



STANDARDS FOR MASTER PLAN AMENDMENTS

APPLICABILITY: The requirements outlined in this document are applicable to the following applications as established in the [City of Stamford Charter](#):

- Master Plan Text Changes
- Master Plan Map Changes

PROCESS:

1. Reach out to the Associate Planner for a pre-application discussion, and to confirm fees and number of hard copies required. Depending on the scope of the project, the Land Use Bureau may recommend supplemental applications or materials to be provided.
2. Complete the appropriate form(s) and prepare the required attachments. See below "Required Attachments" for Master Plan map and text changes.
3. Submit an electronic copy of the appropriate form(s) and required attachments to the Secretary to the Planning Board for preliminary review by Planning Board staff.
4. Staff may have comments that need a response before an item can be scheduled for a hearing.
5. Once revisions are approved by Planning Board staff, submit the filing fee and at least nine (9) hard copies of the completed revised application form(s) and required materials to the Secretary to the Planning Board via drop boxes in the lobby of the Government Center. Please make sure the materials are addressed to the Planning Board's attention, c/o the secretary. One electronic copy of the completed application and materials shall also be sent via email to the Secretary to the Planning Board.
6. Once the revised application and materials are submitted, an application will be scheduled for a public hearing. Planning Board Public Hearings take place as needed at the last scheduled meeting of every month, except for the July summer hiatus.
7. The legal notice announcing the public hearing is prepared by the Land Use Bureau and submitted to the Stamford Advocate for publication in accordance with the required timeframe as defined in the [City of Stamford Charter Section C6-30-9](#). The applicant bears the cost of all legal notice publications and will be contacted by the Stamford Advocate directly. The applicant will be notified of the scheduled public hearing date and is separately responsible for preparing and mailing notice of the public hearing to all property owners within the vicinity of the land affected, in accordance with the requirements set forth in the [General Statutes of Connecticut Volume 2, Title 8, Chapter 124 Section 8-7d](#).
8. Upon completion of the public hearing, the Planning Board renders a decision on the application and publishes notice of its decision in the Stamford Advocate in accordance with the required timeframe as defined in the [City of Stamford Charter Section C6-30-11](#). The Applicant is responsible for the cost of the notice of decision and will be contacted by the Stamford Advocate directly. Following publication, the decision becomes effective within ten days, unless the decision is petitioned for review by the Stamford Board of Representatives as defined in the [City of Stamford Charter Sections C6-30-7](#) and [C6-30-8](#).



REQUIRED ATTACHMENTS:

	<ul style="list-style-type: none"> • Completed application form
	<ul style="list-style-type: none"> • Project Description Describe the existing conditions and the proposed change, purpose for the proposed change, and how the proposed change aligns with the overall intent of the Master Plan and any specific Master Plan policies and strategies. Please also describe any known future related applications such as a Zoning Map Change or a Zoning Text Change.
	<ul style="list-style-type: none"> • A demonstration site plan may be requested showing a potential development scenario.
	<ul style="list-style-type: none"> • Existing Master Plan Map (if Master Plan Map Change)
	<ul style="list-style-type: none"> • Proposed Master Plan Map (if Master Plan Map Change)
	<ul style="list-style-type: none"> • Existing Master Plan Text (if Master Plan Text Change)
	<ul style="list-style-type: none"> • Proposed Master Plan Text (if Master Plan Text Change)
	<ul style="list-style-type: none"> • Project area photographs
	<ul style="list-style-type: none"> • Owner's authorization, if applicable