



PETITION TO THE ZONING COMMISSION

TOWN OF STRATFORD, CONN.

DATE _____

1. NAME OF PETITIONER _____
2. Mailing Address _____
Telephone Number _____
3. E-mail: _____
4. Petitioner's Interest In Property (Owner, Lessee, etc.) _____
5. If any previous petition has been filed for this property, give date of hearing and the manner in which this petition may differ. _____

NOTE: READ CAREFULLY BEFORE FILLING OUT THIS PETITION

Petition must be typed or printed. Nine (9) copies of all required plans must accompany and be a part of this petition, including a digital application submitted on a USB drive. The plans, drawn to scale, shall show size of lot, buildings, and other data to clearly present pertinent information. An A-2 survey, not more than 10 years old, must be submitted as part of a change of zone application. Additional instruction details on page 3. Per CT State Statues, **the applicant shall file a copy of a zone change application with the Town Clerk's Office a minimum of 10 days prior to the public hearing.** A copy of the recorded application shall be given to the Office of planning and Zoning.

All commercial applications relating to new construction or renovation of existing or proposed commercial structures must be submitted to the Architectural Review Board (ARB) for review and comment prior to a formal submission to any land use boards and Town agencies. Please contact the Stratford Town Planner for scheduling your application's placement on the ARB agenda.

The undersigned respectfully presents the following petition for (check one)

CHANGE OF ZONE SITE PLAN REVIEW APPROVAL OF LIQUOR LOCATION

under the Zoning Regulations of the Town of Stratford on property located at:

Number	Street	Lot #	Map
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This property is located in an _____ Zoning District.

Check here is property is located within 500 feet of adjoining town line.

Answer the following two questions if petition is for a **CHANGE OF ZONE**

1. Zone requested is to be changed from _____ District to _____ District.
2. `Zone change is requested because _____

Answer the following three questions if this petition is for **APPROVAL OF LIQUOR LOCATION.**

1. Approval of this location is requested for a _____ permit.
(State class or type of permit).
2. Distance of location from:
 - a) Residential district _____ feet
 - b) Another location of the same class _____ feet
3. Reason for requesting approval _____

OWNER NAME _____ SIGNATURE _____ DATE: _____

ADDRESS _____

E-MAIL: _____

If application is signed by other than the owner, a statement of authorization by the owner shall accompany this petition.

[] I AM AWARE OF THE REQUIREMENT FOR NOTIFICATION OF NEIGHBORING
PROPERTY OWNERS PURSUANT TO THE ATTACHED INSTRUCTIONS (Must check)
PLEASE MAKE CHECK PAYABLE TO THE STRATFORD ZONING COMMISSION

CHANGE OF ZONE \$775.00 APPROVAL OF LIQUOR LOCATION \$350.00

*No additional fee will be charged for a Site Plan Review

\$ _____ FEE RECEIPT # _____ DATE _____ CLERK _____

PLOT PLANS SHALL BE PREPARED BY A REGISTERED LAND SURVEYOR AND CERTIFIED THEREON.

Zoning Commission
Change of Zone or Approval of Liquor Applications

Additional Instructions:

- All items must be submitted in **sets of nine (9)**.
- A **written statement** citing the specific provision(s) of the Regulations from which the proposed request is sought.
- All plans & drawings must be full size (24"x36") (unless specifically requested and approved by staff), drawn to scale and in a PROFESSIONAL manner and must include a title block noting the name, address & telephone number of preparer. (All sets FOLDED DOWN to 8" x 12" or smaller)
- Include the District Development Standards table indicating the required, existing and proposed Standards as provided in the Zoning Regulations
- Elevation views of a proposed new structure or elevation views of an existing building where an addition or change is proposed.
- Floor plan of building(s) or section of building(s) being considered by the Board. (All sets FOLDED DOWN to 8" x 12" or smaller)
- All applications must include the following:
 - a) Mailing address & zip code of petitioner or authorized agent.
 - b) Daytime telephone number of petitioner or authorized agent.
 - c) Signature of owner(s) & applicant(s)
 - d) Fees – Cash or check payable to the TOWN OF STRATFORD
- The Office of Planning & Zoning requires a digital copy to be submitted with the application on a **USB flash drive**. The information on the USB flash drive must include the application, site plans, and all other hard copy information (landscaping, floor elevations, etc) that will be submitted. It also must be labelled with the property address and the date of hearing.
- All plans and paper work that is submitted to the zoning office must be FOLDED (8"x12" or smaller) and **Collated into nine (9) separate packets**.

**Applications that do not provide ALL of the above required information will be considered "incomplete" and will be not be accepted.*

ZONE CHANGE

As of October 22, 1981, the Zoning Commission requires that all A-2 surveys submitted with Zone Change Applications conform to the following list. Plans will not be accepted unless these items are checked.

- 1. Lot area (including and excluding wetlands) _____
- 2. Areas tabulated _____
- 3. Adjoining property owners _____
- 4. Adjoining zone designations _____
- 5. All buildings and their location _____
- 6. Parking areas _____
- 7. Driveways and all other impervious surfaces _____
- 8. Amount and location of all wetlands, waterbodies, watercourses,
coastal bluffs/ escarpments & beaches/dunes _____
- 9. Easements _____
- 10. Contours where applicable _____
- 11. Any other pertinent information to aid the Commission in their decision. _____

CLASS A-2 SURVEY REQUIRED (not more than 10 years old)

LETTER OF AUTHORIZATION FROM OWNER IS REQUIRED

In reviewing this site plan, the Commission has relied upon information provided by the applicant, and, if such information subsequently proves to be false, incomplete, and/or inaccurate, any approvals given may be modified, suspended, and/or revoked.

I certify that the above items are shown on the proposed plans submitted.

APPLICANT'S SIGNATURE _____ DATE _____

LIQUOR LOCATION

As of October 22, 1981, the Zoning Commission requires that all plot plans submitted with Liquor Location Applications conform to the following list. Plans will not be accepted unless these items are checked.

- 1. Lot area (including and excluding wetlands) _____
- 2. Zone designation of properties _____
- 3. Zone designation of adjoining properties. _____
- 4. All buildings on property and their uses. _____
- 5. Parking areas _____
- 6. Driveways and all other impervious surfaces _____
- 7. Floor plan of proposed location _____
- 8. Nearest location, measured as per 15.2, of same class of permit _____
- 9. Nearest churches and distance _____
- 10. Nearest schools and distance _____
- 11. Nearest public playgrounds and distance _____
- 12. Nearest residential district _____

CLASS A-2 SURVEY REQUIRED

LETTER OF AUTHORIZATION FROM OWNER IS REQUIRED

In reviewing this site plan, the Commission has relied upon information provided by the applicant; and, if such information subsequently proves to be false, incomplete, and/or inaccurate, any approvals given may be modified, suspended, and/or revoked.

I certify that the above items are shown on the proposed plans submitted.

APPLICANT'S SIGNATURE _____ DATE _____

Instructions to the Applicant for Notification of Affected and Neighboring Property Owners

1. On Application for a change of zone, letters must be sent to each property owner within the proposed zone change and to each adjoining property owner and those directly across the street explaining the requested petition (see sample letter below). On applications for approval of liquor location, letters must be sent to each adjoining property owner and those directly across the street. Names of neighboring property owners may be found in the Assessor's Office.
2. Certificates of Mailing must be obtained from the U.S. Post Office for each letter and presented to the Zoning Commission.
3. These letters must be mailed no later than fourteen (14) days prior to the public hearing date.
4. Sign this form below and present to the Commission at the public hearing along with the Certificates of Mailing.

SAMPLE LETTER

TO WHOM IT MAY CONCERN:

I have petitioned the Zoning Commission for approval to

located at _____ in a _____ District.

Copies of the plans are on file in the Planning and Zoning Office, Room 113, Town Hall, Stratford,

This application will be heard on _____ at 6:00 P.M. in the Council

Chamber, Town Hall.

Very truly yours,

Signed

The undersigned has complied with the Zoning Commission requirement of notification of neighboring property owners of the property on which the petition has been requested, as outlined in the instructions to the applicant.. Certificates of such mailing are attached hereto.

Signed _____