

TOWN of WESTON, CONNECTICUT



Incorporated 1787

Planning & Zoning Commission

CGS 7-159b Pre-Application Review Procedure for the Weston Planning & Zoning Commission

Purposes for Pre-Application Review

1. To provide an opportunity for applicants to explore ideas for uses of property with representatives of the Planning & Zoning Commission and to receive comments on potential applications so that the ideas of the Planning & Zoning Commission can be considered prior to formal applications being submitted.
2. To reduce applicant's expenses and the Town's staff time in the approval process when major projects are being proposed.
3. To ensure the most efficient use of time spent on applications at Planning & Zoning Commission meetings.

Pre-Application Review Procedures:

1. The applicant will coordinate with the Land Use Director to schedule a pre-application review.
2. Reviews will be limited to 30 minutes except at the discretion of the Commission.
3. Public Notice shall consist of the following statement on the Commission's meeting agenda: The Commission will conduct non-binding pre-applications for the following items (either property address or some other appropriate identifier).
4. Each review will be open to the public to observe but not to comment.
5. Meetings will be recorded in accordance with the Freedom of Information Act. The only official record will be a notation in the minutes that a pre-application review on the property address or addresses was held.

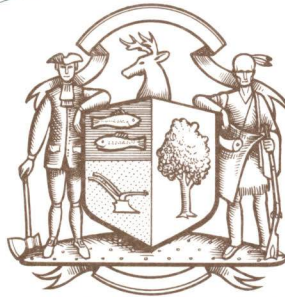
6. At a minimum, a narrative summary of the project must be submitted. In addition, any drawings, plans or maps would be helpful for understanding. Applicants with subdivision projects should also consult Section 2.3 of the Weston Subdivision Regulations (Preliminary Discussion). All materials must be submitted at least one week in advance of the pre-application review.

7. Minutes will document the pre-application review as follows: "The Commission met on _____ and conducted a nonbinding pre-application review of an application for _____ (state what the application is) for property located at _____."

Note:

According to CGS Section 7-159b, neither any plans or ideas presented by any applicant, nor the comments made by any P&Z Commissioner, at the pre-application review are binding in the event an application is made later. Accordingly, the applicant should complete the Pre-Application Meeting – Land Use Department form prior to the meeting acknowledging the non-binding nature of the discussion. In addition, the non-binding nature of the discussion should be noted by the Chairman in the opening remarks for each pre-application review session.

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Office of Land Use Director

PRE-APPLICATION REVIEW MEETING - LAND USE DEPARTMENT

Applicant's Agreement to Pre-application Review Meeting under the Provision of Section 7-159b CGS

"Sec. 7-159b - Connecticut General Statutes. Pre-application review of use of property. Notwithstanding any other provision of the general statutes, prior to the submission of an application for use of property under chapters 124, 126, 440 and 541 or any other provision of the general statutes authorizing an authority, commission, department or agency of a municipality to issue a permit or approval for use of such property, such authority, commission, department or agency or authorized agent thereof may separately, jointly, or in any combination, conduct a pre-application review of a proposed project with the applicant at the applicant's request. Such pre-application review and any results or information obtained from it may not be appealed under any provision of the general statutes, and shall not be binding on the applicant or any authority, commission, department, agency or other official having jurisdiction to review the proposed project."

I have read and understand the above provision of the Connecticut General Statutes and understand and agree that whatever discussion, comments and/or recommendations are made through these reviews are non-binding upon the parties.

Further, I acknowledge and agree that this pre-application review meeting is being conducted prior to and in anticipation of a formal application to the Weston Planning & Zoning Commission, the Zoning Board of Appeals, or the Conservation Commission (inland wetlands agency) to obtain feedback and response to the proposal or design, as it exists on this date, in the interest of preparing an application consistent with the Subdivision, Zoning, Floodplain Management, or Inland Wetlands and Watercourses Regulations of the Town of Weston, as the case may be.

Location of premises:

Anticipated type of application:

Name Printed:

Signed:

Date:

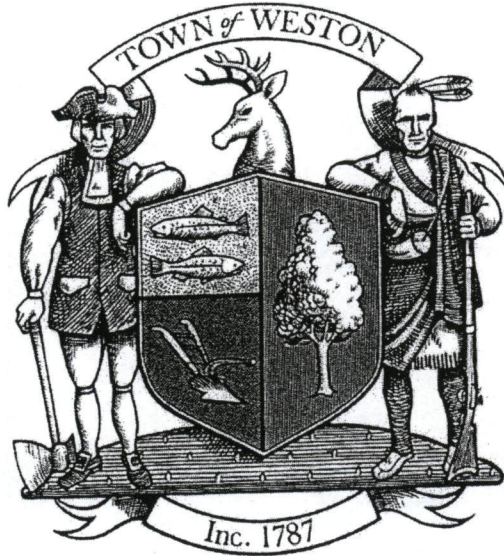
Telephone Number:

Email:

Representing:

Property Interest:

Approved PZC form 6-21-2017



**SUBDIVISION REGULATIONS
FOR THE TOWN OF WESTON**

**Effective Date: September 1, 1984
As Amended to September 23, 2011**

2.3 Preliminary Discussion

- 2.3.1. To provide helpful guidelines to applicants, informal discussion of subdivision plans is strongly recommended.
- 2.3.2. It is suggested that each applicant submit for advance review by the Commission a preliminary subdivision proposal. Such preliminary proposal shall be a tentative proposal only, for the sole purpose of clarifying and guiding the design of the subdivision plan to be later submitted as an application.
- 2.3.3. The Commission recommends that the preliminary proposal be based on an accurate survey of the property, at a scale suitable for the eventual subdivision plan, and prepared by a registered engineer or land surveyor. The following data should be shown in map form, or included at the same scale as attachments:
 - a. Map showing the location of the subdivision in the Town.
 - b. Scale of plan, compass points, names and addresses of owner(s), developer, engineer and surveyor. Reference by note to previous subdivision plans or survey maps filed in Town land records, by file map number and file date.
 - c. Tentative layout of lots, with lot numbers, area of each lot and parcel in acres, and total acreage of subdivision.
 - d. Accurate boundaries of the property, the approximate area, dimensions and location of all other land belonging to the- owner or developer located adjacent to and across the street from the proposed subdivision, the names of the owners of record of adjacent properties and properties across the road, and any easements, deed restrictions, rights-of-way and other limitations affecting the property.
 - e. Location and names of existing roads, location and layout of all proposed roads, and their relation to recommended roads shown on Town Plan of Development and the Weston Roads Analysis.
 - f. Proposed open space reservations.
 - g. A general plan for proposed storm drainage and retention facilities.

2.4. Content of Subdivision Application

The following materials shall be submitted with the application for the application to be considered by the Commission: