

August 18, 2018

To: Bethany Planning and Zoning Commission

From: Hiram Peck, Planning Consultant

Re: Revised application submission policy

Based on a discussion with the Commission at the July 11, 2018 PZC meeting the following policy is submitted for discussion and possible adoption.

Regarding submission of application materials for matters to be reviewed and considered by the Commission:

1. All application materials, including all maps, plans and supporting documentation are to be submitted a minimum of 1 week before the PZC meeting at which they will be discussed in order to be properly reviewed prior to the PZC meeting.
2. All materials are to be submitted in the original format (size and document) and in electronic format and are to be emailed to PZC members at least 5 days prior to the PZC meeting at which the application is to be discussed. All materials are also to be emailed at the same time to any outside reviewers, such as Health District, Town Engineer, Town Attorney and Town Planning Consultant as applicable for the application.
3. If all application material is not submitted at least 1 week in advance of the meeting, then the Commission may not take action until the following PZC meeting.
4. The only exception to this policy is for requests for informal pre-application discussions with the Commission under CGS Sec. 7-159b. Such requests may be placed on the agenda on Monday of a Wednesday meeting.
5. All revised agendas shall be emailed to the Commission no later than Monday prior to a Wednesday meeting.