

16.3 APPLICATION PROCEDURE

- a) Applications should be submitted on a form prescribed by the Commission.
- ~~b) An application for a special exception shall include a fee of \$40.00 to cover costs of publishing required notice in accordance with Durham Ordinance §12-2.~~
- c) All applications shall be accompanied by a site plan in conformance with Section 15 of these regulations.
- d) Procedural requirements relating to the submission and consideration of an application for a special exception shall be in conformance with Chapter 124, Section 8-1 through 8-13a of the General Statutes of the State of Connecticut.

16.5 NOTICE OF PUBLIC HEARING BY APPLICANT

All applications for special exception for which a public hearing has been scheduled shall be required to post a minimum of one (1) sign ~~and send notice to abutters by Certificate of Mailing, in accordance with the requirements below.~~ ~~notifying the public of the hearing relating to the application.~~

1. 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 **tenth** 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.
- b) Sign(s) shall be constructed of durable material (~~wood or metal~~), 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 format for the sign shall be obtained at the Planning and Zoning Office.
- e) The Zoning Enforcement Officer shall file a report with the Commission that the sign was observed in place in accordance with the above requirements.
- f) An applicant who fails to display the sign(s) shall be required to file a new application.

- g) The sign(s) shall be taken down within one (1) week after the public hearing is closed.

2. Notice to Abutting Owners

- a) All Special Exception application 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.