

**TOWN PLAN AND ZONING COMMISSION
PROPOSALS FOR PLANS REVIEW SUBCOMMITTEE**

Proposals which are to be reviewed by the Plans Review Subcommittee to determine if they are to be considered Minor or Insignificant Changes and need action/approval by the Town Plan and Zoning Commission, must initiate with the completion of this form to be submitted with one (1) **FOLDED** set of appropriate materials. Once a Subcommittee meeting date is set, you will be notified by email with an agenda. You or your representative must attend the meeting and bring relevant materials. At the meeting it will be determined whether your proposal is a Minor (Section 12.9) or Insignificant (Section 12.10) Change. A Minor Change will require submittal of a Special Permit Application, an application fee and additional sets of plans and will move forward for approval by the full Commission. An Insignificant Change will be handled internally with the Chairman's signature and requires no application or fee.

Please return this form and any enclosures to the Community Development Office, 2155 Main Street Post Office Box 6523, Glastonbury, CT 06033-6523.

- CHECK LIST**
- | | |
|--|--|
| <input type="checkbox"/> General Map or Charts (1) | <input type="checkbox"/> Other Documentation (1) |
| <input type="checkbox"/> Site Plan (1) | <input type="checkbox"/> Architect's Rendering (1) |

TITLE/ADDRESS OF APPLICATION: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

PHONE #S: _____

EMAIL: _____

OTHER REPRESENTATIVE(S): _____

STATEMENT OF INTENT: _____

APPLICANT'S SIGNATURE

DATE