

**TOWN OF LISBON
ZONE CHANGE APPLICATION**

PROJECT NAME _____

STREET ADDRESS _____

IF ADDRESS NOT AVAILABLE, LOCATION _____

MAP/BLOCK/LOT IDENTIFICATION NUMBER(S): _____ ACREAGE _____ ZONE(S) _____

PROJECT DESCRIPTION: _____

CORRESPONDENCE WILL BE SENT TO APPLICANT OR DESIGNATED AGENT. ALSO SEE NOTES 1, 2 AND 3 BELOW:

- APPLICANT: _____ TELEPHONE: _____
ADDRESS: _____ EMAIL: _____
- APPLICANT'S AGENT (IF ANY): _____ TELEPHONE: _____
ADDRESS: _____ EMAIL: _____
- OWNER / TRUSTEE: _____ TELEPHONE: _____
ADDRESS: _____ EMAIL: _____
- ENGINEER/ SURVEYOR/ ARCHITECT: _____ TELEPHONE: _____
ADDRESS: _____ EMAIL: _____

1. TO BE ACCEPTED BY THE PLANNING AND ZONING COMMISSION, THIS ENTIRE APPLICATION MUST BE COMPLETED, SIGNED BY THE PARTIES LISTED BELOW, AND SUBMITTED WITH THE REQUIRED FEE(S).

2. THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION, ITS STAFF, AND/OR ITS CONSULTANT(S) TO ENTER PROPERTY FOR THE PURPOSE OF INSPECTION.

3. I HEREBY, AGREE TO PAY ALL ADDITIONAL FEES AND/OR ADDRESS SUCH COSTS DEEMED NECESSARY BY TOWN STAFF UNDER THE LISBON LAND USE FEES ORDINANCE.

SIGNATURE OF APPLICANT/AGENT _____ PRINTED NAME OF APPLICANT/AGENT _____

DATE: _____

SIGNATURE/RECORD OWNER _____ PRINTED NAME/RECORD OWNER _____

DATE: _____

REASONS FOR ZONE CHANGE REQUEST:

APPLICATION SUBMITTAL DATE: _____ **FEE(S) PAID:** _____

OFFICIAL DAY OF RECEIPT: _____

P & Z COMMISSION ACTION: _____ **DATE:** _____

CHAIR'S SIGNATURE: _____

Adopted _____ Denied _____

TOWN OF LISBON
ZONE MAP CHANGE CHECKLIST

A. INFORMATION TO BE SUBMITTED WITH ZONE CHANGE APPLICATION

- ☐ Completed zone change application with requisite signatures
- ☐ Metes and bounds description of the land to be included in the map amendment
- ☐ Five copies of the plan to specifications listed below in part B.
- ☐ List of property owners within 500' of boundary of proposed zone change request
- ☐ Check or money order made payable to the Town of Lisbon in the required amount(s)
- ☐ This checklist completed by the applicant

B. INFORMATION TO BE INCLUDED ON ZONE CHANGE PLAN

- ☐ All lots (map/block/lot numbers) and streets within 500' of the area affected by the application, with an arc depicting this 500' perimeter to confirm distances
- ☐ Dimensions along affected zone boundaries
- ☐ North Point direction
- ☐ Name of applicant/petitioner
- ☐ Existing and proposed zoning within affected area
- ☐ Plan prepared at a scale of 100'/inch or up to 400'/inch should be utilized. A larger scale may be considered if acceptable to Town planner to improve Commission readability

C. INFORMATION REGARDING FEES FOR PROCESSING APPLICATIONS UNDER "AN ORDINANCE ESTABLISHING FEES FOR THE PROCESSING OF APPLICATIONS BY THE PLANNING AND ZONING COMMISSION...OF THE TOWN OF LISBON" REFERRED TO HEREIN AS THE *LAND USE FEES ORDINANCE*

The Town of Lisbon Planning and Zoning Commission is authorized to create and implement reasonable procedures to address such necessary requirements noted below to accomplish the provisions of the *Land Use Fees Ordinance*. In addition to the required *Base* and/or *Review* fees for required administrative and other specific review activities at the time of application, additional *Supplemental Fee(s)* may be required to ensure that the Town is reimbursed for the full costs of processing the application as prescribed below.

Items toward which the Town may require additional services and/or payment of *Supplemental Fees* to be deposited in the Town's fund specifically established for this purpose include provisions for direct costs of services associated with work performed by professional consultants, including but not limited to engineering, scientific and/or legal professionals, in order to determine whether the proposed Zone Change application complies with applicable land use law and/or zoning criteria, or for the preparation or review of any additional documents or materials by any such professional consultant(s). *Supplemental Fee* deposits must be paid within thirty (30) days after commission staff mails or delivers to the applicant a written request for payment of such initial fee or any subsequent *Supplemental Fee*, as the case may be. Any unexpended portion of the *Supplemental Fees* in excess of actual costs incurred by the Town in fully processing the application shall be refunded to the applicant.

In accordance with the applicant's signature and consent on the application form, any approval shall be deemed to be issued upon the condition that all fees required are paid by such applicant(s) when due. The failure to pay any such fee when due may result in the denial, termination, revocation or expiration of any approval to which the fee was related.

The full text of the *Land Use Fees Ordinance* is available at the Lisbon Town Hall at 1 Newent Road, Lisbon, CT 06351 or on the Town's website at Lisbonct.com.

REV 4/2020