

**TOWN OF LISBON**  
**REGULATION AMENDMENT APPLICATION**

**CORRESPONDENCE WILL BE SENT TO APPLICANT OR DESIGNATED AGENT. ALSO SEE NOTES 1, 2 AND 3 BELOW:**

➤ APPLICANT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
➤ APPLICANT'S AGENT (IF ANY): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
➤ ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
➤ OWNER / RUSTEE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
➤ ENGINEER/ SURVEYOR/ ARCHITECT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
➤ ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

1. TO BE ACCEPTED BY THE PLANNING AND ZONING COMMISSION, THIS ENTIRE APPLICATION MUST BE COMPLETED, SIGNED BY THE PARTIES LISTED BELOW, AND SUBMITTED WITH THE REQUIRED FEE(S).

2. THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION, ITS STAFF, AND/OR ITS CONSULTANT(S) TO ENTER PROPERTY FOR THE PURPOSE OF INSPECTION IF PERTINENT TO THE APPLICATION.

3. I HEREBY, AGREE TO PAY ALL ADDITIONAL FEES AND/OR ADDRESS SUCH COSTS DEEMED NECESSARY BY TOWN STAFF UNDER THE LISBON LAND USE FEES ORDINANCE.

SIGNATURE OF APPLICANT/AGENT \_\_\_\_\_ PRINTED NAME OF APPLICANT/AGENT \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE/RECORD OWNER \_\_\_\_\_ PRINTED NAME/RECORD OWNER \_\_\_\_\_

DATE: \_\_\_\_\_

**REGULATIONS PROPOSED FOR AMENDMENT:**

ZONING \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

PROPOSED AMENDMENT(S) (Section, title, and text-attach sheets as necessary):

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

REASONS FOR EACH AMENDMENT REQUEST:

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

**APPLICATION SUBMITTAL DATE:** \_\_\_\_\_ **FEE(S) PAID:** \_\_\_\_\_

**OFFICIAL DAY OF RECEIPT:** \_\_\_\_\_

**P & Z COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHAIR'S SIGNATURE:** \_\_\_\_\_

Adopted \_\_\_\_\_ Modified and Adopted \_\_\_\_\_ Denied \_\_\_\_\_

A. INFORMATION REGARDING FEES FOR PROCESSING APPLICATIONS UNDER “AN ORDINANCE ESTABLISHING FEES FOR THE PROCESSING OF APPLICATIONS BY THE PLANNING AND ZONING COMMISSION...OF THE TOWN OF LISBON” REFERRED TO HEREIN AS THE *LAND USE FEES ORDINANCE*

The Town of Lisbon Planning and Zoning Commission is authorized to create and implement reasonable procedures to address such necessary requirements noted below to accomplish the provisions of the *Land Use Fees Ordinance*. In addition to the required *Base* and/or *Review* fees for required administrative and other specific review activities at the time of application, additional *Supplemental Fee(s)* may be required to ensure that the Town is reimbursed for the full costs of processing the application as prescribed below.

Items toward which the Town may require additional services and/or payment of *Supplemental Fees* to be deposited in the Town’s fund specifically established for this purpose include provisions for direct costs of services associated with work performed by professional consultants, including but not limited to engineering, scientific and/or legal professionals, in order to determine whether the proposed text amendment application complies with applicable criteria and regulations, or for the preparation or review of any additional documents or materials by any such professional consultant(s). *Supplemental Fee* deposits must be paid within thirty (30) days after commission staff mails or delivers to the applicant a written request for payment of such initial fee or any subsequent *Supplemental Fee*, as the case may be. Any unexpended portion of the *Supplemental Fees* in excess of actual costs incurred by the Town in fully processing the application shall be refunded to the applicant.

In accordance with the applicant’s signature and consent on the application form, any approval shall be deemed to be issued upon the condition that all fees required are paid by such applicant(s) when due. The failure to pay any such fee when due may result in the denial, termination, revocation or expiration of any approval to which the fee was related.

The full text of the *Land Use Fees Ordinance* is available at the Lisbon Town Hall at 1 Newent Road, Lisbon, CT 06351 or on the Town’s website at [Lisbonct.com](http://Lisbonct.com).