

Adopted May 19, 2014

PRE-APPLICATION POLICIES AND PROCEDURES

C.G.S. Sec. 7-159b Preapplication review of use of property.

Notwithstanding any other provision of the general statutes, prior to the submission of an application for use of property under chapters 124, 126, 440 and 541 or any other provision of the general statutes authorizing an authority, commission, department or agency of a municipality to issue a permit or approval for use of such property, such authority, commission, department or agency or authorized agent thereof may separately, jointly, or in any combination, conduct a preapplication review of a proposed project with the applicant at the applicant's request. Such preapplication review and any results or information obtained from it may not be appealed under any provision of the general statutes, and shall not be binding on the applicant or any authority, commission, department, agency or other official having jurisdiction to review the proposed project.

The following policies and procedures for a proposed Applicant's pre-application meeting with the Mansfield Planning and Zoning Commission is adopted on a pilot basis. The PZC reserves the right to revise and/or eliminate any or all of these policies and procedures at any time. These policies and procedures may also be adopted and/or amended for use by the Mansfield Inland Wetlands Agency. If these policies and procedures are adopted by the IWA, a pre-application meeting may be held for those proposed applications which will be subject to the Mansfield Wetlands and Watercourses Regulations. The Commission and Agency reserve the right to conduct a joint pre-application meeting.

PURPOSE OF PRE-APPLICATION REVIEW

- To provide an opportunity for proposed Applicants to present preliminary plans for site development, special permit, commercial, multi-family or mixed-use projects to the Commission for the purpose of receiving Commission comment on potential applications;
- To attempt to reduce an Applicant's expense and staff time by anticipating significant changes to proposed applications before formal filing; and
- To allow for more efficient and concise presentations at public hearings.

PRE-APPLICATION PROCEDURES

Eligible Projects

Any proposed Applicant of a commercial, mixed use or multi-family residential project subject to public hearing may request a pre-application review. This process is intended for projects that have the potential to impact the character of the surrounding area due to their size and complexity. The process is not intended to be used for small-scale infill projects where minimal impacts are anticipated.

Filing Request for Pre-Application Review

Any request for a pre-application review shall be filed with the Director of Planning and Development on the form provided. The form will provide that a proposed Applicant sign an acknowledgment that this procedure is a non-binding process from which there is no appeal. The pre-application review request shall include a written summary of the project and a preliminary site plan. Additional information may be requested by the Director to assist in the determination as to whether the application for a review should be accepted.

The decision to accept a proposal for pre-application review is solely at the discretion of the Director. The Director's decision shall be final.

Pre-Application Review

- A pre-application review will be placed on the Commission's Agenda under New Business at a date and time solely at the convenience of the Commission.
- Reviews will be strictly limited to 30 minutes. Proposed Applicants shall keep their presentations brief to allow sufficient time for Commission discussion.
- Pre-Application Reviews will be noted on the meeting Agenda as follows:
Proposed Project Name, Address/Location, applicant name
The Commission will conduct a non-binding pre-application review of the above listed project.
- The Commission Chair will introduce the item and note the following for the record:
"Such pre-application review and any results or information obtained from it may not be appealed under any provision of the general statutes by any person or entity, and shall not be binding on the applicant or any authority, commission, department, agency or other official having jurisdiction to review the proposed project."
- Reviews are part of the public meeting and shall be open to the public for observation only. No public comment will be taken. The public will have the opportunity to comment during the public hearing process after the filing of a formal application.
- Any materials supplementing the original materials submitted with the application for a pre-application review shall be submitted to the Director on or before seven days from the scheduled review. (One full size set and 15 reduced size sets).
- Commission members may offer comments on the proposed application, but are not required to do so. Any comment of a Commissioner is the opinion of that Commissioner and shall not be interpreted as the consensus of the Commission nor shall any comment of any Commissioner bind the Commission or that Commissioner's vote on formal application.
- Commissioners may offer comments which are contradictory to each other. Any interpretation of Commission comments is the responsibility of the proposed applicant.
- This is a non-binding process from which there is no appeal.