

**NOTICE OF CERTAIN PLANNING AND ZONING MATTERS IN
NEIGHBORING MUNICIPALITIES**

July 21, 2025

To: Ashford Town Clerk Tolland Town Clerk
 Chaplin Town Clerk Willington Town Clerk
 Coventry Town Clerk Windham Town Clerk

From: Planning and Zoning Commission Inland Wetlands Agency
 Zoning Board of Appeals

Pursuant to P.A. 87-307, zoning, planning and inland wetland commissions and zoning boards of appeals are required to notify the clerk of any adjoining municipality of the pendency of any application, petition, request or plan concerning any project on any site in which:

1. Any portion of the property affected by a decision of such board is within five hundred feet of the boundary of the adjoining municipality;
2. A significant portion of the traffic to the completed projects on the site will use streets within the adjoining municipality to enter or exit the site;
3. A significant portion of the sewer or water drainage from the project on the site will flow through and significantly impact the drainage or sewerage system within the adjoining municipality; or
4. Water run-off from the improved site will impact streets or other municipal or private property within the adjoining municipality.

Notice is to be made by registered mail and mailed within seven days of the date of receipt of the application, petition, request or plan.

No hearing may be conducted unless the adjoining municipality has received notice required by P.A. 87-307. A representative may appear and be heard at any such hearing.

This letter is to inform you of the pendency of such a project described as follows:

Description of Application and Location

Public Hearing Information

P907-68 PZC Initiated Amendments to Article 11 §190-74 of the Zoning Regulations related to Special Permits

Date: September 2, 2025 **Time:** 6:10 pm
Place: Hybrid Meeting or Mansfield Town Hall, 4 S. Eagleville Rd, Mansfield

For more information, please contact the Department of Planning and Development at 860.429.3330 or planzonedept@mansfieldct.org.



§ 190-74 *Special permit requirements.*

A. Purpose

1. It is recognized that there are certain uses that would only be appropriate in Town if controlled as to area, location, or relation to the neighborhood so as to promote the public health, safety, and general welfare. As provided for elsewhere in these regulations, such uses shall be treated as special permit uses and provided procedures, standards and conditions set forth or referenced herein are complied with, these uses may be permitted in their respective zoning districts. All such uses are considered to have special characteristics and accordingly each application must be carefully reviewed on a case-by-case basis.
2. For all projects involving new construction, the Architectural and Design Standards contained in § 190-77 shall be utilized as determinants to organize a site layout and to develop the composition and character of new buildings and site improvements.

B. Procedure.

1. All special permit applicants are encouraged to arrange with the Director of Planning and Development a pre-application conference to discuss application requirements and procedures. Such a meeting will help identify potential problem areas and expedite the application review process.
2. Applications should be filed in the Mansfield Planning and Development Office at least seven days prior to a regular meeting for analysis and placement on the agenda.
3. Any application that involves regulated activities within regulated areas, as defined by the Mansfield Inland Wetland Agency (IWA), shall not be received unless an application has been submitted to the IWA; or said activities have been approved by the IWA; or the proposed activities have been ruled by the IWA, to be exempt from licensing requirements.
4. Once an application has been received, the Planning and Zoning Commission shall conduct its review and, within statutory time limitations, approve, approve subject to modification, or deny the special permit application. The Commission may refer the plan to local staff members, including, but not limited to, the Health and Public Works Departments, the Commission's appointed Design Review Panel, and other local, State or Federal agencies.

C. Application requirements. Unless waived as per the provisions of § 190-74D, the following information shall be required for special permit applications:

1. A completed application form, including fee payment. Said application must be signed by the owner of the subject property or by an individual or authorized designee with a legally binding contract to purchase the subject property.
2. Statement of use. A written statement fully describing the nature, intensity, and location of the proposed use and all other important aspects of the proposed use in sufficient detail to determine compliance with these regulations. Said statement shall also address Mansfield Inland Wetland Agency (IWA) requirements by stating whether proposed activities are under the jurisdiction of the IWA and by relating the current status of any IWA license application.

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3. Notification of neighboring property owners. To ensure ample opportunity for neighborhood opinion to be expressed, the applicant shall be responsible for notifying in writing all property owners within 500 feet of the perimeter boundaries of the subject lot(s). Such notice, which shall be sent by Certificate of Mailing at least 10 days prior to the date of the scheduled Public Hearing, shall include the statement of use received by the Commission, the date and time of the scheduled Public Hearing and the fact that the subject plans are on file in the Mansfield Planning and Development Office. A copy of the applicant's notice to neighboring property owners and a listing of the property owners notified shall be filed in the Mansfield Planning Office prior to the Public Hearing.
 4. As appropriate, neighboring municipalities shall be notified as per the provisions of the State Statutes.
 5. All Site Plan Applications requirements found in Section 190-73.C (1-11)
- D. Approval criteria. In all special permit applications, the burden rests with the applicant to demonstrate to the Commission that the subject proposal will not detrimentally affect the public's health, welfare, and safety and that the following approval criteria have been met:
1. That all approval criteria cited in § 190-73E (Site plan approval criteria) of these regulations have been met;
 2. That the proposed use is compatible with the Town's Plan of Conservation and Development and Chapter 190, Article 1 of these regulations (Intent & Purpose);
 3. That the location and size of the proposed use and the nature and intensity of use in relation to the size of the lot will be in harmony with the orderly development of the Town and compatible with other existing uses;
 4. That proper consideration has been given to the aesthetic quality of the proposal, including architectural design, landscaping, and proper use of the site's natural features. The kind, size, location, and height of structures, and the nature and extent of site work, and the nature and intensity of the use, shall not hinder or discourage the use of neighboring properties or diminish the value thereof. All applicable standards contained in § 190-77 shall be incorporated into the plans.
 5. That the proposed building(s) and uses are suitable and appropriate for the proposed location and will not create objectionable odors, vibrations, glare, or light trespass. Widely accepted practices and reasonable precautions will be taken for any flammable, hazardous, explosive, or noxious waste product, and such practices have been reviewed and deemed acceptable by the Fire Marshal, Town Engineer, or Town Sanitarian, as appropriate.
- E. Additional conditions and safeguards. In granting any special permit, the Planning and Zoning Commission may stipulate additional conditions and safeguards that are deemed necessary to protect and promote property values, the area's environment, better overall neighborhood compatibility, and improved site development. Such conditions and safeguards may include, but shall not be limited to, the following:
1. Limitations of size, number of occupants, methods, or time of operation or extent of facilities.

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2. Regulation of number, design and location of access drives or other site plan features, including pedestrian ways, turning lanes, driveway width, pavement extensions, traffic controls and storm drainage.
 3. Requirements for periodic environmental testing and the submission of environmental monitoring reports, including, but not limited to, periodic testing of ground water or surface water, periodic water usage reports and periodic reports on the transportation, storage, use, handling, and disposal of hazardous materials.
 4. Any data, plans or drawings, including architect's plans or drawings, voluntarily submitted by the applicant or his duly authorized agent in support of his application may be accepted in whole or in part by the Planning and Zoning Commission and said data, plans or drawings may be incorporated as additional requirements and conditions of a special permit approval.
 5. No zoning permits shall be issued until the applicant has filed notice of the special permit approval on the Land Records as per statutory requirements, and in situations where a site plan has been approved, until the Chairman of the Planning and Zoning Commission has signed the final plans. Final plans shall not be signed until appropriate conditions of approval have been met. Development in phases may be authorized by the Planning and Zoning Commission.
 6. Certificates of compliance:
 - a. Except as noted below, no Certificate of Zoning Compliance shall be issued for a use requiring special permit approval until approved site improvements have been satisfactorily completed and, in situations where an approved plan was prepared by a professional land surveyor or engineer, until the professional(s) responsible for the plan have certified in writing that the approved plan has been followed. Maintenance bonds may also be required by the Planning and Zoning Commission prior to the issuance of a Certificate of Zoning Compliance.
 - b. In situations where public health and safety components of the project or a section thereof have been satisfactorily completed, the Planning and Zoning Commission may authorize the issuance of a Certificate of Zoning Compliance provided a suitable bond with written bond agreement has been submitted and approved for the remaining site work or acceptable alternative arrangements are approved by the Commission.
 7. Maintenance. All improvements shown or required on an approved site plan, including but not limited to road and drainage facilities, water supply and waste disposal facilities, parking areas, pedestrian ways, lighting and signs, must be maintained on a continuing basis, in good order and repair, and in proper appearance. All plantings and landscaped areas shall be maintained in a healthy state, and the site shall be maintained free of debris, sand, salt, litter, weeds, and other unsightly or deleterious matter or vegetation. As deemed necessary, the Planning and Zoning Commission may require written agreements between the Town and the applicant/owner to ensure the continued maintenance of site improvements.
 8. Expiration. All site improvements associated with a special permit application that was approved by the Commission shall be completed in accordance with CGS § 8-3.
- F. Violations of approval. Wherever the Zoning Agent and/or the Planning and Zoning Commission determines that the terms, conditions or restrictions upon which a special permit

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application was approved have been violated or that required site improvements have not been maintained, the Agent shall issue a violation notice to the subject property owner and any other persons, firms or corporations responsible. If the violation is not corrected within the time limits specified within the violation notice, enforcement shall be pursued through the legal remedies provided by State Statutes.

G. Revisions.

1. Whereas all special permit approvals are based on the submitted plans and specifications, all proposed revisions to an approved project are required to receive prior approval as per the following provisions. All revisions are subject to the requirements of the Mansfield Inland Wetland Agency (IWA), and revisions shall not be approved unless all necessary IWA licenses or license modifications have been granted. Minor changes of approved plans may, with the concurrence of the Chairman of the Planning and Zoning Commission and the Zoning Agent, be made, provided such changes do not affect the overall layout, design, or nature of existing or proposed buildings or site improvements. All authorized minor changes shall be reported to the Commission.
2. Commission approval shall be required for:
 - a. Any substantial revision of approved site and building plans, including, but not limited to, changes in entrance drive design or location, overall parking layout, traffic patterns, storm drainage, or waste disposal systems;
 - b. Substantive changes in exterior building design, signs, or building materials;
 - c. Changes in the use of an approved plan prior to initial occupancy;
 - d. Interior alterations or renovations that alter or intensify a land use, such as, but not limited to, increases in finished floor area for the subject use, alterations affecting the nature of occupancy or number of possible occupants or customers, alterations affecting water supply or waste disposal needs or alterations to uses involving hazardous materials.
3. The Commission, in the reasonable exercise of its discretion, shall have the right to approve the revision without the submission of a new application; or where the proposed revision is considered a significant alteration of the approved plans, the Commission shall have the right to require the submission and processing of a new special permit application. Revisions to signs shall not require the submission and processing of a new special permit application.
4. Failure to obtain necessary approval for revisions to approved plans shall be considered a violation and pursued in accordance with the provisions of Article **12** of these Regulations.