

**TOWN PLAN AND ZONING COMMISSION
*DOCUMENTATION FORM**

All proposals which are to be acted upon by the Town Plan and Zoning Commission must initiate with the completion of this Documentation Form to be submitted with eight (8) **FOLDED** sets of appropriate materials.

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

Upon receipt, your plans will be distributed to Town Departments for comments. After these comments are received, an Administrative Review Meeting will be scheduled to discuss your proposal; these meetings are held on the third Wednesday afternoon of the month. Up to 4 proposals will be reviewed at each meeting, on a first come, first served basis.

CHECK LIST	<input type="checkbox"/>	General Map or Charts (8)	<input type="checkbox"/>	Other Documentation (8)
	<input type="checkbox"/>	Site Plan (8)	<input type="checkbox"/>	Architect's Rendering (8)

***ONLY ONE COPY OF THIS FORM**

TITLE OF APPLICATION: _____

APPLICANT'S NAME: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

EMAIL: _____

OTHER REPRESENTATIVE(S) (attorneys, engineers, etc.):

STATEMENT OF INTENT: _____

APPLICANT'S SIGNATURE

DATE