



# Town of Berlin

## Planning and Zoning Department

240 Kensington Road  
Berlin, Connecticut 06037  
www.town.berlin.ct.us

### SPECIAL PERMIT APPLICATION

(Any Special Permit Application shall be submitted simultaneously with a Site Plan Application)

Project Name: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Project Address\*: \_\_\_\_\_

Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone(s): \_\_\_\_\_ Lot Area: \_\_\_\_\_

#### Applicant Information

Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Property Owner(s) Information (If Not the Applicant)

Name: \_\_\_\_\_ Principal: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Letter of Authorization Required

Special Permit required pursuant to section(s):

\_\_\_\_\_  
\_\_\_\_\_

**\*Any town official and/or employee that the town deems necessary may enter the property to verify information submitted with this application.**

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#### To be completed by P&Z staff only:

Fee Paid \$ \_\_\_\_\_ (Refer to current Fee Schedule)

Received by: \_\_\_\_\_



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### SPECIAL PERMIT APPLICATION CHECKLIST

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

**All applications shall be submitted to Planning and Zoning staff during regular office hours.**

#### **Items To Be Submitted:**

- ☐ 1. One original completed special permit application form with original applicant signature.
- ☐ 2. All items #1-12 listed on the Site Plan Application Checklist shall be submitted with the site plan application and it will be incorporated in the record of this special permit application. A duplicate submission will not be required.
- ☐ 3. One original written narrative, signed by the applicant and by the owner if different from the applicant describing in sufficient detail:
  - a. The nature and extent of the proposed use or occupancy
  - b. The number of persons to occupy or visit the premise on a daily basis, including the parking and loading requirements for their use, and
  - c. An estimate of the amount and type of vehicular traffic to be generated on a daily basis at peak hours.

The narrative also should include discussion addressing each special permit consideration listed in Section XII.D.1 of the Zoning Regulations.

- ☐ 4. A list of the names and mailing addresses of the owners of all land included within the application and of all properties 500 feet or less distant therefrom, all as shown on the most recent records on file in the town tax assessor's office.
- ☐ 5. Proof of mailing in the form of United States Post Office Certificates of Mailing of notification of said pending application to owners of each such property on the list no more than seven (7) days prior to submitting the application and in no case less than ten (10) days before the opening of the public hearing.
- ☐ 6. Acknowledgement that a posting of a sign providing notice of a public hearing will be required in compliance with Section XII.C.F of the Zoning Regulations.

- ☐ 7. Letter of Authorization to act on behalf of the certified property owner(s) for matters related to this application if required and not included with letter of authorization submitted for the site plan application.
- ☐ 8. Three copies of a traffic study in compliance with Section XII.B.4 of the Zoning Regulations for applications involving the construction of more than 50 dwelling units, 100 parking spaces, or 25,000 square feet of gross floor area, or any development which, in the Commission's judgement, would generate high levels of traffic, if applicable.
- ☐ 9. Three copies of an environmental impact study in compliance with Section XII.B.5 of the Zoning Regulations for applications involving the construction of more than 50 dwelling units, 100 parking spaces, or 25,000 square feet of gross floor area, or any other development the Commission deems appropriate
- ☐ 10. Required fee submitted at time of application (see fee schedule).
- ☐ 11. **To be completed by Planning and Zoning staff:**
- ☐ It is the belief of staff that this application is incomplete because of the failure of the applicant to provide the materials referred to above. This application will be reviewed by the PZC and a decision made as to whether it is complete or incomplete.

Items missing include:

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Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Letter of Authorization

Property Owner: \_\_\_\_\_

Principal: \_\_\_\_\_

Subject Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

I, \_\_\_\_\_ hereby give consent to \_\_\_\_\_, to  
(Current Owner or Principal) (Applicant)  
apply to all relevant Town of Berlin land use Boards and Commissions for  
\_\_\_\_\_ at the property located at \_\_\_\_\_,  
(Purpose of Application) (Address &/or Map Lot Block)  
Berlin Connecticut.

In addition I consent to allow any town official and/or employee that the town deems necessary  
the ability to enter said property to verify any information submitted with corresponding  
application.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Sample Abutter's Letter

(Date)

(Abutting Property Owner's Name)

(Address)

(Town, State, Zip code)

**RE: (Application Address)**

To Whom it May Concern:

In accordance with the notification requirements of Section XIV.G of the Berlin Zoning Regulations, you are hereby advised that an application will be submitted to the Planning & Zoning Commission for a property within 500 feet of property you own.

Please be advised that an application for a \_\_\_\_\_ is being requested at

(Type of Application(s))

\_\_\_\_\_. The application and file will be available for review in the

(Address &/or Map Lot Block)

Planning & Zoning Department at the Berlin Town Hall located at 240 Kensington Road,

Berlin, CT, 06037.

A public hearing will be scheduled for this application at a later date. For information on this application, please contact the Berlin Planning & Zoning Department at 860-828-7066.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Certificate of Mailing — Firm

Name and Address of Sender	TOTAL NO of Pieces Listed by Sender	TOTAL NO of Pieces Received at Post Office™	Affix Stamp Here <i>Postmark with Date of Receipt.</i>			
	Postmaster, per (name of receiving employee)					
USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)		Postage	Fee	Special Handling	Parcel Airlift
1.						
2.						
3.						
4.						
5.						
6.						

## Instructions for Certificate of Mailing — Firm

This service provides evidence that the mailer has presented individual items to the Postal Service™ for mailing, and is available for the following products:

- Domestic services: First-Class Mail®, First-Class Package Service®, Priority Mail®, Media Mail®, Library Mail, Bound Printed Matter, Merchandise Return Service, Parcel Return Service, and USPS Retail Ground™.
- International services: First-Class Mail International® (unregistered items), First-Class Package International Service® (unregistered items), Free Matter for the Blind, and Airmail M-bags®.

The following instructions are for the preparation and use of PS Form 3665, *Certificate of Mailing — Firm* (including USPS-approved facsimiles):

1. Complete and print all forms in ink or ball point pen.
2. Enter the name and address of the sender at the top of the form.
3. Enter a complete return address on each article.
4. Ensure the articles are properly packaged.
5. In the appropriate column, enter the applicable postage and fees.
6. Insert a firm-specific identifier or account number if desired. (This number is for the sender's use only, and the Postal Service will not use it for identification.)
7. When describing and listing three or more individual pieces but not presenting the pieces in the order shown on the sheet, consecutively number each entry line on the sheet and number each piece to show both the corresponding sheet and line number.
8. Enter the total number of articles in the proper space at the top of the form.
9. Obliterate all unused portions of the "Address" column by drawing a diagonal line through the unused portion on the form.
10. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as "Page 1 of 4," "Page 2 of 4," etc.).

11. Present PS Form 3665 and the mailing as follows:

- When the mailing has fewer than 50 mailpieces *and* less than 50 pounds, present the form and mailing at a retail Post Office™ location.
- When the mailing has at least 50 mailpieces *or* at least 50 pounds, present the form and mailing at a business mail entry unit (BMEU) or USPS-authorized detached mail unit (DMU).

**Privately Printed Forms:** The Postal Service allows mailers to use USPS-approved privately printed or computer-generated firm sheets that are nearly identical in design elements and color to the USPS-provided PS Form 3665. See DMM 503 for details on the approval process.

The mailer must retain the original written approval granted by the Postal Service as evidence that the privately printed facsimile of PS Form 3665 has been approved by the Postal Service. The Postal Service does not retain records on the facsimile approvals. A mailer using privately prepared forms must periodically verify them against the USPS-provided version and, if necessary, make routine updates and obtain approval of the updated facsimile form.

A mailer using an approved privately printed form and wanting the form sheets postmarked by the Postal Service must present the forms with the articles to be mailed at a Post Office facility. The forms become the mailer's only receipt (the Postal service does not retain a copy).







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Planning and Zoning Commission  
Zoning Board of Appeals  
Conservation Commission  
Historic District Commission

## Planning and Zoning Commission

### 2021 Meeting Schedule

All meetings are held at 7:00 pm

Berlin Town Council Chambers, Berlin Town Hall, 240 Kensington Road

Unless otherwise posted

SUBMITTAL DATE	MEETING DATE
December 17, 2020	January 21, 2021
January 7, 2021	February 4, 2021 February 18, 2021
February 4, 2021	March 4, 2021 March 18, 2021
March 4, 2021	April 15, 2021
April 1, 2021	May 6, 2021 May 20, 2021
May 6, 2021	June 3, 2021 June 17, 2021
June 3, 2021	July 15, 2021
July 1, 2021	August 5, 2021 August 19, 2021
August 5, 2021	September 2, 2021
September 2, 2021	October 7, 2021 October 21, 2021
October 7, 2021	November 4, 2021 November 18, 2021
November 4, 2021	December 2, 2021 December 16, 2021
December 2, 2021	January 20, 2022

*Adopted December 3, 2020*

Maureen K. Giusti, AICP, Acting Town Planner/ZEO. 860-828-7060. [mgjusti@town.berlin.ct.us](mailto:mgjusti@town.berlin.ct.us)  
Adam D. Levitus, PE, Zoning Enforcement Officer. 860-828-7008. [alevitus@town.berlin.ct.us](mailto:alevitus@town.berlin.ct.us)  
Frances Semnoski, Land Use Administrator. 860-828-7066. [fsemnoski@town.berlin.ct.us](mailto:fsemnoski@town.berlin.ct.us)