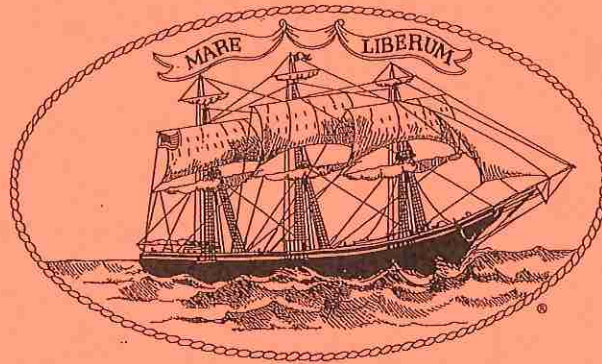


CITY OF NEW LONDON

**OFFICE OF
DEVELOPMENT & PLANNING**



**APPLICATION PACKAGE
Planning & Zoning Commission
ZONE MAP AMENDMENT**

2018

TABLE OF CONTENTS

1. 2018 List of Deadlines for Meetings and Certificates of Mailing
2. Planning & Zoning Commission Membership
3. Planning & Zoning Application-Zone Map Amendment
4. Public Notice Zone Map Amendment
5. Zone Map/ Zoning Regulations Amendment (City of New London Zoning Regulations)

**DEADLINES FOR MEETINGS/REQUIREMENTS-
2018**

**City Of New London
Planning & Zoning Commission**

The Planning & Zoning Commission of the City of New London holds regular meetings on the first and third Thursdays of each month. All regularly scheduled meetings begin at **7:00 p.m. in the City Hall Council Chambers located at 181 State Street, New London, Connecticut**, unless otherwise noted in the City Clerk's office or at the City's website (www.ci.new-london.ct.us).

The deadline for Planning & Zoning Commission meetings is **18 days prior to the meeting date**. Meeting deadlines are Sundays; therefore applications must be submitted to the Office of Development & Planning, the **Friday prior to the Sunday deadline date**.

Applications will be scheduled for the PZC agenda once they are determined to be complete, including requisite abutters notices, posting of a public hearing sign, and all requisite information submitted as requested by City Staff.

Meeting Date	Deadline for Application Submission	Deadline for Sign Posting Posting of Public Hearing Sign	Deadline for Certificate of Mailing	
			Send No Earlier Than	Send No Later Than
January 18, 2018	12/31/2017	01/03/18	01/03/18	01/08/18
February 1, 2018	01/14/18	01/17/18	01/17/18	01/22/18
February 15, 2018	01/28/18	01/31/18	01/31/18	02/05/18
March 1, 2018	02/11/18	02/14/18	02/14/18	02/19/18**
March 15, 2018	02/25/18	02/28/18	02/28/18	03/05/18
April 5, 2018	03/18/18	03/21/18	03/21/18	03/26/18
April 19, 2018	04/01/18	04/04/18	04/04/18	04/09/18
May 3, 2018	04/15/18	04/18/18	04/18/18	04/23/18
May 17, 2018	04/29/18	05/02/18	05/02/18	05/07/18
June 7, 2018	05/20/18	05/23/18	05/23/18	05/28/18**
June 21, 2018	06/03/18	06/06/18	06/06/18	06/11/18
July 19, 2018	07/01/18	07/03/18 *	07/03/18 *	07/09/18
August 2, 2018	07/15/18	07/18/18	07/18/18	07/23/18
August 16, 2018	07/29/18	08/01/18	08/01/18	08/06/18
September 6, 2018	08/19/18	08/22/18	08/22/18	08/27/18
September 20, 2018	09/02/18	09/05/18	09/05/18	09/10/18
October 4, 2018	09/16/18	09/19/18	09/19/18	09/24/18
October 18, 2018	09/30/18	10/03/18	10/03/18	10/08/18**
November 1, 2018	10/14/18	10/17/18	10/17/18	10/22/18
November 15, 2018	10/28/18	10/31/18	10/31/18	11/05/18
December 6, 2018	11/18/18	11/21/2018	11/21/18	11/26/18

- Due to Federal Holiday, deadline

** Due to Federal Holiday, mailing must be completed by Saturday.

Special Meetings scheduled by the NL PZC are posted in compliance with the Zoning Regulations and CT General Statutes. Notices of these meetings are posted on the City's website and in the Office of the City Clerk located at 181 State Street, New London, Connecticut. Any questions or comments regarding this schedule should be directed to (860) 437-6379.

PLANNING & ZONING COMMISSION MEMBER DIRECTORY

NAME	ADDRESS	TELEPHONE
M E M B E R S		
Barry Levine- D, Chairman	50 Woodlawn Road	860-443-0593 home 860-608-5203 cell
Karl Saszik- R, Secretary	19 Starr Street	860-460-2939 cell
Lloyd Beachy-D	539 Alewife Parkway	860-443-8161
Richard Humphreville-D	824 Pequot Avenue	860-442-5003
VACANT		
Paul Reid-D	70 Farmington Avenue, Unit 3T	860-857-8078
Ronna Stuller-G	19 Evergreen Avenue	860-447-9823 860-772-8439 Cell
A L T E R N A T E S		
Nancy Anglin-D	250 Willetts Avenue	860-961-8054
Luis Cotto-Perez-I	60 Warren Street	860-333-4520
VACANT		
CITY COUNCIL LIAISON		
Don Venditto	91 Gardner Avenue	
MAYOR'S OFFICE LIAISON		
		181 State Street
CITY OF NEW LONDON TECHNICAL STAFF		
		181 State Street New London CT 06320 (860) 437-6379
Michelle Johnson Scovish, Assistant Planner/ Zoning & Wetlands Officer MScovish@ci.new-london.ct.us		
Shelly Briscoe, Land Use Coordinator sbriscoe@ci.new-london.ct.us		

Statute or Charter Reference: City Council Section A-160, page 67

Appointing Authority: City Council

Compensation: None

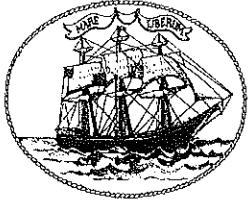
Meetings: 1st & 3rd Thursday, Public Hearing when needed.

Term: Five Years from December 3rd (12/3). No member shall serve more than two (2) consecutive five-year terms (not applicable to alternate members). Commission composed of seven (7) regular and three (3) alternate members.

REVISED: February 2018

**CITY OF NEW LONDON
 DIRECTORY OF CITY STAFF**

TITLE	NAME	ADDRESS	TELEPHONE FAX
Mayor	Michael Passero	181 State St.	447-5201 447-7971 FAX
Building Official	Kirk Kripas	111 Union St.	447-5240 447-5255 FAX
Director of Public Utilities	Joseph Lanzafame	120 Broad St.	447-5221 447-5266 FAX
Public Works Director	Brian Sear	111 Union St.	447-5250 447-5255 FAX
City Planner	Sybil Tetteh	181 State St.	437-6380 447-7971 FAX
Assistant Planner/Zoning & Wetlands Official	Michelle J. Scovish	181 State St.	437-6381 447-7971 FAX
Economic Development Coordinator	Vacant	181 State St.	437-6309 447-7971 FAX
Land Use Coordinator	Shelly Briscoe	181 State St.	437-6379 447-7971 FAX
Ledgelight Health District	Ryan McCammon	216 Broad Street	448-4882 448-4885 FAX
Fire Chief	Henry Kydd	289 Bank St.	447-5291 447-5293 FAX
Fire Marshal	Vernon Skau	289 Bank St.	447-5294 447-5293 FAX
Police Chief	Peter Reichard	5 Gov. Win Blvd.	447-5261 447-5277 FAX
Veolia Water	Derek Palmerone	100 Trumbull Street	443-4560



**CITY OF NEW LONDON
CONNECTICUT
OFFICE OF DEVELOPMENT & PLANNING
Planning, Zoning, & Wetlands Division**

181 State Street
New London CT
06320
(860) 437-6379
(860) 437-4467 FAX

**-ZONE MAP AMENDMENT-
-APPLICATION-
Planning & Zoning Commission-**

APPLICATION FEES \$360 + \$45 per Public Hearing Sign (one per parcel)

Applications and all supporting materials (18 COPIES/SETS OF EACH PLUS THE ORIGINAL) shall be submitted to the Office of Development and Planning at least eighteen (18) days prior to a regularly scheduled meeting in order to be received at that meeting.

Please be advised that this application will not be considered complete unless all of the information required on this form and in the regulations are submitted. The Commission will reject the proposal if the application or plans are incomplete.

1. _____
Street Address (es) of Proposed Zone Map Change

2. Briefly describe the proposed Zone Map Amendment:

3. _____

Tax Map/Block/Lot	Lot Area	Zoning District
-------------------	----------	-----------------

4. Is the property located within 500 feet of the City Line? YES NO

5. Is any portion of the site within the Coastal Area Management Boundary? YES NO

6. Attach a letter addressed to the Planning and Zoning Commission that thoroughly describes the purpose of the Zone Map Amendment.

7. The following information should also be included:
 Location map (500' scale)
 A map showing the current zone & the proposed zone

The undersigned hereby acknowledges that this application and statements submitted herewith are true to the best of his/her knowledge and conform to the Zoning Regulations of the City of New London and that approval of the plan is contingent upon compliance with all requirements of said regulations. The undersigned hereby authorizes the New London Planning & Zoning Commission and its agents, the right to enter upon the subject property for the purpose of inspection and enforcement of the Zoning and Subdivision Regulations. ALL NAMES MUST BE PRINTED AND SIGNED.

APPLICANT (PRINT)/ *(If a Corporation – Please Print Name of Member Representing Corporation)*

MAILING ADDRESS

EMAIL ADDRESS

TOWN/CITY

STATE

ZIP

PHONE NUMBER

APPLICANT'S SIGNATURE

DATE

AGENT (PRINT)

MAILING ADDRESS

EMAIL ADDRESS

TOWN/CITY

STATE

ZIP

PHONE NUMBER

AGENT'S SIGNATURE

DATE

PROPERTY OWNER (PRINT)

MAILING ADDRESS

EMAIL ADDRESS

TOWN/CITY

STATE ZIP

PHONE NUMBER

PROPERTY OWNERS SIGNATURE

DATE

Upon penalty of perjury, I represent by this signature that I have the consent, authority and agreement of all other owners of the involved properties to submit this application.

PROPERTY OWNERS SIGNATURE

DATE

Upon penalty of perjury, I represent by this signature that I have the consent, authority and agreement of all other owners of the involved properties to submit this application.

ARTICLE XI.

Amendments

Section 1100 Amendments

The districts established by this regulation or the boundaries thereof may be changed, altered, or any provision thereof may be changed, altered, or amended and any property within the city may be rezoned, reclassified or established whenever the public necessity, convenience or general welfare requires the same by the procedure set forth in this section.

Section 1110 Initiation

Any such change, amendment, alteration, rezoning or establishment (singly or collectively referred to herein as an "amendment") may be initiated by:

- A. The filing of a verified petition of one or more persons having legal or equitable interest in the property affected by the proposed amendment, which petition shall be filed in triplicate with the ZO and shall contain reasons why the change of zone is being sought, and by a fee in accordance with the schedule of fees of the City of New London, to cover the cost of administration.
- B. Where the interests of the City are concerned, a petition by a proper official shall be filed in duplicate with the ZO.

Section 1120 Hearings

- A. Public Hearing and Notice.

The Planning and Zoning Commission shall hold a public hearing on all proposed amendments to the Zoning Regulations or Zoning Map and the ZO shall publish a notice of said hearing in a newspaper having a substantial circulation in the municipality at least twice at intervals of not less than two days, the first not more than 15 days nor less than 10 days, and the last not less than two days before such hearing.

- B. The date of receipt of an application is the day of the Commission or Zoning Board of Appeal's next regularly scheduled meeting or 35 days after the application is submitted, whichever is sooner.

Commencement of the public hearing must be within 65 days of the date of receipt; the public hearing must be completed within 35 days of commencement; and, the Commission or Board must render a decision to reject, modify and approve or approve the application within 65 days of the completion of the public hearing.

An applicant can consent to extend the time frames for any of the above steps, but the total of all extensions together cannot exceed 65 days. *(Amended 12/04/03)*

- C. Further, the petitioner shall erect, or cause to have erected, a sign on the premises affected by the proposed amendment at least 15 days prior to the public hearing on such amendment. Said sign shall be approved by the ZO upon request of the petitioner. Said sign shall be installed by the petitioner, securely fastened or staked, be clearly visible from the street closest to the affected property, and be maintained as such until 15 days following the public notice of the Commission Action.

A report from the ZO attesting to whether the above described sign was erected and maintained as required shall be made part of the record at the public hearing. Failure of a petitioner to comply with this requirement may be grounds for automatic denial of the amendment with consideration being given to cases where weather conditions or acts of vandalism have destroyed a properly posted sign.

- D. Notification of Adjoining Property Owners. When the request is for a change in zoning district boundaries, the applicant shall prepare and submit with his application a list of the names and addresses of the owners of all properties within the area which is the subject of the application and of all properties 150 feet or less distance therefrom, all as shown on the records of the City of New London's Tax Assessor's Office (or the actual owners of record if otherwise known to the applicant). The applicant shall mail notification of said pending application to at least one owner of each property not more than 30 days or less than 10 days before the date set for the public notice. Evidence of such mailing shall be submitted in the form of United States Post Office Certificates of Mailing to the Zoning Enforcement Officer at least five days prior to the hearing date.

The provisions of this section shall not apply in the case of Zoning Regulation changes or zone map changes initiated by the New London Planning and Zoning Commission. *(Amended 12/26/86)*

Section 1130 Notice to Regional Planning Agency

Where a proposed change occurs within 500 feet of a municipal boundary the Planning and Zoning Commission shall give written notice to the Regional Planning Agency at least 30 days prior to the public hearing. The Regional Planning Agency shall report its findings at or before the hearing. The report of the Regional Planning Agency is advisory. *(Amended 08/01/10)*

Section 1140 Notice to Coastal Area Management Program of DEP

Any proposed amendment to these Regulations or the Zoning Map which affects the area within the coastal boundary shall be referred to the Coastal Area Management Program of the

Connecticut Department of Environment Protection (DEP) for review and comment at least thirty-five (35) days prior to the commencement of the hearing thereon. Such comment shall be read into the record of the public hearing and shall be considered by the Commission before taking action on the proposal. Failure to comment by the DEP shall not be construed to be approval or disapproval. *(Amended 07/11/88)*

Section 1150 Action by Planning and Zoning Commission

Within 65 days following the close of the public hearing, the Planning and Zoning Commission shall act to approve or disapprove the proposed amendment by a majority vote of all the members of said Commission. If a protest against a proposed change is filed at or before the hearing, signed by the owners of 20 percent or more of the area of the lots included in such proposed change or of the lots within 500 feet in all directions of the property included in the proposed change, such change shall not be adopted except by a vote of two-thirds of the members of the Commission.

PUBLIC NOTICE

ZONE MAP AMENDMENT

PER THE REQUIREMENTS OF SECTION 1100 OF THE NEW LONDON ZONING REGULATIONS WE ARE REQUIRED TO NOTIFY YOU AS A PROPERTY OWNER LOCATED WITH IN ONE HUNDRED & FIFTYFEET (150') OF:

ADDRESS OF PROPERTY

TAX MAP/BLOCK/LOT:

_____	_____
_____	_____
_____	_____

A Public Hearing is to be held before the New London Planning & Zoning Commission on:

DATE: _____

TIME: _____

LOCATION OF MEETING: _____

Regarding an application by: _____

Name of Applicant

For Zone Map Amendment under Section (Number) 1100 of the New London Zoning Regulations.

The property is owned by _____

(Name of Property Owner)

Name of Business: _____

Description of Amendment: _____

At this hearing, interested persons may appear and be heard and written correspondence will be received.

Copies of the application and supporting documentation are on file at the Office of Development & Planning (ODP), 181 State Street, New London, Connecticut. For further information regarding this application, please contact ODP at the following telephone number, (860) 437-6379.

RESOURCE LIST

The following are a list of resources available on the City's website for your use and/or reference. These materials are provided as a resource for you through the application process to the Planning & Zoning Commission and in no way are representative of all materials or references which may be required specific to your application.

Should you require a paper copy of this document, please let our staff know and they will be happy to provide you with one.

- Application for Coastal Site Plan
- Coastal Site Plan Application Instructions
- Request for an Extension of Time
- Zoning Regulations - Site Plan Procedures
- Zoning Regulations - Special Permit Procedure
- Zoning Regulations - Flood Plain Regulations
- Zoning Regulations – Coastal Area Management
- City of New London Noise Ordinance
- Administrative Sign Permit
- Sample Floor Plan
- Sample Plot Plan
- Sample Letter to the Commission

These documents can be found by visiting the home page and selecting "Forms & Permits", "Department Documents", "Office of Development & Planning", "Planning, Zoning, Wetlands", "Land Use Boards & Commission Applications", "Planning and Zoning Commission"