



**Town of Monroe Planning and Zoning Department**  
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# INFORMATIONAL NOTICE

**DATE: March 26, 2018**

**RE: PLANNING AND ZONING COMMISSION APPLICATION PERMIT PROCESSING**

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**EFFECTIVE IMMEDIATELY**, the Planning and Zoning Department is pleased to announce a substantive change in the processing of Planning and Zoning Commission development applications. The intent of the change is aimed at reducing the extent of paper copies required and to get applicants in front of the Commission at the beginning of the process. Attached are a series of flowchart diagrams detailing the modified application processing steps for the following Planning and Zoning Commission land use development applications:

- **Special Exception Permit**
- **Site Development Plan**
- **Subdivision / Resubdivision**

**NOTE – Application Review Team (ART) Staff will continue to provide as many pre-application reviews and meetings as wanted by an applicant.**

In summary, the major changes to the processing of the above land use development applications are as follows:

- Upon submission, the application (*to include 11 paper sets and 1 electronic pdf CD*) will go simultaneously to the Commission and ART Staff – no more interim revisions with ART Staff prior to the hearing/meeting.
- If applicable, an Applicant also applies to the Architecture Review Board (ARB) at this time.
- The **first step** will be the Public Hearing or Site Plan Meeting, at which time Commission, ART Staff, ARB and public comments will all be heard and discussed with the applicant. ART Staff memos will be given to the Commission and applicant about a week before the hearing/meeting but the applicant is NOT expected to make any revisions or responses until after the Commission hearing/meeting is held.
- The **second step** will be for the applicant to make revisions to the plans and application supporting documents addressing the collective comments received from the Commission, ART Staff and public, resulting in a second submission (*also to include 11 paper sets and 1 electronic pdf CD*). *Note, the applicant only needs to provide those plans or application materials affected by a revision or which support a comment response.*
- Upon reconvening of the hearing/meeting, the Commission and ART Staff will review the revisions for their adequacy. If complete, the hearing/meeting will be closed.
- Upon closure of the hearing/meeting, the Commission will deliberate and render its decision in a similar fashion as is presently done. *The Commission typically initiates deliberation at the same meeting as when the substantive review is closed and considers a written draft Resolution at its subsequent meeting.*

Please also note that this will result in changes to the current Timelines provided at the onset of each application submission to match the modified application processing steps. The Department believes the modification will enhance and improve the application process for all involved.

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**CONTACT** for additional information or questions regarding these modifications:

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