

Application Fees and Checklist –
Regulation Amendment Application
(See also Sections 9.2.B and 9.3 of the Zoning Regulations)

- Fees are due at the time the application is filed. The failure to submit the applicable fee(s) shall render the application incomplete and may be grounds to deny the application.
- In accordance with CGS 22a-27j, all applications shall include an additional fee of \$60, which the Town is required to collect and pay to the State of Connecticut.

APPLICATIONS TO THE PLANNING AND ZONING COMMISSION

(Add \$60 State fee and legal notice fees to the fees listed below)

Regulation Amendment Application	\$350.00
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ADDITIONAL APPLICATION FEES:

Notice Fees:

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| • Notice of Public Hearing | \$120.00 |
| • Notice of Decision | \$60.00 |

Public Hearing Fee:	\$175.00
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State Fee (municipality is exempt per CGS 22a-27j)	\$60.00
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In accordance with Section 9.3.C of the Zoning Regulations, the Commission may charge additional fees for technical review at any time during the application process if the size, complexity and/or potential impact of the project requires specialized assistance and expertise.

REGULATION AMENDMENT APPLICATION (Commission)

- ☐ 1. Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent;
- ☐ 2. Application Fee (refer to Fee Schedule in Subsection 10.1)
- ☐ 3. Two (2) copies of the proposed text amendment identifying by reference to appropriate article, section, subsection, or paragraph numbers and to any other designation to be altered and indicating in brackets the text to be deleted and in capital letters the text to be added.
- ☐ 4. Two (2) copies of a written memorandum stating the reasons for the proposed change and to what extent it would enhance the general health, safety and welfare of the Town of Ridgefield.
- ☐ 5. Any other information which in the Commission's judgment will assist in evaluating the proposal.

Pursuant to 9.2.B of the Zoning Regulations, and concurrent with a Regulation Amendment Application:

The applicant shall submit:

- ☐ An application to amend the Plan of Conservation and Development or any section thereof in accordance with the requirements of Article XIII of the Subdivision and Master Plan Regulations entitled, "Adoption and Amendments to the Plan of Development," or
- ☐ A statement describing why the applicant believes such an application is not required.