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**Requirements for application:**

1. 5 copies of an A-2 survey that shows the property boundaries, roads, driveways, parking, vehicle storage, towing areas, building setback lines, building locations including details of interior office space, streams, ponds, wetlands, natural features etc. Include grading, stormwater management and contours if new construction. The survey shall be signed and sealed by a Connecticut licensed surveyor.
  2. Original Department of Motor Vehicles, "Application for Automobile Dealer's or Repairer's License": (K-7 Form).
  3. Fee in cash or check payable to "*The City of Torrington*".
  4. Application for Location Approval requires a public hearing. Information regarding public hearings is included on the attached sheet.
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**LOCATION APPROVAL APPLICATION**  
**IMPORTANT INFORMATION FOR THE APPLICANT REGARDING PUBLIC HEARINGS**

- 1) Public Notice Sign - The applicant shall obtain from the Planning & Zoning Department a sign notifying the public of the Public Hearing. A \$120.00 refundable deposit shall be made by the applicant to cover the cost of the sign. The sign posting shall conform to the following requirements:
  - i) The applicant shall post the sign in the most conspicuous location on the property affected by the application;
  - ii) The sign shall give the reason for the public hearing (e.g. Location Approval), and the time, date and location of the hearing;
  - iii) The sign shall be clearly visible from the street;
  - iv) The sign shall be posted at least ten consecutive days before the date of the public hearing; and
  - v) The sign shall not be removed until after the close of the public hearing.
  - vi) Failure to post and maintain this sign shall be grounds for the denial of the application.
- 2) At least ten (10) days prior to the public hearing, the applicant shall send notice of the public hearing to persons who own land that is adjacent to the land that is subject of the hearing. The proof of mailing shall be evidenced by a certificate of mailing and the person who owns the land shall be the owner indicated on the property tax map or on the last completed grand list as of the date such notice is mailed. This information is available in the Torrington Assessor's Office. The notice shall indicate the reason for the hearing including the hearing time, date and location. Evidence of mailing shall be presented to the Planning & Zoning Commission at or prior to the public hearing.
- 3) Questions regarding this application can be directed to the Land Use Office at (860) 489-2220 or -2221.