

Guidelines for New Businesses: Frequently Asked Questions

1. **What is the nature of the business?** Typical commercial uses may include retail, business and professional office, medical office, restaurant, etc. Industrial uses may include the manufacture, processing and assembly of goods, warehousing, research laboratories, etc.
2. **Does the zoning district allow the proposed use?** For example, most industrial uses are not permitted in business zones; likewise, most commercial and residential uses are not permitted in the industrial zones.
3. **Is the proposed use permitted as of right or does it require additional approvals?** Most retail uses are permitted as of right in the central business (CB) and business (B) zones subject to site plan approval (if the property was not already approved for this use). Some uses, however, require additional approval. For example, uses such as car washes, multi-family housing, veterinary clinics and kennels require special permit use approval from the Planning and Zoning Commission. Other uses, such as the sale and dispensing of alcoholic beverages, the sale of new and used motor vehicles, and public garages require special exception approval from the Zoning Board of Appeals.
4. **Other considerations:**
 - a. If the property is undeveloped, a site plan will have to be prepared and approved by the Planning and Zoning Commission.
 - b. What utilities are available to the site?
 - c. Is the site encumbered by wetlands, flood plain, or located in an aquifer protection area?
 - d. Are there easements on the property that would restrict development?
 - e. Will the proposed use require expensive outlays for equipment or other items essential to the business; for example, restaurants require a grease trap.
 - f. For a typical site plan, it may take four to six weeks from the time of submittal to approval. If the proposed use requires special permit use approval, it can take an additional four to six weeks.

In conclusion, if there are any questions concerning a proposed use, please contact the Zoning Office at (860) 276-6250 or the Planning Department at (860) 276-6248.