

# SPECIAL PERMIT

Certain Uses of Property allowable by Approval of the Haddam Planning and Zoning Commission in accordance with Section 15 of the Town of Haddam Zoning Regulations.

## Process – in order:

1. **Confer with the Haddam Town Planner** to determine if your Project requires a Special Permit.
  2. It is highly recommended that, prior to the submission of a formal application, the applicant **schedule a Pre-Application meeting** with the Town Planner. An applicant is entitled to submit a preliminary plan for informal consideration by the Planning and Zoning Commission.
  3. **Complete the green Special Permit Application.**  
Fee, Payable to the Town of Haddam: **\$100.00.**
  4. At time of Application, submit a **Site Development Plan**, and other documentation as required, which may include: Statement of Use, Architectural Plans, etc. The Town Planner will advise what specific documentation is needed. 12 copies of all documentation, including Site Plan, should be submitted for distribution to Commissioners.
  5. At time of Application Submission, get the **Date** of the **Haddam Planning & Zoning Meeting**, at which your Special Permit Application will be heard by the Commission.
  6. You will need to post a yellow **P&Z Sign** (available from the Land Use Office). The sign must be posted a minimum of 10 days prior to the date of the P&Z Meeting. A refundable check deposit of \$ 75.00, payable to the Town of Haddam, is required when you take the sign.
  7. The Town will publish a **Legal Notice** of the Application in the newspaper of record (Haddam News – published every Thursday).
  8. You will receive an **Agenda** from the Town of Haddam Land Use Office – either by email (if provided) or US Mail.
  9. Applicant or their Proxy **attends** the meeting of the Haddam Planning and Zoning Commission.
- \*\*\* **Note:** If the Special Permit is approved by the Commission, there is a 15 day appeal period. After the 15 days, you will receive a letter.  
This letter must be filed with the Haddam Town Clerk.  
Once the letter is filed, you can then proceed with a Zoning/Building Permit Application.

**PLANNING AND ZONING COMMISSION  
TOWN OF HADDAM  
30 FIELD PARK DRIVE  
HADDAM, CT 06438  
APPLICATION FOR SPECIAL PERMIT**

MAP \_\_\_\_\_ LOT \_\_\_\_\_ LOCATION \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

ZONE: \_\_\_\_\_ DEED REFERENCES: Volume \_\_\_\_\_ Page \_\_\_\_\_

Zoning regulations under which this application is being made: \_\_\_\_\_

Completely describe the proposed activities, uses, and structures for which this application is being made: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please include the following items with your application:

6. Application Form
7. Site Plan (as indicated in the Haddam Zoning Regulations)
8. Wetland Agency Permit or Statement from the Wetland Enforcement Officer
9. Any other State, Federal or Local permits required
10. Application Fee

Are there any waivers requested as part of this application? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The owner applicant hereby grant the Haddam and Zoning Commission, and/or it's designated agent, permission to enter the property for which this permit is requested for the propose of inspection and enforcement of the Haddam Zoning Regulations.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
DATE

**ADMINISTRATIVE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ FEE \$ \_\_\_\_\_ CHECK# \_\_\_\_\_ CASH \_\_\_\_\_

REV. 2/13/03

## **PUBLIC NOTICE SIGNS**

PUBLIC NOTICE SIGNS ARE NOW PART OF THE HADDAM ZONING AND SUBDIVISION REGULATIONS. PLEASE READ THE FOLLOWING REGULATION:

### **30-5 Sign**

For each application for a site plan approval for which a public hearing has been noticed or special permit, the applicant shall post a sign, not smaller than thirty six (36) inches, facing the street, and visible from the street, bearing the following words with letters not less than three (3) inches high and provided by the Land Use Office.

### **PUBLIC NOTICE**

This property is the subject of an application  
Before the Haddam Planning and Zoning Commission  
For information, call the Land Use Office at 345-8531

Such sign shall be posted at least ten (10) days before any public hearing on (not including the day of the public hearing or the day the sign is erected) the application.

The applicant shall, at the time of the Commission meeting at which the matter is to be acted upon, or at the time of the public hearing, submit an affidavit of compliance with this provision, and a photo of the actual sign