



ADMINISTRATIVE POLICIES

No. 1

A. GENERAL

Any Petition for amendment of the Zoning Regulations or Map will include the following:

1. **Petition.** The Petitioner will submit three (3) sufficient copies of a Petition, signed by the Petitioner or an authorized agent, that includes a statement setting forth the specific proposal requested to be granted a public hearing under the provisions of the Connecticut General Statutes and that may include a statement of the Petitioner's interest in the land for which the change is proposed and an identification of reasons for the change and the specific use anticipated.
2. **Text.** For Petitions concerning the Zoning Regulations, the Petitioner will submit three (3) sufficient copies of the precise wording of both the existing and the proposed text of the Zoning Regulation.
3. **Map.** For Petitions concerning the Zoning Map, the Petitioner will submit copies of:
 - a. A map, drawn to a scale not less than one inch equal to two hundred feet (1" = 200') covering the area of the proposed change and all area in the town of Old Saybrook within five hundred feet (500') of the proposed change, and showing for the area the existing and proposed zoning boundary lines, the existing property lines, and an outline sketch of all buildings within the properties abutting the proposed District change. The map will show contours based on Town datum, at contour intervals not less than ten feet (10'), and a north point whenever the proposed change includes an elevation variance of fifty feet (50') or more; and
 - b. A metes and bounds description of the area proposed to be changed.
4. **Fee.** The Petitioner will submit a minimum fee of two hundred dollars (\$200).
5. **Adjacent Property Owners.** The Petitioner will submit a list of names and current mailing addresses of property owners as indicated in the Old Saybrook Assessor's records, within five hundred feet (500') of the proposed district boundary change.

B. ADDITIONAL INFORMATION

The commission will schedule for public hearing petitions submitted in accordance with these rules as required by law. The commission may require additional information as it deems necessary, to be submitted by the petitioner, before or at the public hearing, as the commission may determine.

No. 2

The Commission may require additional technical assistance in evaluating an application if the Commission finds that the nature and intensity of the development may have a significant impact on the site and its surrounding areas, and the Commission's staff will not be able to complete a technical review of an application in the time period prescribed by State statute.

The Commission will estimate the expense of the additional technical assistance based on a preliminary estimate prepared by a qualified party or expert. The Applicant will pay the estimated cost of reviewing the application times one hundred-fifty percent (150%), and the Applicant will deposit the fee with the Commission or its designated agent before review of the application or submission.

Upon completion of the technical review and final action by the Commission on the application, the Commission will determine the costs incurred for the review and refund the excess moneys to the Applicant. Applicants will not be responsible for costs incurred for technical assistance that exceeds one hundred-fifty percent (150%) of the estimate.