



# TOWN OF WETHERSFIELD

DEPT. OF PLANNING AND ECONOMIC  
DEVELOPMENT

505 SILAS DEANE HIGHWAY  
WETHERSFIELD, CONNECTICUT 06109  
P (860) 721-2837 F (860) 721-2843

## PUBLIC NOTICE REQUIREMENTS

You have submitted an application that requires a public hearing as part of the review process. This application requires several levels of public notice by the Town and by you as the applicant. This notice is designed to inform the general public and neighbors about the nature of your project. This notice must occur prior to the hearing and you must follow the specific requirements listed below. Failure to do so will result in a delay in the processing of your application. Be advised of the following:

### Neighbor Notification

1. The Town will provide you with a form that you must complete and mail to the neighbors that surround the property subject to your application. The **applicant** should coordinate the completion of the neighbor notification form with the Planning Department staff.
2. After the application has been filed the **Town** will provide a list of neighboring property owners that must be notified.
3. The **applicant** shall mail by certificate of mail, a notice of the application to all owners of land within three hundred (300) feet of the tract of land that is subject of the application. The **applicant** must mail the neighbor notice not less than **ten (10) days prior to the hearing date**.
4. The **applicant** shall include a **return address** on all mailings.
5. The **applicant** shall submit to the Clerk of the Commission at the Planning Department at least **five (5) days** prior to the date of the hearing evidence of the required mailing in the form of U.S. Postal Service Certificate of Mailing.

### Public Hearing Notice Sign

6. The **applicant** must submit a deposit of \$50 that will be returned to the applicant upon the return of the sign. Checks should be made payable to the "Town of Wethersfield".
7. The **applicant** shall post a public hearing notice sign on the property subject to the application **not less than ten (10) days** before the hearing. . The **Town** shall provide the sign. The sign shall be located in the front yard not more than five (5) feet from any street line and clearly visible to the general public. (A public hearing notice sign that is structurally attached to an existing building or fence shall be exempt from the setback provisions).
8. The **applicant** shall maintain the notice sign in place and in good condition throughout the application review period which shall extend through and until the final decision on the application is issued, when the sign shall be promptly removed and returned to the Town by the **applicant**.

\_\_\_\_\_  
Hearing Date

No later than:  
\_\_\_\_\_  
Public Hearing Notice Sign  
Date

No later than:  
\_\_\_\_\_  
Certificate of Mailing Date