



CITY OF NORWICH
Planning & Neighborhood Services
23 Union St.
Norwich, CT 06360
(860) 823-3767
drhodes@cityofnorwich.org

RECEIVED
MONTVILLE, CT
2025 DEC 12 AM 11:51

Deanna Rhodes
TOWN CLERK

Deanna L. Rhodes, AICP, CZEO
Director

MEMORANDUM

Date: December 10, 2025

To Town Clerk(s): Town of Bozrah, **Town of Montville**, Town of Sprague, Town of Lisbon, Town of Preston, Town of Franklin

From: City of Norwich

Re: Comprehensive Zoning Map & Zoning Regulations Text Amendments Text

In accordance with Connecticut General Statute Section 8-7d(f), this letter is notification and referral regarding proposals to comprehensively amend the zoning map and zoning regulations of the City of Norwich. The City Council, in their capacity as the Norwich Zoning Authority, will hold hearings on the proposals at a meeting scheduled for Tuesday, January 20, 2026, starting at 7:00 p.m. in the City Council Chambers (3rd Floor) of the City Hall, 100 Broadway.

Written comments may be mailed or delivered to Roseanne Muscarella, City Clerk, 100 Broadway, Norwich, CT 06360. All communication shall include the name, address and title, if applicable, of the sender. Emails must be received by 7:00 p.m., and other written communication by 4:30 p.m. on 01/20/2026 to be available to the City Council for the meeting.

If you have questions, please feel free to contact me at 860/823-3767.

Sincerely,

Deanna L. Rhodes, AICP
Director of Planning & Neighborhood Services

Enclosure: Applications and thumb Drive with proposed zoning regulations and proposed zoning map
Email Copy: City Clerk's Office, H. Zincavage/SECOG

Application
For
Text Amendments to Zoning Regulations for Ordinance Change

1. Applications must be submitted to the Norwich City Clerk's Office by 4:00 PM seven (7) days prior to the City Council's meeting.
2. Fee of: \$300.00 payable to City Treasurer, City of Norwich shall be submitted with the application to the City Clerk's office. **N/A**
3. Submission of the following required information:
 - a) 15 copies of the proposed text amendment in ordinance format (SEE SAMPLE) identifying by reference to appropriate article, section, Section, or paragraph numbers and to any other designation to be altered and indicating in brackets the text to be deleted and in capital letters the text to be added.
 - b) 15 copies of a written memorandum stating the reasons/purpose for the proposed change and to what extent it would enhance the general health, safety and welfare of the City of Norwich.
 - c) Any other information which in the City Council's judgment will assist in evaluating the proposal.
 - d) A digital version of the proposed amendment in a Microsoft Word compatible format.

4. Name of Applicant City of Norwich

Address 100 Broadway, Norwich, CT 06360 Phone 860/823-3767

5. Prior to submission to the City Clerk's office the proposed zoning text amendment shall be reviewed by the Norwich Planning Department and the Corporation Counsel for compliance with #3 b) purpose. Signatures of the Corporation Counsel and the City Planner shall be provided on this application.



Planner Director



Corporation Counsel

11/4/2025
Date

12/8/25
Date

6. The undersigned hereby acknowledges that this application to the best of his/her knowledge conforms with the provisions of Chapter XV Section 7 "Changes in Regulations and Zone Boundaries".

Signed N/A
Applicant

Date

Application for Zoning Map Change

1. Applications must be submitted to the Norwich City Clerk's Office by 4:00 PM seven (7) days prior to the City Council's meeting.

2. Fee of: \$300.00 payable to City Treasurer, City of Norwich shall be submitted with the application to the City Clerk's office. **N/A**

3. At least twenty (20) days before the date of the public hearing on such proposed ordinance concerning an amendment to the zoning map accompanying the zoning ordinance, the applicant shall cause to be erected on the area of the proposed zone change a sign, six (6) feet by four (4) feet in size, which sign shall set forth the present zone classification and the zone classification to which a change is requested, and also that a public hearing will be held by the council on the proposed change along with the date, time and place of such public hearing. Such sign shall consist of black letters of a minimum height of four (4) inches on a white background. Such sign shall be placed in close proximity to the street or highway with clear and unobstructed visibility to the passing public, and shall be maintained on the premises for at least twenty (20) days prior to the public hearing. **N/A – Per ZR Section 8.4.3. – Comprehensive Rezoning**

4. Notice of proposed change of zone. No public hearing shall be held by the council on any ordinance concerning an amendment to the zoning map accompanying the zoning ordinance of the City of Norwich, unless the person requesting such amendment to the zoning ordinance shall at least twenty (20) days before the date of the public hearing on such proposed ordinance mail, postage prepaid, or deliver a copy of the notice of the public hearing published by the city clerk to the owners of record of lots located within the area to be re-zoned and within one hundred fifty (150) feet from the boundaries of the area to be re-zoned, as such owners appear on the last completed grand list, at the addresses shown thereon, and shall have filed the required certificate. **N/A – Per ZR Section 8.4.3. – Comprehensive Rezoning**

5. Certificate of compliance. The person requesting such re-zone shall before the public hearing file with the city clerk a certificate setting forth the manner of compliance with the provisions of Section 8 of the Zoning Regulations as outlined in items 3 and 4 noted above. In addition, the applicant shall provide a list of names and addresses of the owners to whom notices were mailed or delivered as listed in the Assessor's Office on the latest grand list.

6. Name of Applicant City of Norwich

Address 100 Broadway, Norwich, CT 06360 Phone 860/823-3767

7. Owner of property N/A

Address N/A Phone N/A

8. Location of proposed change of zone Comprehensive Citywide Zoning Map Amendments

9. Provide Tax Map # N/A Block # N/A Lot # N/A

10. Current zone N/A Proposed zone Comprehensive Citywide Zoning Map Amendments

Please attach legal description of property and ordinance. See attached format. All ordinances must be sponsored by a City Council member. It is the applicant's responsibility to obtain such sponsor.

11. Please attach map of site and key map showing zoning districts within 500 feet of the site. **N/A**

12. Please provide list of abutting property owners. N/A



13. Please provide a statement of purpose for zone change.

In August 2023, the City of Norwich adopted their statutorily required ten (10) year Plan of Conservation & Development (POCD), known as Envision 06360. The POCD outlines a long-term vision for the community that includes a wide range of perspectives and goals intended to improve the quality of life, standard of living and economic vitality of the City. The proposed zoning map amendments align with implementation of these goals.

14. The change in zone shall include the entire area fronting the same street in one block. However, the change in boundaries of such frontage need not include such portions of corner lots as may be within one hundred and fifty feet of the street line of the intersecting streets which bound the block. In blocks where the frontage on the same street exceeds twelve hundred feet the change in boundaries need not include more than eight hundred continuous feet thereof. Changes involving lesser areas than the above may be made where the change consists of the inclusion of the balance of the frontage on the same street in any one block in the same zone in which the major portion of such frontage is already included. In determining the bounds of a block for the purpose of this section, the right-of-way of a railroad, the boundary of a public park and the city and city consolidation district boundary lines may be treated as intersecting streets.

15. Prior to submission to the City Clerk's office the boundary of the proposed zone change shall be reviewed by the Norwich Planning Department and the Corporation Counsel for compliance with item #13 noted above.

Signatures of the Corporation Counsel and the Planning Director shall be provided on this application.

 _____ Planning Director	<u>11/04/2025</u> _____ Date
 _____ Corporation Counsel	<u>12/8/25</u> _____ Date

16. The undersigned hereby acknowledges that this application to the best of his/her knowledge conforms with the provisions of Chapter XV Section 7 "Changes in Regulations and Zone Boundaries". The undersigned hereby authorizes representatives of the City of Norwich to enter upon the property for purpose of inspection.

Signed N/A
Owner

N/A
Date

N/A
Applicant

N/A
Date