



**PLANNING AND ZONING COMMISSION  
TOWN OF TRUMBULL**

**APPLICATION FOR SPECIAL PERMIT OR SITE PLAN APPROVAL**

- Property located in:
- Commercial Zone B - C
  - Industrial Zone I-L, I-L2, I-L3
  - Residence Zone A, AA, AAA

Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

Location of Premises: \_\_\_\_\_

Assessor's Map No.: \_\_\_\_\_ Parcel No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Trumbull Land Records: Volume: \_\_\_\_\_ Page: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Address of Owner of Record: \_\_\_\_\_

Description of Proposed Request, including specific use to be conducted:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Industrial Uses Only: Maximum number of shifts: \_\_\_\_\_

Maximum number of employees each shift: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Owner of Record: \_\_\_\_\_

**A \$360 FEE IN ACCORDANCE WITH APPROVED FEE SCHEDULE MUST  
ACCOMPANY THIS APPLICATION. Make check payable to TOWN OF TRUMBULL.**

**FOR OFFICE USE ONLY**

Date of Application and Fee Received: \_\_\_\_\_ By: \_\_\_\_\_

Zone in which premises are located: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_ Date Action Taken: \_\_\_\_\_

List of Abutters Submitted: \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THE APPLICATION:**

1. Copy of Deed (can be obtained from Town Clerk's Office).
2. Copy of Field Card (can be obtained from Assessor's Office).
3. List of abutting property owners (see details on the following page)
4. Compliance with "Notification of Abutting Property Owners" procedure as shown on the attached.
5. Five (5) sets of site plans depicting the location of the sign(s) on the subject site and its relation to adjacent buildings and structures, and any associated landscaping, lighting sources, structural components, and the like.
6. An illustration of the proposed sign(s), including dimensions, text/content, materials, color and structural support. (A color rendering of the proposed sign on the existing building is preferred).
7. A narrative description of the sign(s), including its purpose, method of illumination, materials (if not evident from the illustration), the section of the Regulations under which such sign is permitted, a description of the total area, location, type and other information for all other signs on the lot, and any other information not contained in the site plan or illustration.

## **NOTIFICATION OF ABUTTING PROPERTY OWNERS**

Each applicant to the Planning and Zoning Commission for a change in zone, Special Permit, or Subdivision/Resubdivision shall be required to provide to the Clerk at the time of filing said application, a listing of the names and addresses of each property owner who owns property abutting the premises which is the subject of such application. In addition, if the application involves AA or AAA Residence Zones, all property owners within 500 feet of all property lines shall be notified. If the application does not involve AA or AAA Residence Zones, all property owners within 250 feet of all property lines shall be notified. In the case of multi-family dwellings or institutions, the administrator or association shall be notified in lieu of each individual. SPECIAL PERMIT APPLICATIONS FOR APARTMENTS SHALL NOTIFY PROPERTY OWNERS WITHIN 150 FEET OF ALL PROPERTY LINES.

It shall be the responsibility of the applicant to prepare the list of said abutting property owners from the records of the Assessor's Office as shown on the last completed Grand List by determining the names and addresses of said property owners as measured on the most recently completed Assessor's Maps as are on file in the Assessor's Office. Said property owners shall be notified by the applicant **by FIRST CLASS MAIL** of the time and place of the public hearing at which said application shall be heard. The mailing of said notices shall be evidenced **by a certificate of mailing from the United States Postal Service**. Said notice letters shall be postmarked not less than **TWELVE (12) DAYS** prior to the scheduled date for said hearing. It shall be the applicant's responsibility to file with the Clerk of the Commission, not less than **FIVE (5) CALENDAR DAYS** prior to the hearing date, the list of all property owners to whom notice has been sent, a copy of the letter mailed, and the certificate of mailing from the United States Postal Service.

