



CITY OF WATERBURY  
DEPARTMENT OF PLANNING  
NOTIFICATION REQUIREMENTS FOR  
LAND USE PUBLIC HEARINGS

**NEARBY PROPERTY OWNER INFORMATION**

You must prepare a list of **and** mailing labels for:

- (1) All property owners who own property which is the subject of a public hearing regarding an application, and.
- (2) All property owners who own property, in whole or in part, within 500 feet of the boundary of any property subject to the application;

The term "property owners" refers to the owners of the land.

The names and addresses of the property owners above shall come from a list prepared by your surveyor using the assessor's records and maps.

The City must mail postcards to the property owners at least 15 days prior to the public hearing.

**PROPERTY SIGN REQUIREMENT**

- (1) Signs will be provided by the City Planning Department. A \$500 refundable deposit per sign is required and will be returned when the sign is returned in good condition.
- (2) A sign must be posted on every paved street frontage of the area which is the subject of a Public Hearing.
- (3) Multiple signs must be posted no further than 500 feet apart along any single frontage.
- (4) Sign(s) must be placed in close proximity to the street or highway with a clear and unobstructed visibility to the passing public.
- (5) The applicant shall place said sign(s) (15) fifteen full days prior to the day of the Public Hearing commences and reasonably maintain such signs until the day following the close of the Public Hearing.
- (6) The applicant shall remove required signs after the close of the public hearing.
- (7) Complete the attached affidavit indicating compliance with the foregoing requirements regarding sign placement. Have your signature notarized and return the notarized document when you return the sign.
- (8) Failure to post and/or maintain said signs shall be cause for the Commission to deem an application as incomplete. Failure to file the affidavit may provide a basis for a future challenge to your zone change.

**APPLICANTS ARE ENCOURAGED TO SCHEDULE A PRE-APPLICATION MEETING  
WITH STAFF TO REVIEW APPLICATION COMPLETENESS AND COMPLIANCE  
WITH FILING REQUIREMENTS**



**AFFIDAVIT**

Complete the attached affidavit indicating compliance with the foregoing requirements regarding sign placement. Have your signature notarized and **return the notarized document when you return the sign.** Failure to post and/or maintain said signs shall be cause for the Commission to deem an application as incomplete. Failure to file the affidavit may provide a basis for a future challenge to your zone change

**POSTING OF SIGNS ON PROPERTIES SUBJECT TO A PUBLIC HEARING**

I, \_\_\_\_\_ (Name of individual or individuals) **herby swear or affirm**

**that the sign(s) provided by the City of Waterbury with regard to an application for**

**a \_\_\_\_\_ (Type of Application) concerning an area located at:**

\_\_\_\_\_

\_\_\_\_\_ (Property Address(es))

**have been posted as described: A sign or signs was/were posted along every street frontage contiguous to the area of the proposed amendment no further than 500 feet from another sign along the same frontage. Every sign was placed in close proximity to the street or highway with a clear and unobstructed visibility to the passing public. Said signs were installed on \_\_\_\_\_ (Date sign(s) were installed) on were reasonably maintained in place until \_\_\_\_\_ (Date sign(s) were removed).**

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

**State of Connecticut**  
**County of \_\_\_\_\_ ss. \_\_\_\_\_ (Town/City)**  
**On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, (Name of Notary) , the undersigned officer, personally appeared \_\_\_\_\_ (Name of individual or individuals), known to me (or satisfactorily proven) to be the person(s) whose name(s) \_\_\_\_\_ (is or are) subscribed to the within instrument and acknowledged that \_\_\_\_\_ (he, she or they) executed the same for the purposes therein contained.**  
**In witness whereof I hereunto set my hand.**  
\_\_\_\_\_  
**Signature of Notary Public**  
**Date Commission Expires: \_\_\_\_\_**