

**TOWN of EAST HAVEN**  
**PLANNING & ZONING**  
**INSTRUCTIONS for SPECIAL EXCEPTION APPLICATION**

THE ATTACHED APPLICATION FORM SHOULD BE COMPLETED IN ITS ENTIRETY. BE SURE TO INCLUDE ANY/ALL DATA REQUIRED, INCLUDING ALL MAPS AND SURVEYS MANDATED BY THE PARTICULAR SECTION UNDER WHICH THE SPECIAL EXCEPTION IS BEING APPLIED FOR.

THE PLANNING AND ZONING OFFICE REQUIRES **15 COMPLETE. COLLATED SETS** OF THE APPLICATION; STATEMENT OF USE AND ANY/ALL REQUIRED MAPS AND SURVEYS THE REQUIRED 15 SETS OF PLANS ARE TO BE COLLATED AND FOLDED TO A SIZE OF 8.5 INCHES BY 11 INCHES. ANY DEPARTURE FROM THIS PROCEDURE WILL RESULT IN A REFUSAL BY THE PLANNING & ZONING OFFICE TO ACCEPT THE APPLICATION.

THE APPROPRIATE APPLICATION, ALONG WITH THE SPECIFIED **APPLICATION AND ADVERTISING FEES** ARE TO BE SUBMITTED IN CONJUNCTION WITH SAID APPLICATION.

ALL COMPLETE AND PROPERLY SUBMITTED SPECIAL EXCEPTION APPLICATIONS WILL BE SUBMITTED TO, AND ACCEPTED BY THE COMMISSION FOR THE SCHEDULING OF THE **REQUIRED PUBLIC HEARING**. THE PLANNING & ZONING OFFICE WILL NOTIFY THE APPLICANT, AND/OR AGENT OF THE SCHEDULED DATE OF THE PUBLIC HEARING.

**ADVERTISING:** THE ZONING OFFICE IS RESPONSIBLE FOR THE MANDATED ADVERTISEMENT IN THE NEWSPAPER. HOWEVER, THE **APPLICANT** AND/OR **AGENT** IS RESPONSIBLE FOR SUPPLYING THE P & Z OFFICE WITH A COMPLETE, CONCISE **LEGAL DESCRIPTION** OF THE SUBJECT PROPERTY FOR USE IN THE LEGAL AD.

THE APPLICANT IS ALSO RESPONSIBLE FOR THE MANDATED POSTING OF THE PROPERTY WITH PLACARDS OBTAINED FROM THE PLANNING AND ZONING OFFICE AND TO MAKE THE REQUIRED **CERTIFIED NOTIFICATIONS** AS PER SECTION 56.4.3 OF THE REGULATIONS.

**\*\*\*NOTE\*\*\* ANY DEFECT IN THE NOTIFICATION PROCESS WILL RENDER THE APPLICATION NULL AND VOID.**

IF THE APPLICATION FOR A SPECIAL EXCEPTION IS APPROVED, THE APPLICANT MUST:

1. POST ANY MANDATED BOND REQUIRED BY THE TOWN, AND...
2. SUBMIT: FIVE **(5)** COMPLETE SETS OF THE APPROVED PLAN THAT INCLUDE ANY MODIFICATIONS OR CONDITIONS IMPOSED AT THE TIME OF APPROVAL; ONE ADDITIONAL (6<sup>th</sup>) SET, TO BE STAMPED **"APPROVED"**, AND SIGNED BY THE PLANNING AND ZONING ADMINISTRATOR FOR RECORDING IN THE TOWN CLERK'S OFFICE BY THE **APPLICANT**.

ONE, OR MORE ADDITIONAL SETS, STAMPED IN THE SAME MANNER AS ABOVE, TO BE PROVIDED TO THE APPLICANT, IF REQUESTED.

**\$350.00 APPLICATION FEE + \$250.00 ADVERTISING FEE**

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THE APPROVED SPECIAL EXCEPTION APPLICATION, INCLUDING THE APPROVED  
DETAIL PLANS WILL BECOME EFFECTIVE UPON FILING IN THE OFFICE OF THE  
TOWN CLERK, AND UPON IT'S RECORDING ON THE LAND RECORDS. SAID FILING  
AND RECORDING MUST BE ACCOMPLISHED WITHIN **90 DAYS** OF THE DATE OF  
THE FINAL APPROVAL. **FAILURE** TO ACCOMPLISH THIS PROCEDURE, WITHIN  
THE 90 DAY TIMING CONSTRAINT, MAY RESULT IN RENDERING THIS APPROVAL  
**NULL AND VOID.**

SHOULD YOU HAVE ANY QUESTIONS REGARDING THESE INSTRUCTIONS OR  
YOUR RESPONSIBILITIES, DURING THIS PROCESS OR AFTER GAINING APPROVALS,  
FEEL FREE TO CONTACT THE PLANNING AND ZONING OFFICE FOR AN  
APPOINTMENT.

RESPECTFULLY,  
Town of East Haven  
PLANNING & ZONING ADMINISTRATOR

REVISED 3/15/02