE; BUT NO STAFF MEETING SHOULD BE REQUESTED, OR EXPECTED WITHIN 7 WORKING DAYS PRIOR TO THE MEETING DATE.

