

Basics of the Development Process and Trumbull Land Use Boards

- The Development process can take many routes depending on the type of project proposed.
- Property Owners have a right under Connecticut law to propose a development through the Town's application process. The Town's application process is established and governed by State law.
- Town staff, under the direction of the First Selectman, help guide and manage this process.
- The Town Economic and Community Development Director generally meets with businesses, developers, brokers and property owners early in the process to get a sense of their interest in a particular site, building or location.
- The Town Planner and other town officials (Building Official, Town Engineer, Fire Marshall, EMS Director and Police) provide project input along the way to the proposed business or developer in order that they understand the regulations/laws that apply to their project. Specifically, staff helps clarify the development and permitting process, and the goals of the Town as emphasized in the Plan of Conservation and Development.
- While Town staff provides input to Land Use Boards; most matters related to project approvals are decided by the elected or appointed Land Use Boards, not by the First Selectman.
- The “Land Use Boards” in Trumbull are as follows:
 - ✓ Inland Wetlands and Watercourse Commission
 - ✓ Planning and Zoning Commission (P&Z)
 - ✓ Zoning Board of Appeals (ZBA)
- Not all projects go to all Land Use Boards. The path a project follows depends on issues related to the specific site and proposal.
- A project also could be reviewed by other Town boards such as the Water Pollution Control Authority (WPCA) and/or the Police Commission.
- Some projects may require additional approvals from State Departments such as:
 - ✓ Department of Transportation (DOT)
 - ✓ Office of State Traffic Authority (OSTA)
 - ✓ Department of Energy and Environmental Protection (DEEP)
- Some applications require a public hearing(s) before one or more Land Use Boards. Each Board accepts public comment for the record during the public hearing process.
- Land Use Boards frequently request information from the applicant to help determine impact to traffic, schools and town services.

- Land Use Boards can request an independent/third party review of data provided by the applicant.
- Local property owners may receive notice about an application in accordance with State statutes and/or the Town Zoning Regulations. MetroCog (Regional Planning Body) and neighboring municipalities also may receive notice in accordance with State statutes.
- Anyone can attend any meeting of any Board or Commission and make their opinions known during the public hearing portion of the meeting. Written correspondence can be submitted prior to a public hearing whether or not a person is in attendance at the hearing. Once the public hearing is closed, no new material can be submitted by the public to a Land Use Board.
- Once the public hearing portion of an application is closed, the Land Use Board then deliberates on the matter and makes a decision.
- The land use process should be objective and Land Use Boards operate within clear guidelines when rendering decisions. In most cases Land Use Boards will review the project to insure the project meets regulations, is compatible with the Plan of Conservation and Development, has appropriate infrastructure and meets safety standards.
- Each Board renders decisions within timeframes determined by State statutes.
- Once a Land Use Board renders a decision, there is an appeal period provided for by State statutes whereby the applicant or any other person or entity with standing (such as an abutting neighbor) can bring an appeal to the Connecticut Superior Court.

For more information on Trumbull Zoning Regulations, visit the link below:

http://www.trumbull-ct.gov/filestorage/7112/7187/35125/Zoning_Regulations-Town_of_Trumbull.pdf

Minutes of all meetings are kept and are available to the public in the Town Clerk's Office or Town website: <http://www.trumbull-ct.gov/>