

**ZONE CHANGE/ SPECIAL EXCEPTION/ SITE PLAN APPROVAL**

Application # \_\_\_\_\_  
( ) Zone Change ( ) Special Permit ( ) Site Plan Approval ( ) Other

**1. APPLICANT**

Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_  
Interest in Property if not Owner: \_\_\_\_\_

**2. OWNER(S) OF RECORD**

Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_

**3. DESCRIPTION OF PARCEL**

Location \_\_\_\_\_  
Size: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_  
Assessor's Map # / Block / Lot \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Zone \_\_\_\_\_  
Present Use \_\_\_\_\_  
Within 500 Feet of Town Border Yes / No  
Office Use Only: Date Submitted to adjacent towns \_\_\_\_\_ Date Submitted to LHCEO \_\_\_\_\_

**4. NAME OF DEVELOPMENT (IF APPLICABLE): \_\_\_\_\_**

**5. REQUESTED ACTION:**

- a. ( ) Zone Change: This applicant hereby request that said premises be changed from \_\_\_\_\_ Zone to \_\_\_\_\_ Zone
- b. ( ) Special Permit: This applicant herby request a special permit to \_\_\_\_\_
- c. ( ) Site Plan Approval: This applicant herby request a Site Plan Approval to \_\_\_\_\_

Agents (if any) representing the applicant who may be directly contacted regarding this application

- 1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Involvement with Party ( Legal, Engineering, etc...) \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Involvement with Party ( Legal, Engineering, etc...) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ date \_\_\_\_\_ Owner's Signature \_\_\_\_\_ date \_\_\_\_\_

Office Use Only: Approved Denied - Reason for Denial \_\_\_\_\_

The following items have been submitted as part of this application (If Applicable):

1. Application Fee
2. Site Plan - Copies
3. Site Plan Check List, including any waivers requested
4. Approval by Farmington Valley Health District of the proposed water supply system and on site sewage disposal facilities
5. Erosion and Sedimentation Control Plan
6. Statement of use further describing the nature and improvements – To assist the Commission with it's review, applicants are encouraged to be as detailed as possible and to address the approval criteria contained in the regulations
7. Other Information: \_\_\_\_\_

#### **FEE SCHEDULE**

1. Special Exception Application ... in a residential zone \$180.00 ... in all other zones \$230.00  
\* Except when in conjunction with Site Plan... See Below
2. Site Plan Approval... \$105.00 plus .10/ sq. ft \$1,000 maximum  
\* When a Site Plan is in conjunction with a special exception, the minimum fee shall be \$230.00. The fee for special exception may be waived.
3. Zone Change Application ... \$80.00

\*\* The fees set forth are the minimum application fees required. When the actual cost of processing an application exceeds the minimum application fee, due to the need for outside consultant services, the permit granting authority shall charge the applicant a surcharge to fund the approximate actual costs of processing the application.

The expenses for such outside consultants may be estimated by the permit granting authority upon receipt of the application, based upon the projected expenses of reviewing, evaluating and processing the application. This reasonable estimate, together with the appropriate application fee given above, shall be paid forthwith, and the application shall be deemed incomplete until these fees have been submitted.

**\*\*\* NO PERMITS WILL BE ISSUED UNTIL ALL FEES ARE PAID \*\*\***