



# TOWN OF WETHERSFIELD

DEPARTMENT OF PLANNING AND ZONING  
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## PRE-APPLICATION REVIEW PROCESS

### Purpose

The Town of Wethersfield offers a Pre-Application Review service for the purposes of improving communication between individuals seeking guidance on development proposals and the Town. Both the Town's permit review staff and Land Use Commission are available to discuss prospective projects and applicable code and regulatory issues with property owners', developers and other interested parties prior to the submission of any formal application. We encourage applicants to meet with the Town and get as much information as possible while the project is in the early planning or feasibility stages.

The pre-application review process is a free and voluntary process that has been established to provide an opportunity to meet informally with staff and the commission, to offer general advice and guidance, ask questions and to receive input prior to the submission of a formal application in order to:

- Avoid undue expense and delays caused by submitting inappropriate or incomplete applications,
- To clarify the town's regulatory requirements,
- Receive comments and ideas on the project from Commission members and staff,
- To avoid costly reworking of subsequent submissions, and,
- To help move the project more quickly through the formal application review process.

### Staff Review

In order to schedule a Pre-Application Review meeting, contact the Planning Department at (860) 721-2838 or Email [Planning@wethersfieldct.gov](mailto:Planning@wethersfieldct.gov). The Planning Department will schedule a meeting date with the Building and Engineering Departments, Town Planner, Zoning Official, Historic District Coordinator, Wetlands Enforcement Official, Fire Marshal and Central CT Health District (depending upon the project) and any other necessary or requested departments in order to facilitate a coordinated review. Plans are not required; however, preliminary site and floor plans can be helpful. The more information that is provided the better able staff will be able to respond. Prior to the meeting, any materials which has been submitted is distributed to staff who will be attending the meeting. This gives staff an opportunity to identify issues which could affect project viability. Staff may conduct a site visit prior to the review meeting. Any comments or suggestions on a project made by town staff shall not be construed as a form of approval and shall not be binding upon the town staff or Boards/Commissions should a subsequent application for the property be officially filed.

Items covered in the review include, but are not limited to:

1. Any road, sidewalk, utility or drainage improvements required;
2. Any ordinances or policies that will apply to the project;
3. Required application, meeting deadlines, processes and filing fees;
4. Identification of boards and commissions that would review the applications;
5. Any required information, technical reports and documents that would accompany the applications;
6. Any environmental concerns generated by the project; and

7. Potential for the inclusion of low impact development practices in the project.

The Pre-Application Review will result in a written summary on the proposal addressing issues and/or the need for supplemental information including comments of all reviewing Departments.

### **Commission Review**

In addition, interested parties may also request a Pre-Application Review with a Board or Commission. In order to be placed upon a meeting agenda, a completed Pre-Application form and associated support documents must be submitted at least **fifteen (15) days** prior to the meeting date.

### **Submission Requirements**

It is strongly suggested that the following information is submitted:

1. A Pre-Application Review request form;
2. A narrative of the project which describes the nature of the project, the use of the land and buildings and other matters pertinent to summarize the project and design;
3. Conceptual building floor plans;
4. Preliminary exterior elevations to show the Commission how the finished development will look and how it will be built;
5. Conceptual site plans that provide information on the layout of the project, the location of proposed buildings, significant natural features, wetlands, watercourses, steep slopes, flood plains, landscaping, lighting and other relevant information;
6. Any questions or issues that the applicant wants to be sure are addressed through the Pre-Application review; and
7. Photographs of the exterior building elevations and site conditions.

### **Procedures**

Upon receipt of the form and materials staff will review the information in order to identify any potential issues with the proposal. Staff will then schedule a meeting. Pre-Application Reviews will be conducted at the end of the meeting agenda. The project will be publicly noticed on an agenda and the review will be open to the public to observe and to comment. (The applicant may wish to conduct a separate community or neighborhood level meeting with affected neighbors prior to submitting any formal application.) The Commission shall informally review the plans for general conformance with the regulations and may request additional information where deemed necessary. The minutes of the meeting will reflect the comments made by the Commission members.

### **Limitations**

In accordance with C.G.S. Section 7-159b (2003) a Pre-Application Review shall be considered only informational and advisory in nature, shall not be binding on the applicant or the Commission and no development rights shall attain to the review or consideration of any proposed project. The filing of a Pre-Application Review is not a formal development application and does not initiate the processing timeframes of the Connecticut General Statutes.