

## **CHANGE TO ZONING REGULATIONS OR MAP**

Any person who wishes to propose a change to the Zoning Regulations or the Zoning Map should meet with the Planning Director to discuss the proposed amendment prior to formal submission of an application.

Any resident of Montville or person having a vested interest in land in the Town of Montville may petition the Commission to adopt a change to the Zoning Regulations or the Zoning Map. Amendments may be adopted by a majority vote of the Commission after Public Notice and Public Hearing in accordance with State law. The Commission must approve the Zone Change by a two-thirds vote if a petition against the proposed Zone Change has been filed.

### **THE FOLLOWING INFORMATION MUST BE SUBMITTED WHEN REQUESTING A ZONE CHANGE:**

- ☐ Completed application
- ☐ Application fee -- **\$450.00 (plus the State of Connecticut fee of \$60.00)**
- ☐ If the amendment request is for a change in the Zoning Map boundaries, the applicant shall prepare and submit with the application a Plan drawn to scale, showing the boundaries, owners, Assessor's Map and Lot #'s of all properties located within the area to be rezoned, and within five hundred feet (500') from the boundaries of the area to be rezoned. This information should be obtained from the Town of Montville Grand List. (10 copies of the plan to be submitted with the application)
- ☐ A list of the names and addresses of the owners of all properties located in the area to be rezoned and within five hundred feet (500') feet of the area to be rezoned. This information should be obtained from the Town of Montville Grand List which is located in the Tax Assessor's Office.
- ☐ The applicant must submit written proof of mailing to the Zoning Enforcement Officer, at least five days prior to the public hearing, that he has sent, by way of registered or certified mail, at least ten days before the date of the public hearing, a copy of the public hearing notice to the owners of record of such properties as noted above. A copy of the public hearing notice may be obtained from the Commission's secretary.

### **THE FOLLOWING INFORMATION MUST BE SUBMITTED WHEN REQUESTING AN AMENDMENT TO THE ZONING REGULATIONS:**

- ☒ Completed application
- ☒ Application fee -- **\$450.00 (plus the State of Connecticut fee of \$60.00)**
- ☒ Proposed text (10 copies)