



**EDDIE A. PEREZ**  
Mayor

# CITY OF HARTFORD

## DEPARTMENT OF DEVELOPMENT SERVICES

Planning Division  
250 Constitution Plaza  
Hartford, Connecticut 06103

Telephone: (860) 757-9025  
Fax: (860) 722-6402  
[www.hartford.gov](http://www.hartford.gov)

**DAVID B. PANAGORE**  
Director of Development Services

**ROGER J. O'BRIEN, PhD, AICP**  
Director, Planning Division

## Site Plan Review/Special Permit Application Requirements

### PLEASE READ

#### Site Plan Review Applications

The completed application with the required materials must be submitted at the Licenses and Inspections counter located at 260 Constitution Plaza, 1<sup>st</sup> Floor at least three weeks prior to the next scheduled Planning and Zoning Commission meeting. The regular meetings of the Planning and Zoning Commission are held on the second and fourth Tuesday of the month at 5:00 pm. For a list of required materials please refer to Section 68 of the City of Hartford Planning and Zoning Commission Zoning Regulations.

#### Special Permit Applications

Applications for special permits begin with an Informal Review of the project with City Staff. Appointments for an Informal Review can be made by calling the Planning Division at 860-757-9055.

After the applicant meets with City Staff, the applicant will fill out a Special Permit application. The completed application form and the required materials must be submitted at the Licenses and Inspections counter located at 260 Constitution Plaza, 1<sup>st</sup> Floor at least three weeks prior to the next Design Review Board meeting. The regular meetings of the Design Review Board are held on the second and fourth Tuesday of the month at 11:00 am. For a list of required materials please refer to Section 68 of the City of Hartford Planning and Zoning Commission Zoning Regulations. The Special Permit application is referred to the Design Review Board for its recommendation prior to the public hearing by the Planning and Zoning Commission.

#### Requirements

The applicant must make certain that the application meets the Zoning Regulations of the Zoning District in which the site is located. If approved, construction must proceed in accordance with the approved plans and conditions of the plans required by the Planning and Zoning Commission.

Any changes proposed by an applicant to an approved site plan must be submitted in advance to the Planning Division for review and approval by either the Director of Planning or by the Commission as required. Elevation drawings must be prepared by an architect. Site drawings must be prepared by a registered engineer or land surveyor. All drawings must be embossed and signed with a raised seal.

Applications cannot be scheduled for processing until all the required information is complete and received by the Planning Division

**CITY OF HARTFORD  
PLANNING & ZONING COMMISSION  
SITE PLAN APPLICATION INSTRUCTIONS**

**\*\*\*ALL APPLICATIONS FOR SITE PLAN REVIEW, OR SPECIAL PERMIT MUST BE  
SUBMITTED TO THE LICENSES AND INSPECTIONS DIVISION  
LOCATED AT 260 CONSTITUTION PLAZA**

**1. Submittal Requirements:**

Site Plan Review- submit a completed application form and five (5) sets of site plans and architectural drawings stapled with a cover sheet listing the name and revision dates of each drawing in the set.

Special Permit Review- submit a completed application form and five (5) sets of site plans and architectural drawings stapled with a cover sheet listing the name and revision dates of each drawing in the set.

**Fees:**

Site Plan Review- \$60 payable by cash or check to the City of Hartford

Special Permit Review- \$500 payable by cash or check to the City of Hartford

**2. Public Hearing:**

The Commission will hold a public hearing on an application for special permit in accordance with Section 68(e)(i-viii) of the Zoning Regulations, a public hearing is not required for site plan review.

1. Notices to property owners: The applicant must give notice of the time and place of the public hearing to the owners within 150 feet of the boundary of such area by the applicant at least 10 days prior to the hearing. The Planning Division can generate a listing of owners for the applicant upon request.
2. Certificate of Notice: Before the hearing, the applicant shall file a certificate of mailing affirming that the notice has been timely given.
3. Bond: Before a special permit or site plan approval is granted, the commission may require the applicant to post a bond.

**4. After the Planning and Zoning Commission Meeting:**

1. The applicant will receive a letter from the Planning Division notifying them of the results of the Planning and Zoning Commission meeting.
2. The letter will also inform the applicant of the next step in the permitting process.
3. Once the application/plans are signed off by the Director of Planning, the applicant can pick up their copy of the approved plans at the Planning Division.
4. The applicant must have the approved plans available at the project site at all times until they receive a certificate of occupancy (CO) by the Licenses and Inspections Division.
5. The Planning Division must sign off on a Certification of Zoning Compliance prior to obtaining a Certificate of Occupancy (CO). Please be sure to review any modifications with the Planning Division if deviations from the plan occur during constructions that are not approved by the Planning Division.