



City of Norwich Special Permit Application

As of July 1, 2009 (Ordinance 1620) ten (10) folded sets of plans and a fee of \$560.00 (\$500.00 City, \$60.00 State) must accompany this application.

Applicant Name: _____ **Phone:** _____

Email: _____

Applicant Address: _____

Property Owner (if different): _____ **Phone:** _____

Email: _____

Owner Address: _____

1. **Location of property:** _____

2. **Lot Size:** _____ **Zoning District:** _____ **Assessor's Map:** _____ **Block:** _____ **Lot:** _____

3. **Deed Reference: Volume:** _____ **Page:** _____ **Please attach copy of deed.**

4. **Identify the proposed use:** _____

5. **Please cite the section of the Norwich Zoning Regulations under which the Special Permit is being requested, and explain the nature if your request. In the event this is a floodplain application, please submit a "Flood Impact Statement."** _____

6. **Please provide a site plan showing the property boundaries, location of improvements and existing conditions and any other important features. Also, identify on the plan all abutting property owners, and provide a list of the names and addresses of abutters.**

7. **Is the property within 500 ft. of an adjacent municipality? Yes (please list):** _____ **No:** _____

8. **Please attach a narrative as to why the proposed special permit complies with section 7.7.6 of the Norwich Zoning Regulations and any other provisions identified in the specific section of the regulations that addresses the special permit use.**

9. **Is the site within the designated coastal area? If so, a Coastal Site Plan Application may be required. Please contact the Planning Department for further determination.**

The undersigned hereby authorizes the Commission on the City Plan or its designated agent to enter upon the property for purposes of inspection and enforcement of said regulations.

Signed

Applicant's Printed Name _____

Applicant's Signature _____ **Date** _____

Owner's Printed Name _____

Owner's Signature _____ **Date** _____

Dated at Norwich, Connecticut, this _____ **day of** _____, **20**_____.



PLANNING & NEIGHBORHOOD SERVICES
SPECIAL PERMIT APPLICATION

NOTIFICATION TO PROPERTY OWNERS

As required by Zoning Regulation Section 7.11.7, it is the applicant's responsibility to notify all property owners within 100 feet of any property which is the subject of a Special Permit application.

A list of property owner names and associated mailing addresses from the Assessor's records will be provided to you, along with a copy of the legal notice to mail for this purpose. The legal notice includes a brief explanation of the nature of the application, the location of the subject site, and the date, time and street address for the location of the public hearing.

The notification to property owners must be sent by mail, at least seven (7) days prior to the public hearing, with a Certificate of Mailing from the U. S. Post office provided to this office as proof of compliance. The Certificate of Mailing shall be submitted to the Planning Office at least one working day prior to the scheduled meeting to avoid a delay of the public hearing.

Respectfully,

Commission on the City Plan

Your Public Hearing will be held on _____, 20__ at
7:00 pm in Room 335, 100 Broadway.