

**TOWN OF GLASTONBURY  
WATER POLLUTION CONTROL AUTHORITY (WPCA)**

**SPECIAL PERMIT APPLICATION  
PROCEDURE GUIDELINE**

**NEW FACILITIES**

**EXPANSION OF EXISTING FACILITIES**

<ol style="list-style-type: none"><li>1. Review preliminary plans on staff level. Incorporate comments into plans.</li><li>2. *Present a Sanitary Sewer Impact Report to the WPCA (if applicable).</li><li>3. Request connection approval from the WPCA (if applicable).</li><li>4. Upon final approval of facility by the Town Plan and Zoning Commission, applicant shall finalize plans for filing with the Town Clerk.</li><li>5. Applicant shall submit copies of final site and architectural plans signed by the Community Development Department or other appropriate Town departments to the WPCA for Engineering Division final evaluation of the sewer assessment.</li><li>6. *The WPCA conducts a Public Hearing on the assessment.</li><li>7. The WPCA approves the assessment.</li><li>8. Applicant resolves assessment through full or installment payment (30-day payment period).</li><li>9. Applicant executes Voluntary Sewer Lien prepared by the Engineering Division (if applicable).</li><li>10. Engineering Division notifies the Building Department that building permits can be issued.</li></ol>	<ol style="list-style-type: none"><li>1. Review preliminary plans on staff level. Incorporate comments into plans.</li><li>2. *Present a Sanitary Sewer Impact Report to the WPCA (if applicable).</li><li>3. Request connection approval from the WPCA (if applicable).</li><li>4. Upon final approval of facility by the Town Plan and Zoning Commission, applicant shall finalize plans for filing with the Town Clerk.</li><li>5. Applicant shall submit copies of final site and architectural plans signed by the Community Development Department or other appropriate Town departments to the Engineering Division for final evaluation of the sewer assessment.</li><li>6. Engineering Division notifies the Building Department that building permit can be issued.</li><li>7. *The WPCA conducts a Public Hearing on the supplemental assessment (if applicable).</li><li>8. The WPCA approves the supplemental assessment.</li><li>9. Applicant resolves the supplemental assessment through full or installment payment (30-day payment period).</li><li>10. Applicant executes Voluntary Sewer Lien prepared by the Engineering Division (if applicable).</li></ol>
--	---

\*Requires meeting of the Water Pollution Control Authority.