



December 7, 2021

**MEMORANDUM:** 12072021 – Council of Governments Referrals Review

To: NVCOG Regional Planning Commission Members  
From: Keith Rosenfeld, Senior Regional / Municipal Planner  
Subject: Council of Governments Referrals Review

Dear Regional Planning Commission Members,

Please see the below refresher memorandum for guidance on when to submit a referral to the Naugatuck Valley Council of Governments. If you ever are unsure as to when to submit a referral, please feel free to contact myself ([krosenfeld@nvcogct.gov](mailto:krosenfeld@nvcogct.gov)) or Joanna Rogalski ([jrogalski@nvcogct.gov](mailto:jrogalski@nvcogct.gov)).

**Zoning Referrals**

Section 8-3b of the Connecticut General Statutes requires that notice be given to regional council of governments of certain proposed zone map or regulation changes:

- “When the zoning commission of any municipality proposes to establish or change a zone or any regulation affecting the use of a zone any portion of which is within five hundred feet of the boundary of another municipality, the zoning commission shall give written notice of its proposal to each regional council of governments for the region or regions in which it and the other municipality are located.
- Such notice shall be made by certified mail, return receipt requested, or by electronic mail to the electronic mail address designated by the regional council of governments on the council’s Internet web site for receipt of such notice, not later than thirty days before the public hearing to be held in relation thereto ...

**Subdivision Referrals**

Section 8-26b of the Connecticut General Statutes requires that municipal planning commissions notify regional council of governments about proposed certain subdivisions:

- “Whenever a subdivision of land is planned, the area of which will abut or include land in two or more municipalities, the planning commission, where one exists, of each such municipality shall, before approving the plan, give written notice of such subdivision plan to each regional council of governments for the region or regions in which it and the other municipality are located. Such notice shall be made by certified mail, return receipt requested, or by electronic mail to the electronic mail address designated by the regional council of governments on the council’s Internet web site for receipt of such notice, not later than thirty days before the public hearing to be held in relation thereto.

- If such notice is sent by electronic mail and the planning commission does not receive an electronic mail message from a regional council of governments confirming receipt of such notice, then not later than twenty-five days before the public hearing, the planning commission shall also send such notice by certified mail, return receipt requested, to such council.
- A regional council of governments receiving such notice shall, at or before the hearing report to each such planning commission and to the proponent of such subdivision on its findings on the intermunicipal aspects of the proposed subdivision, including street layout, storm drainage, sewer and water service and such other matters as it considers appropriate.

### **Plan of Conservation and Development Referrals**

- Section 8-23h (4) of the Connecticut General Statutes requires that regional councils of government be sent municipal plans of conservation and development for review: “At least sixty-five days prior to the public hearing on adoption, the commission shall submit a copy of such plan or part thereof or amendment thereto to the regional council of governments for review and comment.
- Such comments shall include a finding on the consistency of the plan with (A) the regional plan of conservation and development, adopted under section 8-35a, (B) the state plan of conservation and development, adopted pursuant to chapter 297, and (C) the plans of conservation and development of other municipalities around operation of the regional council of governments.