



Quick Guide to Submitting an Application to the Planning and Zoning Commission

1. Meet with the Planning and Zoning Department staff to determine the eligibility and required application type of your proposed project. Most projects will either be a Site Plan or Special Permit.
2. Obtain all application documents and forms from Planning and Zoning staff or the website.
3. Prepare a preliminary Site Plan showing your proposal. Requirements can be found in Section 9.1 of the Zoning Regulations. Special Permits are dictated by Section 9.2.
4. Schedule a Pre-Application meeting with the Planning and Zoning Department. Depending on the project scope, this meeting may include the Planner, Building Official, Fire Marshal, Health District Representative, WPCA, Police Department, and Public Works. (Office staff will determine who to include in the meeting.)
5. Based upon comments and information received at the Pre- App Meeting, prepare a final Site Plan and finalize all other submission documents, see application packet for all requirements.
6. Once all documents are ready, schedule a time with the Planning and Zoning Department to submit the application. Staff will meet with you to verify that your application is complete and accurate. Chatham Health District Application form and one plan set will be collected by the P&Z Department for the Health District. A representative from the Health District will then reach out to you.

Notes:

- Timelines for decision by the Commission are set forth in Section 8-7d of the Connecticut General Statutes.
- You may schedule meetings with staff members as often as you would like. Site visits are encouraged.

This list is meant to be a brief guide to the process and does not include all steps necessary to submitting a complete application.

Please Note: Application fees are non-refundable