

Topic:	Pre-Application & Consensus Building
Resource Type:	Regulations
State:	Connecticut
Jurisdiction Type:	Municipal
Municipality:	Town of Woodstock
Year (adopted, written, etc.):	Unknown
Community Type - applicable to:	Suburban; Rural
Title:	Town of Woodstock Preliminary Discussion Ordinance
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Abstract

Prior to submitting a formal application for a zoning permit or special permit, applicants in the Town of Woodstock are encouraged to prepare a rough conceptual plan of the proposed project or use, and to discuss the proposal with the Zoning Enforcement Officer and/or the Planning & Zoning Commission. These discussions are informal and non-binding. In addition, to better facilitate the overall subdivision application and design process in Woodstock, it is strongly recommended that a pre-application meeting be held between the Applicant, the site designer, and the Town Planner, to introduce the Applicant to the Regulations and procedures, to discuss the Applicant's objectives, and to coordinate site inspections, meetings and submissions. Applicants are also encouraged to take part in a Preliminary Review Process, giving the Applicant an opportunity to receive feedback on his or her proposed project.

Resource

Zoning Regulations
Article IV. Permit Requirements
Section 2. Preliminary Discussion

Prior to submitting a formal application for a zoning permit or special permit, the applicant is encouraged to prepare a rough conceptual plan of the proposed project or use, and to discuss the proposal with the Zoning Enforcement Officer and/or the Planning & Zoning Commission. The purpose of this informal evaluation is to aid the applicant in the interpretation and applicability of regulations, and to save the applicant from any loss of time, effort and unnecessary expense. However, each applicant should understand that any comments made by the Zoning Enforcement Officer or Commission members during such preliminary discussions are not binding, and that the Zoning Enforcement Officer and the Commission may reconsider and reevaluate any formal application on the basis of information available at the time of such application and the decision thereon.

Subdivision Regulations
CHAPTER III – APPLICATION AND REVIEW

1. Preliminary Review Process

To better facilitate the overall subdivision application and design process, it is strongly recommended that the following steps be followed.

a. Pre-Application Meeting

A meeting should be held between the Applicant, the site designer, and the Town Planner, to introduce the Applicant to the Regulations and procedures, to discuss the Applicant's objectives, and to coordinate site inspections, meetings and submissions as described below. Applicants should have a general idea of site conditions and development goals at this meeting, which may be held in conjunction with an informal site visit to review and discuss conservation and development objectives of the Town and the Applicant. The Commission strongly recommends relying on a Landscape Architect licensed by the State of Connecticut to design the site.

b. Preliminary Proposal

(1) Copies of a Preliminary Proposal, meeting the requirements set forth below, should be submitted to the Town Planner at least ten (10) days prior to the Commission meeting at which the Preliminary Proposal is to be discussed. The Preliminary Proposal is a general diagram for the site, Conservation Lands, Streets, and Lots and should be based on the Site Context Map, Development Review Checklist and Site Resource Assessment, and developed in accordance with the Site Design process and Conservation Land Priorities, but does not represent a Formal Application to the Commission.

(2) The Commission and the Town Planner should review the Preliminary Proposal to advise the Applicant of the proposal's consistency with these Regulations, and may suggest modifications to improve its conformance. The review may also include preliminary input from relevant commissions and officials including but not limited to the Conservation Commission, Town Counsel, Town Engineer, Highway Foreman, Fire Marshall, Inland Wetlands Agency, and Building Official.

(3) The Preliminary Review Process is voluntary. The Applicant, Town Planner, Commission, and other town officials shall not be in any way bound by any statement made during such Preliminary Proposal consideration, it being acknowledged by the Applicant that the Commission's responses are preliminary, and that nothing herein shall limit the Commission's right to provide further modifications at any time prior to its Final Approval. There shall be no vote or other formal action on any Preliminary Proposal, other than referrals to other municipal, State, or Federal agencies or other commissions or consultants for review and comment if required by the Commission.