People’s Guide to Public Hearings
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City of Hartford
Land Use Commissions

Planning & Zoning (P&Z)/Inland Wetlands & Watercourses (IWW)

The P&Z/IWW preserves the quality of life and natural environment, enhances economic vitality and diversity, and promotes the cost effective delivery of public service to the community.

Zoning Board of Appeals (ZBA)

ZBA hears appeals of decisions made by the zoning administrator and rules on matters where the applicant experiences a hardship in following the specific requirements of the zoning regulations.

Historic Properties/ Historic Preservation (HPC)

HPC fosters and encourages preservation, restoration and rehabilitation of sites, structures and objects with respect to their historic, cultural, architectural, and archeological significance.
What is a Public Hearing?

A public hearing is a formal meeting scheduled for the purpose of receiving input from citizens on a local issue or proposed government action.

Public Hearings must be advertised in advance. This is required by the law. The purpose of this advertisement ("legal notice") is to alert those who may be affected by the proposed action and to allow them the time and opportunity to attend and share their thoughts and concerns.

Public Hearing - Monthly Meeting Cycle

For Zoning Board of Appeals (ZBA) & Planning & Zoning (P&Z)/ Inland Wetlands & Watercourses (IWW)

<table>
<thead>
<tr>
<th>Once the application is submitted, you will be notified about the Meeting Day</th>
<th>Mail -Public Hearing Legal Notice</th>
<th>Post Public Hearing Sign</th>
<th>Meeting Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZBA: 1\textsuperscript{st} Tuesday of each month.</td>
<td>At least 10 days before meeting</td>
<td>At least 7 consecutive days before meeting</td>
<td></td>
</tr>
<tr>
<td>P&amp;Z/IWWL: 2\textsuperscript{nd} &amp; 4\textsuperscript{th} Tuesday of each month</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Historic Properties/ Historic Preservation (HPC)

<table>
<thead>
<tr>
<th>Submit Application</th>
<th>Mail -Public Hearing Legal Notice</th>
<th>Post Public Hearing Sign</th>
<th>Meeting Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 days before meeting</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>HPC: 3\textsuperscript{rd} Wednesday of each month</td>
</tr>
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*Meeting schedules are published annually. They are available at the Planning Intake counter and online.

Agendas are posted on:
- www.meetinginfo.org
Before the Meeting

What to expect?

1. Submit a complete application to the intake Clerk at the Planning & Zoning Counter (Location: 260, Constitutional Plaza, Ground Floor)

2. Planning Staff will review your application & will contact you via email with additional information for the Public Hearing.

3. Attend a Neighborhood Revitalization Zone (NRZ) meeting to discuss the project with community members and to seek letter of support.

4. Mail out Public Hearing Notices. Obtain and post a Public Hearing Sign (refer to page 7)

1.1 Complete applications include:

- The property owner’s signature (if the City owns the property, Planning staff will get Director of Public Works to sign);
- All required documents, drawings, and reports
- Application fee(s)

Planning Staff work with applicants in advance of the application submission to:

- Identify and correct aspects of the project that do not align with the intent of the Hartford Zoning Regulations
- Determine which review bodies will need to hear and decide on the request
Legal Notice Requirements

Legal notice is required by law. It is a means to inform and invite individuals or organizations affected by the proposed action of public hearing.

1. Applicants must mail a Public Hearing Notice to all adjacent property owners on the list provided by staff, and **obtain a Certificate of Mailing from the US Post Office.**

2. Mailings must be **postmarked at least 10 days before the scheduled public hearing.** Proof of mailings must be returned to staff prior to the public hearing.

3. Applicants must obtain a Public Hearing Sign from the Planning Division to be **posted on the subject property for 7 consecutive days prior to the scheduled public hearing.**

   A refundable deposit of $50 per sign (one sign is required per street frontage) must be paid for at the Planning & Zoning Counter.

4. Staff will provide the applicant with a Sign Affidavit to be notarized and returned on the date of the public hearing.

Neighborhood Revitalization Zones (NRZ)

NRZs represent partnership and cooperation between residents, communities, and government. NRZs have the power to improve communities in a way that makes a lasting impact on the quality of life of its residents.

Resident engagement the foundation of comprehensive community transformation.
**List of NRZ’s and contact information:**

<table>
<thead>
<tr>
<th>NRZ/Community Group</th>
<th>Meeting Date</th>
<th>Location</th>
<th>Chair</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Hills</td>
<td>1st Thursday @ 6:00</td>
<td>University of Hartford Community Room 35 Westbourne Parkway</td>
<td>Donna Thompson-Daniel <a href="mailto:donnathompsondaniel@yahoo.com">donnathompsondaniel@yahoo.com</a></td>
<td>(860) 922-8453</td>
</tr>
<tr>
<td>West End Civic Association</td>
<td>4th Tuesday @ 7:30</td>
<td>Hartford Seminary 77 Sherman Ave</td>
<td>Suzann Beckett <a href="mailto:president@wecahartford.org">president@wecahartford.org</a></td>
<td>(860) 918-1956</td>
</tr>
<tr>
<td>Asylum Hill</td>
<td>1st Monday @ 6:15</td>
<td>224 EcoSpace 224 Farmington Ave</td>
<td>Jacqueline McKinney <a href="mailto:jdmckinney07@gmail.com">jdmckinney07@gmail.com</a></td>
<td>(860) 614-1553</td>
</tr>
<tr>
<td>M.O.U.T.H Block Watch (Blue Hills)</td>
<td>1st Tuesday @ 5:30</td>
<td>North End Senior Center 80 Coventry St</td>
<td>Rhonda Leonard <a href="mailto:rhonda.leonard@hotmail.com">rhonda.leonard@hotmail.com</a></td>
<td>(860) 209-4062</td>
</tr>
<tr>
<td>North East</td>
<td>3rd Monday @ 5:30</td>
<td>Parker memorial 2621 Main St</td>
<td>Darlene Robertson-Childs <a href="mailto:darlenechilds2003@gmail.com">darlenechilds2003@gmail.com</a></td>
<td>(860) 983-7116</td>
</tr>
<tr>
<td>Upper Albany</td>
<td>1st Monday @ 5:30</td>
<td>Albany Library 1250 Albany Ave</td>
<td>Chair: Denise Best <a href="mailto:dstrbest@gmail.com">dstrbest@gmail.com</a> Co-Chair: Shirley Surgeon</td>
<td>(860) 249-4897</td>
</tr>
<tr>
<td>Clay Arsenal</td>
<td>1st Tuesday @ 5:30</td>
<td>Community Health Servs. 500 Albany Ave</td>
<td>Kelly Kirkley-Bay <a href="mailto:kkey21@hotmail.com">kkey21@hotmail.com</a></td>
<td>(860) 983-7116</td>
</tr>
<tr>
<td>South End</td>
<td>1st Thursday @ 6:00</td>
<td>Metzner Center 680 Franklin Ave</td>
<td>Carl Williams <a href="mailto:cabwill@msn.com">cabwill@msn.com</a></td>
<td>(860) 296-7380</td>
</tr>
</tbody>
</table>

**What to expect?**

**Before the Meeting**

The Planning Division recommends that all the public hearing applicants should attend and work with the NRZ that the subject property is in. If possible, the applicant should obtain a letter of support from the local NRZ for submission to the commission.

**Attend an NRZ Meeting**

For demolition of historic property, it is **highly recommended** that you confer with the NRZ prior to the commission meeting.

Don’t know which NRZ’s neighborhood you live in? Go to [http://www.hartfordnext.org/find-your-nrz/](http://www.hartfordnext.org/find-your-nrz/)
During the Meeting
Order of Proceeding

1. Meeting is called to order by the chair of the commission.
2. Staff present reports to the commission according to the order of agenda.
3. The commission gives the applicant an opportunity to present additional information if desired. *(Be sure to state your name first for the record.)*
4. The commission opens the hearing for public comment and testimony.
5. After all speakers are heard, the commission closes the Public Hearing.
6. Once the Public Hearing is closed, no new information can be presented to the commission.
7. The commission will consider all evidence presented and will vote as follows:
   - Approve as submitted
   - Approve with conditions
   - Deny
8. The commission votes on all action items individually.
9. The commission may modify staff’s recommendation before taking action.

What to expect?

After the Meeting

- There is a minimum **10 day appeals period**, during which any member of the public may appeal a decision made by the commission.
- Once the appeals period has passed, the decision goes into effect if no appeal has been filed. Applicants may then seek additional permits if needed.

Planning staff will:

1. Place a Decision Notice in the Legal Section of the Hartford Courant within 10 days
2. Send a decision letter of the application to the applicant via Certified Mail within 10 days
3. Contact you to obtain additional information or revised plans if needed as a Condition of Approval.
4. Record Commission’s approval on City’s Land Records after the appeal period has exhausted, and all conditions of approval have been met.
### Appeals to Board

#### After the Meeting

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<th>Appeal to:</th>
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<td>Planning &amp; Zoning Commission</td>
<td>Zoning Board of Appeals</td>
</tr>
<tr>
<td>Historic Preservation Commission</td>
<td>Board of Preservation Appeals or Local Court</td>
</tr>
<tr>
<td>Zoning Board of Appeals</td>
<td>Hartford Superior Court</td>
</tr>
</tbody>
</table>

### Right to Appeal

1. An appeal may be made by any person aggrieved or by any department, board, municipality aggrieved.

2. The appeal shall be taken within the time given by the Zoning Board of Appeals.

3. If no time is prescribed, the appeal shall be taken within 30 days.

### Next steps

1. **If the application was Approved as Submitted:** After you have received the decision letter you may proceed to apply for other required permits or licenses.

   - All approved plans and documents will be stamped and initialed by staff.
   - The Planning Division will keep one set of original approved plans, and will return additional stamped approved sets for you to use to obtain other necessary permits and/or licenses.

2. **If the application was Approved with Conditions,** you must modify the plans as conditioned, and resubmit modified plans to staff before obtaining final approval.

3. **If the application was Denied,** you will receive information about the appeals process along with the denial letter.

4. **Not Applicable to Historic Applications**

Return the Public Hearing Sign the next day to the Planning Division. Failure to returning the sign on time may result in you losing your sign deposit!
If you have any questions regarding applications submission or process, please contact us:

Department of Development Services

260 Constitution Plaza
Hartford, CT 06103
860-757-9040
oneplan@hartford.gov
www.hartford.gov/planning

Thank you for choosing the City of Hartford!

City of Hartford
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Hartford, CT 06103