

3.4 CHANGE OF ZONE

All applications for change of zone (except those initiated by the Planning and Zoning Commission) for which a public hearing has been scheduled shall be required to have a minimum of one (1) sign posted on the property in question to notify the public of the hearing relating to the application (see requirements as defined in Section 18.2).

All applications for change of zone (except those initiated by the Planning and Zoning Commission) may, upon request of the Commission, include a Conceptual Development Plan for the entire parcel that shall include the following information:

- a) Boundary survey of the property certified by a Connecticut Registered Land Surveyor to the A-2 level of accuracy.
- b) Natural features including topography, wetlands, watercourses, and other unique natural features.
- c) Conceptual layout of lots and roads, if known.
- d) Feasibility of proposed utilities, including sewer, septic, water, electricity, etc.
- e) Such other information the Commission deems necessary to determine the impact of the proposal.

18.2 PETITION FOR ZONE CHANGE

All petitions for a zone change, except those initiated by the Planning and Zoning Commission, to the Zoning Boundaries shall be submitted on an application form, with a fee in accordance with Municipal Ordinance §12-2, and the following information:**1.**

Posting of a Sign

All applications for change of zone for which a public hearing has been scheduled shall be required to have a minimum of one (1) sign posted on the property in question to notify the public of the hearing relating to the application in accordance with the standards below:

All sign(s) shall be the responsibility of the applicant and shall be posted on the property in question in accordance with the following:

- a) Sign(s) shall be posted at least **ten (10) days** prior to the date of the public hearing (**eleven days if the seventh day is a holiday**). Sign(s) shall be firmly secured to the ground to prevent vandalism. Parcels having frontage on more than one (1) street shall be required to provide one (1) sign on each street having frontage. The location of the sign(s) shall be shown on the site development plan and approved by the Planning and Zoning Commission. Signs may not be posted higher than 8' off the ground.

- b) Sign(s) shall be constructed of durable material, 36" X 36" in size. All signs shall be painted white and shall have black lettering having a minimum height of two (2) inches with a letter stroke of one quarter (1/4) inch.
- c) The sign(s) shall advertise the date, time and place of the of the public hearing for the special exception.
- d) The Zoning Enforcement Officer shall file a report with the Commission that the sign was observed in place in accordance with the above requirements.
- e) An applicant who fails to display the sign(s) shall be required to file a new application.
- f) The sign(s) shall be taken down within one (1) week after the public hearing is closed.

2. Notice to Abutting owners

- a) All Zone Change public hearings require notice to abutting owners. The applicant shall notify all Abutting landowners within 100' of the subject parcel, as disclosed by the Assessor's records, of the date, time, and place of the public hearing of the Commission. Notices shall be sent by Certificate of Mailing. Notice shall be sent no less than ten (10) days preceding the date of said hearing and applicant shall submit proof to the Town Planner of such notification. No notice shall be required for the continuation of a public hearing once it has been opened.

3. Conceptual Plan

All applications for change of zone shall include a Conceptual Development Plan for the portion of the parcel that may be developed . This plan shall include the following information:

- a) Natural features including topography, wetlands, watercourses, and other unique natural features.
- b) Conceptual layout of lots and roads, if known.
- c) Feasibility of proposed utilities, including sewer, septic, water, electricity, etc.
- d) Such other information the Commission deems necessary to determine the impact of the proposal.

4. Post Approval Requirements

If the requested Zone Change is approved the following are required:

- a) Boundary survey of the property certified by a Connecticut Registered Land Surveyor to the A-2 level of accuracy.

- b) A Mylar be prepared, sign by the Commission Chairman and filed on the Town of Durham Land Records.