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# *Town of Hebron, Connecticut*

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Town Office Building  
15 Gilead Street; Hebron, Connecticut 06248  
Phone: (860) 228-5971 Fax: (860) 228-5980

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## **SPECIAL PERMIT APPLICATION PROCESS**

Applicant,

It is highly recommended that prior to submitting any application, the applicant contact the Town Planner for a preliminary review. After the initial discussion with the Town Planner, a recommendation will be made to submit the plans for an informal staff review, and / or an informal review by the Planning and Zoning Commission (Commission). This preliminary step in the application process helps to familiarize applicants with specific land-use regulations and policies of the Town as well as provides the town with an overview of materials that will be submitted with the application. It can also identify other land use approvals that are likely to be needed. This process greatly reduces the amount of time required in the formal application process.

After the completion of this preliminary process, or if such a process is not needed for this specific application, a formal application to the Commission should proceed. Once a completed formal application has been submitted, all materials will be distributed to the Commission and to Town staff - Town Engineer, Fire Marshal, Town Sanitarian, Wetland Agent, WPCA Administrator, Director of Public Works and Town Planner, as applicable. Incomplete application submissions will only delay the processing and review of your application. Town staff will review the application materials and submit reports to you and the Commission. It is recommended that plans be amended to address staff review comments prior to presentation of the application to the Commission.

The Town will schedule the application for a public hearing on an upcoming Planning and Zoning Commission agenda. The Commission has sixty-five days to schedule such hearing from the day-of-receipt (the day of the next regularly scheduled Commission meeting following receipt of a complete application). Once the hearing is scheduled you will receive a copy of the legal notice for the hearing. You must mail a copy of this notice to all property owners within 100 feet of the property following all of the requirements contained in Section 8.1.4 of the Hebron Zoning Regulations.

If you have any questions regarding this process, please contact the Town Planner at 860-228-5971, X137.

Sincerely,

Hebron Planning Department