



City of Milford, Connecticut

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Department of Permitting
and Land Use

Joseph D. Griffith, Director

Planning and Zoning Board Submittal Process

The following is a guide to assist applicants in obtaining a zoning permit through the submission of:

- Coastal Management Applications (Milford Zoning Regulations 5.12)
- Site Plan Review Applications (Milford Zoning Regulations 7.1)
- Special Permit Applications (Milford Zoning Regulations 7.2)
- Special Exception Applications (Milford Zoning Regulations 7.3)

While reference is made to zoning regulations, this guideline should not be construed to supersede the zoning regulations. The applicant is advised to refer to the zoning regulations for the complete regulatory requirements for submission of applications to the Planning and Zoning board.

1. Project is reviewed by DPLU staff and prepared for referral to other departments and agencies.
 - The applicant should schedule a meeting with staff to go over the proposed work. Staff will determine what type of application and approval is required (i.e. Site Plan Review, Special Permit, Special Exception, or Subdivision). The applicant will be furnished with a checklist and other guidance as deemed appropriate by staff in order to ensure that the application meets the regulations and is complete. Staff will provide the applicant with a written summary of the status of the application, the application process, and expectations for subsequent submissions. Submissions are required to be provided in paper and digital format.
 - A statement of use shall be included with the submission.
 - DPLU staff will provide a written plan review of the submitted material informing the applicant of DPLU findings of compliance with zoning regulations, plan of conservation and development, or other standards.
 - A transmittal will be prepared by DPLU staff instructing the applicant of the required distribution of plans and documents to city, regional, and/or state departments or agencies. The applicant will be responsible for providing the required number of plans and documents to DPLU staff for authentication, and then for distributing to the designated reviewers.
2. Project is reviewed by city, regional, and/or state departments or agencies.
 - In accordance with the staff issued transmittal department and agencies which may be required to provide review and comment include but are not limited to:
 - Department of Public Works
 - City Engineer
 - Police Commission
 - Fire Department
 - Health Department
 - Sewer Commission
 - Conservation Commission
 - Inland Wetlands Commission
 - Tree Commission
 - City Clerk
 - Connecticut Department of Energy and Environment Protection
 - South Central Regional Planning Commission
 - Greater Bridgeport Regional Planning Agency
 - Contact information for the above is attached as "appendix A"

- Comments from the departments or agencies are in writing and are provided to the applicant and DPLU staff. The response may require revisions to the plans and documents, in which case revised plans and documents may require re-review by DPLU staff under 1.) above, and redistribution. Redistribution of plans and documents will be authorized through a revised transmittal as described above in this section 2.)
- Revisions to plans and documents should always be indicated and tracked through “clouded” notations on the drawings with the appropriate date and description of the revision.
- With the necessary replies from the departments and agencies received by DPLU, the applicant will be informed of the required number of plans and documents to be submitted to the DPLU office in preparation for placement on the Planning and Zoning board agenda and hearing.
- In addition to the hard (paper) copies, digital format documents shall also be submitted to DPLU. These electronic files will be made available to board members, staff and the public via cloud based files, and/or website.

3.) Application to the board is made through the submission the required number of the plans and documents, the completed application form, and submission of fee payment (schedule of fees is attached as appendix B).

- The application, fees, and required number of the plans and documents, must be received by DPLU staff no later than 8 days prior to the date of the desired board meeting.
- The requirements and timelines for hearings and/or public hearings are prescribed through zoning regulations and by state statute, as are the timelines for board decisions. As such requirements for receipt of applications and publishing of notices are as required by publication deadlines, and may vary.
- Board decisions and the conditions of approvals will be compiled and documented by DPLU staff with authorizations for the issuance of a zoning permit provided to the applicant.