

## Town of Willington Planning and Zoning Abutters Notification Information

This packet has been compiled to assist applicants with the required notification to abutters for Special Permit applications. This is ONLY required if your application includes a public hearing.

### **Notices to Neighbors:**

The Town of Willington requires that for all Special Permit applications, “all adjoining land owners of record” be notified of a pending application not less than 10 days prior to the commencement of the public hearing. These notifications must be provided via Certificate of Mail or Certified Mail to satisfy this requirement. It is HIGHLY recommended that these notices be mailed 21 days prior to the meeting to allow ample time for delivery.

The Town of Willington’s Land Use Office will provide to you a copy of the abutting property owners that you must notify. If you do not receive this list after submitting your application please contact the Land Use Office at 860-487-3123 or [mdupilka@willingtonct.org](mailto:mdupilka@willingtonct.org)

The Certificate of Mail form from USPS may be [found here](#). Please be advised that you will be required to provide the signed copy of the form from the Post Office at the beginning of your public hearing. If you cannot provide this form your application cannot be heard.

More information about Certified Mail may be [found here](#). To use this method you must complete the required forms at a Post Office. Please be advised that you will be required to provide certified mail receipts for each piece of mail that was sent at the beginning of your public hearing. If you cannot provide them your application cannot be heard.

On the page below a template letter has been provided for your reference. You must fill in the sections in **bold print** with the information pertinent to your specific application.

### **Signs on Property:**

The Willington Zoning Regulations also require that signs be posted on the property advertising the public hearing. Once your application has been filed Town of Willington staff will place these signs on your property in accordance with the regulations.

If you have any questions about this process please contact the land use office at 860-487-3123

**Date Sent Here**  
**Abutter Name Here**  
**Abutter Address Here**

This letter is to notify you a public hearing will be held on **(date of public hearing)** at 7:30 PM in the Town Office Building, 40 Old Farms Road, Willington, CT. This public hearing is for a special permit application at **(property address here)**.

Enclosed is the legal notice for this application PZ-**(application number here)**

For additional information please contact the Land Use Office (860) 487-3123 or visit [www.willingtonct.org](http://www.willingtonct.org)

Sincerely,

**(Your Name Here)**