

Cheryl A. Vallerie,  
 Zoning Officer  
[cvallerie@westonct.gov](mailto:cvallerie@westonct.gov)  
 Richelle Hodza,  
 Land Use Director  
[rhodza@westonct.gov](mailto:rhodza@westonct.gov)



Sally Korsh, Chair  
 Alexander Burns, Vice Chair  
 Gus Christensen, Member  
 Lauren Gojkovich, Member  
 Joseph Leone, Member  
 Megan Loucas, Member  
 Michael Reiner, Member

Planning & Zoning Commission

## APPLICATION TO AMEND ZONING REGULATIONS

Conn. Gen. Statutes, **Sec. 8-3.** (c) All petitions requesting a change in the regulations ... shall be submitted in writing and in a form prescribed by the commission and shall be considered at a public hearing within the period of time permitted under section **8-7d**. The commission shall act upon the changes requested in such petition. Whenever such commission makes any change in a regulation or boundary it shall state upon its records the reason why such change is made.

<b>Applicant:</b>		<b>Cell Phone:</b>	
<b>Mailing Address:</b>		<b>Email:</b>	
<b>Date:</b>		<b>Check No.</b>	in the amount of \$250

On a separate sheet or sheets, please provide the proposed amendment(s) to the text of Weston’s Zoning Regulations. The language of your proposal is considered verbatim. It will not be edited by the Commission or town staff.

**STATEMENT OF PURPOSE**

- Check that you are using the current zoning regulations.
- In a Memorandum to the Planning and Zoning Commission, begin with a Statement of Purpose. Include (a) the problems, issues or circumstances that the regulation proposes to address, (b) a summary of the main provisions of the proposed regulation, and (c) the legal effects of the proposed regulation.

**TEXT AND LANGUAGE CONVENTIONS**

- Do not omit existing provisions that are to be deleted; bracket them.
- Underline new language.
- If an entire section or a sub-unit is new, the new language should be preceded by "(NEW)" and the section or sub-unit should NOT be underlined.
- Assign section numbers according to the section number of the regulation you would like to change, followed by a period and an additional letter or number.

**DRAFT LANGUAGE**

- Use clear, unambiguous language.
- Use active, not passive voice.
- Check existing definitions in the regulations, how they are defined, and where they are used.
- Properly define technical terms and words used in a sense other than their ordinary meaning.
- Use terms consistently throughout the regulation.

**PROOFREADING PRIOR APPLICATION SUBMISSION**

- Technical errors
- Grammar
- Proper spelling
- Accurate internal references; and
- Check throughout the zoning regulations for any references or citations to that section and amend those accordingly.

Note: The requirements above for drafting regulations are paraphrased and excerpted from the [Legislative Commissioner’s Office of the Connecticut General Assembly, State of Connecticut manual for Drafting Regulations](#) (Rev. January 2024)