



CITY OF NEW BRITAIN

MUNICIPAL DEVELOPMENT

PROCESS FOR CHANGE OF ZONING DISTRICT BOUNDARIES OR AMENDMENT TO THE ZONING ORDINANCES

1. The applicant checks on the process and requirements for change (amendment) to the Zoning Map and Zoning Ordinance language with the Planner in the Department of Municipal Development (Room 311). Copies of the petition form are obtained from the Town & City Clerk's office.
2. The applicant submits the completed petition form, along with five (5) copies of the map, and legal description to the Town & City Clerk's office (Room 109). The petition must be signed by the property owner or agent and accompanied by a map meeting the standards of the Department of Consumer Protection for surveys, which has been prepared and certified by a land surveyor, and the legal description of the property. A **\$400.00** fee shall be paid at the time the petition is submitted to the City. The Common Council meets on the second and fourth Wednesday of each month and the petition should be submitted by 3:45 p.m. on the day of the meeting to be presented at the next meeting.
3. The Common Council refers the petition to the Department of Municipal Development, City Plan Commission and to the Zoning Committee of the Common Council. The City Plan Commission prepares a report to be submitted to the Zoning Committee and to the Common Council. The Zoning Committee schedules and conducts a public hearing. After the public hearing the Zoning Committee submits a recommendation to the Council.
4. The City Plan Commission meets on the first Monday of **every other month**. In order to allow for the mandatory notice requirements, the Commission must have the petition at least 35 days prior to the meeting at which it considers and votes upon its report to the Zoning Committee and the Common Council. The applicant (property owner or agent) may appear at the City Plan Commission meeting to explain the petition. If the City Plan Commission issues an unfavorable report on the petition, two-thirds (2/3) of the Council (10 members) must vote to approve the petition in order for it to pass.

5. The applicant sends notice of the proposed map amendment to all property owners within 500 feet of the boundary(ies) of the property proposed for rezoning. The notices may be sent by regular mail and must be sent at least 15 days prior to the scheduled public hearing. An affidavit must be filed with the Town & City Clerk certifying that the notices have been mailed.
6. The applicant posts a sign on each street frontage of the property proposed for rezoning at least 15 days prior to the beginning of the public hearing. The sign(s) must be displayed and maintained for 15 days. An affidavit certifying that the signs have been posted must be filed with the Town & City Clerk. The language and standards for the sign(s) are included in this package.
7. The City places Legal Notices in the local newspaper to notify the public of the proposal.
8. A remonstrance may be filed with the Clerk of the Zoning Committee at any time prior to the beginning of the public hearing. A remonstrance is a protest against the proposed rezoning that is signed by the owners of at least 20 percent of the private property within 500 feet of the boundaries of the property proposed for rezoning. The City Engineer certifies the validity of the remonstrance. If the remonstrance is certified as being valid, a vote of three-quarters (3/4) of the Common Council (12 members) is required to approve the petition to rezone the property.
9. The applicant (property owner or agent) may appear at the public hearing before the Zoning Committee to explain the petition.
10. The Zoning Committee concludes the public hearing and votes to approve, deny or amend the petition.
11. The Zoning Committee forwards its report to the Common Council for action, at its next regular meeting. The Mayor must sign the Common Council action as the final step in the process.
12. The City publishes a notice of the Common Council's disposition of the petition within 15 days of the action.

Rev. 4/15/14

CITY CLERK'S OFFICE
NEW BRITAIN, CONN.



Mr. _____

Dear Sir:

Your attention is called to the following petition received by the Common Council at its meeting held Wednesday Evening, _____, and referred to

To His Honor, the Mayor, and the Common Council of the City of New Britain: the undersigned beg leave to petition your Honorable body:

To change the zone of properties on the north side of West Main Street in the vicinity of 1185 West Main Street from A-1 (Garden Apartments to B-3 (Secondary Business), as depicted on the attached map titled "Proposed Zone Change Map, A-1 to B-3" by Patrick A. Toscano, City Surveyor, dated September 2004.

Sample Format

By: _____

*SAMPLE OF LETTER TO SEND TO ALL PROPERTY OWNERS WITHIN 500
FEET OF THE PROPERTY THAT IS THE SUBJECT OF THE PETITION.*

Date: _____

NOTICE OF PUBLIC HEARING

The Zoning Committee of the Common Council will hold a Public Hearing on (day/date), starting at 7:00 p.m. in the Common Council Chambers of City Hall – second floor, 27 West Main Street, New Britain, Connecticut.

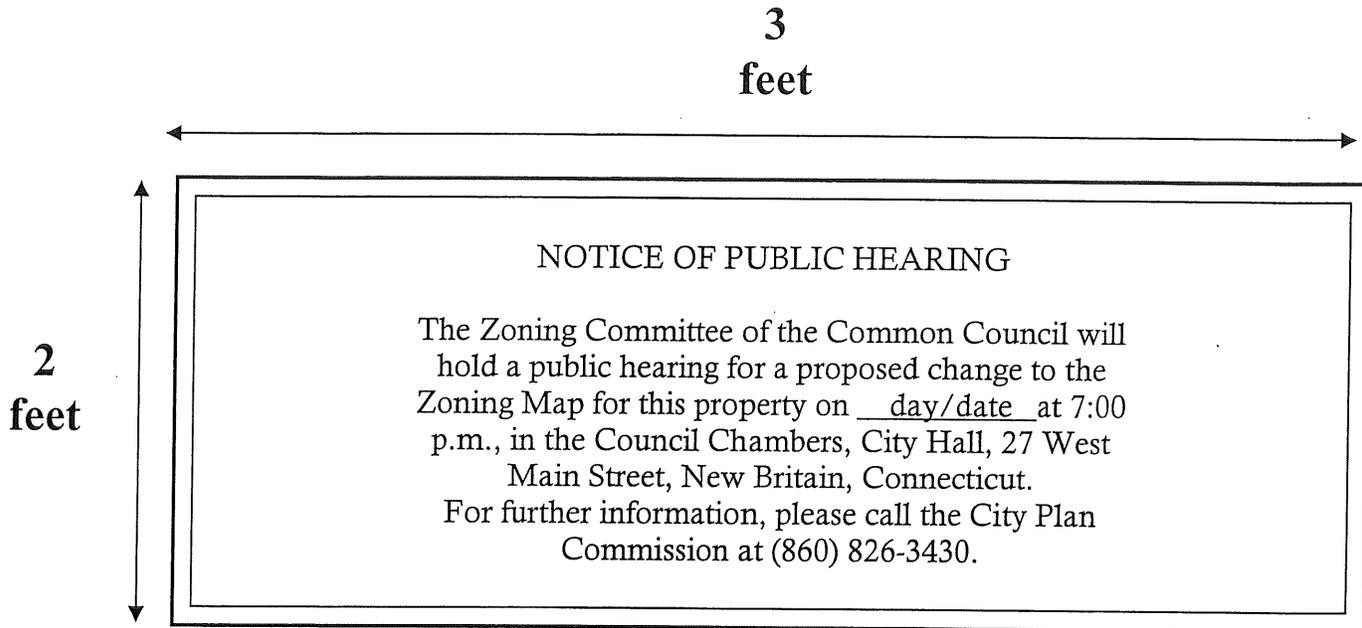
The subject of this hearing is Petition # _____, a request by _____ (Name of Applicant or Agent) to rezone property located at (_____ address) from (District {ex. B-1, Neighborhood Business}) to (District {ex. B-2, Shopping Center}).

Sincerely,

(Signature of Applicant or Agent)

cc: _____, Clerk of Committees

POSTING OF SIGN



- This sign must be made of durable material. It must be 2 feet by 3 feet in size with black lettering on a white background. The sign must be placed no more than 10 feet from the property line and shall not be less than 2 feet or more than 6 feet above the grade at the property line.
- A sign must be placed at each public street frontage that borders the property.
- The sign must be in place starting 15 days prior to the date of the public hearing and removed within 3 days of the conclusion of the public hearing. If for any reason the public hearing is postponed, the sign must be removed, the information corrected, and the sign replaced per the above instructions.
- It is the responsibility of the applicant to maintain the sign(s) in the appropriate location(s) in readable condition during the entire 15 day notice period.

