



**Application for a Change
to a Non-Conforming Use**

TOWN PLANNING AND ZONING COMMISSION

Name of Applicant Phone #

Applicant's Address E-mail Address

Are you the... Owner Optionee Buyer Agent Other

If other please explain: _____

Owner(s) of Record (If other than applicant) Owner's Phone #

Owner's Address E-mail Address

Address of Subject Parcel(s)

Size of Subject Parcel(s) Zone of Subject Parcel(s)

Proposed use(s) Most Recent Use(s)

Is the most recent use still in operation? Yes No

Please describe how the proposed Non-Conforming Use will be equally or more beneficial than the previous one:

Applicant's Signature Date

Owner's Signature Date

Office Use Only*****

Fee \$ _____ Ck. No. _____ App. rec'd by: _____ Comm. Action/Date: _____

Important Information for You

The following must accompany your application:

Application fee (see Town Price Guide)

9 copies of any maps which describe the boundaries of the parcel and indicate: the zone of the parcel and all surrounding zones; present site conditions, including the location of all buildings, parking areas, etc.; and all proposed changes and improvements to the site

Please submit all supporting documents such as traffic studies, hydraulic reports, etc., which are likely to be the subject of a commission directive for staff review at your earliest convenience.

Once you have completed your application:

You will be notified by mail regarding the date of the public hearing.

Fifteen (15) days prior to the public hearing, a sign will be available from the Building and Land Development Office. This sign must be posted on your property in clear view from the street.

You must notify all of the abutting property owners who are within 100 feet of the subject parcel by mail. We will provide you with a Letter of Notification of Public Hearing from the Town Planner, a copy of the legal notice prepared by the Planning Secretary, and a copy of the Citizen's Guide prepared by the Town Planning and Zoning Commission, which must be included in the notification to abutters. The mailing must be done no less than ten (10) days prior to the date of public hearing and proof of mailing in the form of a Certificate of Mailing Receipt(s) from the US Post Office must be returned to the Planning Department as proof of such mailing no later than the beginning of the public hearing.

All applications must be presented at a meeting of the Town of Windsor Development Review Team to be discussed with staff before the public hearing. After submission of a complete application, the applicant must schedule an appointment through the Planning Secretary. These review meetings are held every Tuesday morning beginning at 9:00 a.m. Your appointment must be scheduled no later than the week prior to the date of the public hearing. The Planning Secretary can be reached at 860-285-1980. Please feel free to call if you have any questions.

The applicant or someone familiar with the request must appear at the Town Planning and Zoning Commission hearing to describe the change.

Follow-up:

You will receive a decision and land record filing instructions by certified mail

The posted sign must be removed within 5 days following the public hearing.