

APPLICATION GUIDELINES MUNICIPAL DEVELOPMENT PROJECTS (MDP)¹

(Connecticut General Statutes (CGS) § 32-220 through 32-234, Manufacturing Assistance Act of 1990 (MAA), Chapter 588 I and CGS § 8-186 through 8-200, MDP, Chapter 132)

This document is intended to help implementing agencies with the MDP process. The following chart briefly presents the process. The implementing agencies' responsibilities are highlighted. An approximate time frame is presented.

PROJECT STAGE	RESPONSIBILITY*	APPROXIMATE TIME FRAME
Project Initiation	Municipalities	1 ½ - 2 ½ years (w/CEPA Review)
Stage I and Environmental Assessment Process	DECD	
Application Forms from Municipalities to DECD	Municipalities	
Preparation of CEPA Document by DECD (if applicable)	DECD	
Preparation of Project Plan by Municipalities	Municipalities	
Stage II – Project Plan Circulation Among State Agencies	DECD	
Local Project Plan Adoption Process and DECD Approval	Municipalities	
State Bond Commission Approval	DECD	
DECD/Town Agreement	Municipalities/DECD	
Project Development – Land Acquisition and Physical Development	Municipalities/DECD	
Marketing, Parcel Disposition and Project Close-Out	Municipalities/DECD	

**Note: In most cases the implementing agency is a municipality or group of municipalities. Otherwise, the implementing agency could be a for-profit or nonprofit organization, municipality, regional planning agency, or any combination thereof.*

STATE DEVELOPMENT PRIORITIES

The Governor's Executive Order Number 15 and Public Act 07-239 strive to manage the continued growth and development of Connecticut while controlling the careful use of land and other precious resources of the state. Preferred project characteristics are as follows: 1) reuse of sites within built-up areas, remediated lands, and brownfields; 2) activities within existing public utilities service areas (water, sewer, etc.); 3) projects not served by public utility should be scaled to use on-site systems; 4) projects that encourage and provide alternate modes of transportation, transit and transit-oriented development; 5) projects that promote energy/resource conservation; 6) avoidance of impacts to natural and cultural resources and open space; 7) mixed-use development and compatible land uses; and 8) inter-municipal collaborations (see CGS § 32-224(e)) and regional cooperation.

The following sections detail the different stages of project development.

¹ Municipal Development Project was previously also known by the Industrial Parks Program.

PROJECT INITIATION

In this stage the implementing agency approaches DECD with the proposal and letter of interest. Applicants should provide two hard copies or an electronic copy (sent to DECD@po.state.ct.us, Attn: ORD, saved as a pdf file) of the following:

Maps-

- A. Project location map delineating project area.
- B. Regional map with project location and location of major transportation corridors and public transit corridors.
- C. Project area on the Conservation and Development Policies Plan for Connecticut (C&D Plan) Locational Guide Map.
- D. Existing sewer, water and other utilities and potential utilities rights-of-way map.
- E. Topographic, floodplain, wetlands, natural resource & biological features map.
- F. Parcel-wide map with footprint of existing structures with names of property owners.
- G. Current zoning map and proposed zoning changes if any by parcel; local or regional development plans if available and applicable.
- H. Map showing location of all alternative sites that were considered for the proposed project.

Data/Information-

1. Brief description of the proposed project including purpose and need for public action.
2. If applicable, include size of existing building and usable floor space; age, structural condition and adaptive re-use potential; historic significance; and approximate market values of building and land.
3. Brief narrative explaining how the proposed project satisfies DECD's responsible development criteria.
4. Description of all alternative sites considered and an explanation why the proposed site is the best option that satisfies the responsible development criteria. Discuss suitability of project taking into account market conditions.
5. Information regarding industrial/commercial buildings and associated floor areas and vacant industrial/commercial land and associated acreage available to the market within the municipality.
6. Explanation of utility rights-of-way or other easements that will be required and ability of utility companies to provide required services.

Note 1: Land areas including significant prime farmland soils, active agricultural uses, wetlands, vernal pool systems, grassland habitat, cultural resources, etc. have high conservation and preservation priorities. State-sponsored development must be in compliance with the Connecticut Plan of Conservation and Development. Project proposals should avoid impacting these resource areas. Justification of economic need and lack of viable alternates is required for project activities that negatively impact these resources.

Note 2: Secondary impacts (or indirect effects) are the effects to natural, cultural and environmental resources resulting from activities or development not directly supported by the state sponsored project, but reasonably expected to occur as a result of the infrastructure or improvements funded by the state investment.

After the project proposal is received from the municipality, DECD circulates a state agency review (Stage One) document to various state agencies to solicit information, comments and

concerns related to the agencies' projects, programs and objectives. Using the state agencies' responses, DECD prepares an Environmental Assessment Checklist to determine if a Connecticut Environmental Policy Act (CEPA) review is required.

FUNDING ROUNDS

Applications for planning and development funding will be received by DECD in one or two annual competitive funding rounds. See agency website for applications, application receipt date, schedule and current news and information.

APPLICATION FORMS

The application submission should include two complete copies of all executed forms and resolutions specified below. Signatures must be in the original and resolutions must include the municipal or agency's seal.

1. Standard DECD Application for Economic Development Financial Assistance form²
2. DECD Project Financing Plan and Budget form³
3. Certified copy of resolution of the legislative body of the municipality authorizing the filing of an application by the implementing agency - DECD-5 (see Appendix A)
4. Certified copy of resolution of the implementing agency authorizing filing of an application - DECD-6⁴ (see Appendix A)
5. Certified copy of a conflict of interest ordinance or regulations approved by the municipality and development agency;
6. Certification of Compliance with the Connecticut Commission on Human Rights and Opportunities (CHRO) regulations in accordance with CGS § 4a-60 (a) (1) and CGS § 4a-60a (a) (1), if required.⁵ (see Appendix B)

PROJECT PLAN⁶

As per CGS § 8-189 and § 32-224 the Project Plan should include the following sections:

1. *Executive Summary*⁷
This section should present a map delineating the project area, describe the proposed activities and the purpose and identified public need of the project. A description of the process utilized to prepare the plan and the alternatives considered should also be summarized.
2. *Legal Description of Real Property within the Boundaries of the Project Area*
A class A-2 boundary survey map and a legal description of the project boundary and of all parcels to be acquired as part of the project area should be included. For large project boundaries where all parcels of land within the boundary will not be acquired a class D

² File location: <S:\DECD\4. FINANCE - 2003\05. Formal Application\Application- MAA.doc>

³ File location: <S:\DECD\4. FINANCE - 2003\05. Formal Application\12.01 Project Financing Plan & Budget.xls>

⁴ DECD-5 resolution must be approved prior to DECD-6 resolution.

⁵ This certification is not required if the implementing agency is a municipality or quasi-public state agency.

⁶ Also called Development Plan or Municipal Development Plan.

⁷ The executive summary can highlight the changes in the project proposal since the project initiation stage. If there are no changes, the material submitted at the Project Initiation stage can be included as an attachment.

survey is sufficient. However, if properties need to be acquired, a class A-2 survey will have to be conducted. The survey and map standards should be in accordance with CGS § 20-300b. The map should be certified by a registered land surveyor. The A-2 boundary survey of the project area boundary can be waived by the Commissioner if the project boundary is used for study purposes, but land acquisition is confined to the smaller land areas (“action areas”) within the project boundary.

3. *Site Condition Report*

3.1 *Environmental Site Assessment*⁸. If a Phase I, II, and/or III Environmental Site Assessment was conducted for the project site, the results should be reported.

3.2 *Test borings and soil analysis report*. There should be an average of one boring for every four or five acres. Urban projects may require fewer test borings. Location of holes should be approved by DECD. Include map of the boring and test pit locations. Copies of available surficial geology and soils mapping.

4. *Connecticut Environmental Policy Act (CEPA) Documentation*⁹

The Project Plan should include the recommendations from the agency’s Environment Assessment Checklist (prepared by DECD during the initial state agency coordination). If a CEPA Environmental Impact Evaluation is required, the Project Plan must incorporate and implement the recommendations and mitigations documented in the Record of Decision (ROD).

5. *Existing and Proposed Site Characteristics*

5.1 *Site Topography*. A topographic map with a minimum contour interval of two feet should be included.

5.2 *Existing Land Uses*. This section should include a map and description of the existing land uses in the project area. Presence of water resources, flood plains, historic and cultural resources, and other sensitive resources should be recorded¹⁰.

5.3 *Existing Infrastructure*. Include a map and description of types and locations of the existing streets, sidewalks, water and sewerage systems, drainage systems and other utilities situated within the project area. Deficiencies in the existing infrastructure should be noted.

5.4 *Existing and Proposed Zoning*. This section should include a map and description of existing and proposed local zoning classifications as well as subdivision status of the project area and the areas adjacent to the project. Note changes of proposed land use and zoning classifications.

5.5 *Proposed Land Uses*. A map and description by type and location of land uses proposed for the project area should be included. The complete land use controls which will be expanded into land use covenants filed on the land records before commencing land disposition and applicable to all development within the project area should also be presented.

5.6 *Proposed Infrastructure*. A map and description of types and locations of the proposed streets, sidewalks, water and sewerage systems, drainage systems and other improvements planned for the project area should be included. Cost estimates should also be provided.

⁸ If applicable.

⁹ As per CGS § 22a-1 through 22a-1h.

¹⁰ The information submitted at the Project Initiation stage should be updated.

6. *Marketability Study Report¹¹ and Project Benefits*

- 6.1 *Marketability Study Report.* This report should include current market conditions, market trends, projected economic development, absorption potential, and fiscal impact of the project.
- 6.2 *Project Benefits.* The public benefits of the proposed project including, but not limited to, the following should be presented: (A) the number of jobs that the implementing agency anticipates would be created or retained by the project, (B) the estimated property tax benefits, (C) the number and types of existing housing units in the municipality in which the project would be located, and in contiguous municipalities, which would be available to employees filling such jobs, (D) a general description of infrastructure improvements, including public access, facilities or use, that the implementing agency anticipates may be needed to implement the development plan, (E) a general description of the implementing agency's goals for blight remediation or, if known, environmental remediation, (F) a general description of any aesthetic improvements that the implementing agency anticipates may be generated by the project, (G) a general description of the project's intended role in increasing or sustaining market value of land in the municipality, (H) a general description of the project's intended role in assisting residents of the municipality to improve their standard of living, (I) a general statement of the project's role in maintaining or enhancing the competitiveness of the municipality, and (J) a project fiscal impact assessment for the municipality and region, if required by the Commissioner.

7. *Acquisition and Disposition*

- 7.1 *Land Acquisition.* Should include map and description specifying parcels to be acquired, contributed by municipality and those not to be acquired. The parcel numbers, name of owners and acreage should also be presented.
- 7.2 *Land Disposition.* A map showing proposed industrial park disposition with all parcels, areas, easements and buffer areas defined including a tabular summary of parcelization for disposal.
- 7.3 *Appraisals¹².* Two appraisals of each parcel to be acquired, one appraisal of each parcel to be contributed by the municipality and one re-use appraisal of land to be disposed of within the project area.
- 7.4 *Title Search¹³.* One title search of each parcel to be acquired and one copy of the deed of each parcel to be contributed by the municipality.
- 7.5 *Acquisition Statement.* A preliminary statement describing the proposed process for acquiring each parcel of real property, including findings that (A) public benefits resulting from the plan will outweigh any private benefits; (B) existing use of the real property cannot be feasibly integrated into the overall plan for the project (note: the project should first seek to incorporate existing land uses into project activities before proposing acquisition); (C) acquisition by eminent domain is reasonably necessary to successfully achieve the project objectives, and there is no viable alternative to eminent domain; and (D) the plan is not for the primary purpose of increasing local tax revenues.

¹¹ The marketability study report should be provided only if the Commissioner requests it.

¹² If required by the Commissioner.

¹³ If required by the Commissioner.

7.6 *Third party property owners.* Prior to state investment, 3rd party property owners and developers who could benefit directly or indirectly from State sponsored project activities must agree to participate, and comply with the Project Plan requirements to meet objectives and mitigate secondary project impacts.

8. *Finance, Administrative, and Relocation Plan*

- 8.1 *Financial Plan Summary.* A financing plan summary¹⁴ with estimates of all income and expenditures necessary to carry out the project through total disposition in the development stage. Please refer to DECD's publication regarding eligible project costs.
- 8.2 *Administrative Plan.* A detailed administrative plan for the implementing agency, summarizing its responsibilities and conduct during the development phases including acquisition, development, relocation and real estate management/disposition.
- 8.3 *Relocation Plan*¹⁵. A Relocation Plan should be prepared in conformance with CGS § 8-266 through CGS § 8-282, as amended, and as specified in guidelines prepared by DECD. Such Relocation Plan must provide administrative assistance and benefits and allowances to assist families, businesses, farms and individuals affected by acquisition of properties within the project area.

9. *Determination of Findings*

The implementing agency should by approval of this Project Plan declare and adopt the following findings:

- (A) The land and buildings within the boundaries of the project area will be used principally for manufacturing or other economic base business purposes, industrial purposes or business support services; (B) the plan is in accordance with the plan of conservation and development for the municipality, if any, adopted by its planning commission under CGS §8-23, and the plan of development of the regional planning agency adopted under CGS §8-35a, if any, for the region within which the municipality is located; (C) the plan was prepared giving due consideration to the state plan of conservation and development adopted under chapter 297 and other statewide planning program objectives of the state or state agencies as coordinated by the Secretary of the Office of Policy and Management; and (D) the project will contribute to the economic welfare of the municipality and the state and that to carry out and administer the project, public action under CGS § 32-220 to 32-234, inclusive, is required.

*List of Maps*¹⁶

1. Project location and street map
2. Legal survey map
3. Proposed soils analysis map

¹⁴ This should only summarize the Project Financing Plan and Budget submitted as part of the application process.

¹⁵ If applicable.

¹⁶ These maps are already requested in the above sections. The list is only intended to help the implementing agency organize the document. In some cases, it may be prudent to have one combined map or separate maps. The implementing agency should use its discretion while guaranteeing the clarity of the maps. Preferably all maps should be presented in size (8½"x 11") or (11" x 17") and in color.

4. Existing topographic map
5. Existing land use and zoning map
6. Existing parcel-wide/subdivision map including building footprints.
7. Proposed land use and zoning
8. Existing and proposed streets and grading
9. Existing and proposed storm drainage system
10. Existing and proposed sanitary sewer system
11. Existing and proposed water supply system
12. Existing and proposed gas system
13. Existing and proposed electric and telephone
14. Acquisition Map (Include parcel no., name of owner and acreage)
15. Site development map/Disposition map showing lot subdivision with acreage

LOCAL PROJECT PLAN ADOPTION AND DECD APPROVAL

The implementation agency should conduct the following meetings and hearings and submit the following forms to DECD that will confirm local approval of the Project Plan¹⁷.

1. *Municipal Planning Commission Approval.* The Project Plan is submitted to the municipal planning commission. A resolution (Form DC-26B)¹⁸ must be approved by the municipal planning commission stating that the Project Plan is in accordance with the Plan of Development for the municipality.
2. *Regional Planning Agency Approval.* The Project Plan is also submitted to the regional planning agency. A resolution (Form DC-26C)¹⁹ should be approved by the regional planning agency finding that the plan is in accord with the plan of development for such region, or if the agency fails to act on the plan within thirty-five (35) days of its receipt, the development agency may go forth with the approval process.
3. *Development or Implementing Agency Approval.* The development agency shall then hold a mandatory public hearing on the Project Plan and thereafter, (upon favorable review by state agencies), adopt a resolution (Form DC-26)²⁰ approving the plan and findings (resolution should recite findings).
4. *Legislative Body Approval.* Thereafter, the legislative body shall pass a resolution (Form DC-26A)²¹ to approve the plan and specify the findings.
5. *DECD Approval.* Copies of the plan, number as requested by the department, are then submitted to the Commissioner together with a certified public hearing transcript and publisher's certificate of the notice of public hearing, which appeared in the newspaper.

Upon approval of the Project Plan by the Commissioner, the municipality is eligible to submit a Development Grant Application for financial assistance to the department. The implementing agency is required to publish the initial approval in a newspaper having general circulation in the municipality. Request for Project Plan and application grant approval may be done concurrently. It may be noted that the Project Plan will be effective for a period of ten years after date of approval. The legislative body will have to reapprove the plan or an amended plan at least once every ten years after the initial plan, in order for it to be in effect.

¹⁷ As per CGS § 32-224(c) and DECD's published procedural steps in adoption of Project Plan.

¹⁸ See Appendix C.

¹⁹ Ibid.

²⁰ Ibid.

²¹ Ibid.

APPENDIX A

**Connecticut Department of Economic and Community Development
Guide Form for Certified Resolution of the Legislative Body of the Municipality
(DECD-5)
&
Guide Form for Certified Resolution of Development Agency or Implementing
Agency (DECD-6)**

**STATE OF CONNECTICUT
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
505 Hudson Street
Hartford, Connecticut 06106**

GUIDE FORM FOR

**CERTIFIED RESOLUTION OF THE LEGISLATIVE BODY
OF THE MUNICIPALITY**

Certified a true copy of a resolution duly adopted by the (name of municipality) at a meeting of its (legislative body) on (date) and which has not been rescinded or modified in anyway whatever.

SEAL

(DATE)

(TOWN OR CITY CLERK)

WHEREAS, pursuant to **Chapter 588l (MAA)/4-66c(Urban Act-DECD or OPM)** of the Connecticut General Statutes, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects.

WHEREAS, it is desirable and in the public interest that the (name of applicant) make application to the State for \$(Amount of State Funds) in order to undertake and to execute (name and phase of project) an Assistance Agreement and it is understood that the (name of applicant) will provide a local grant-in-aid in accordance with requirements of Chapter 588l of the Connecticut General Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE (Legislative Body of Applicant)

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Chapter 588l of the Connecticut General Statutes.
2. That it recognizes the responsibility for the provision of local grants-in-aid to the extent that they are necessary and required for said program;
3. That the designation of (Name of Designated Agency) as the Development Agency or Implementing Agency for the (Name of Municipality) is hereby approved;
4. That the filing of an application by the (Development Agency or Implementing Agency) in an amount not to exceed \$(Amount of State Funds) is hereby approved and that the (Title of Authorized Official of Agency) is hereby authorized and directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for state financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of (Name of Applicant).

**STATE OF CONNECTICUT
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
505 Hartford Street
Hartford, Connecticut 06106**

GUIDE FORM FOR

**CERTIFIED RESOLUTION OF DEVELOPMENT AGENCY
OR IMPLEMENTING AGENCY**

Certified a true copy of a resolution duly adopted by the (Applicant) acting as the Development Agency or Implementing Agency for the municipality of (municipality) on (date) and which has not been rescinded or modified in any way whatever.

SEAL

(DATE)

(TOWN OR CITY CLERK)

WHEREAS, pursuant to **Chapter 588l (MAA)/4-66c(Urban Act-DECD or OPM)** of the Connecticut General Statutes, as amended, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects.

WHEREAS, it is desirable and in the public interest that the (Name of Applicant) make application to the State for \$ (Amount of State Funds) in order to undertake (Name and Phase of Project) and to execute an Assistance Agreement and it is understood that the (Name of Applicant) will provide a local grant-in-aid in accordance with requirements of Chapter 588l of the Connecticut General Statutes as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE (Local Development Agency)

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Chapter 588l of the Connecticut General Statutes.
2. That it recognizes the responsibility for the provision of local grants-in-aid to the extent that they are necessary and required for said program;
3. That the filing of an application by the (Development Agency or Implementing Agency) in an amount not to exceed \$ (Amount of State Funds) is hereby approved and that the (Title of Authorized Official of Agency) is hereby authorized and directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for state financial assistance if such an agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of (Name of Applicant).

APPENDIX B

Certification of Compliance with CHRO Regulations

NONDISCRIMINATION CERTIFICATION

(By corporate or other business entity regarding support of nondiscrimination against persons on account of their race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation.)

I, signer's name, signer's title, of name of entity, an entity lawfully organized and existing under the laws of name of state or commonwealth, do hereby certify that the following is a true and correct copy of a resolution adopted on the ____ day of ____, 20____ by the governing body of name of entity, in accordance with all of its documents of governance and management and the laws of name of state or commonwealth, and further certify that such resolution has not been modified, rescinded or revoked, and is, at present, in full force and effect.

RESOLVED: That name of entity hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

WHEREFORE, the undersigned has executed this certificate this ____ day of ____, 20____.

Signature

APPENDIX C
GUIDE FORMS FOR LOCAL PLAN ADOPTION

- 1. Form DC-26B**
- 2. Form DC-26C**
- 3. Form DC-26**
- 4. Form DC-26A**

STATE OF CONNECTICUT
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
505 Hudson Street
Hartford, Connecticut 06106

GUIDE FORM FOR
MUNICIPAL AND/OR ZONING COMMISSION APPROVAL

Certified Resolution of the Municipal Planning Commission (or Municipal Planning and Zoning Commission) finding that the Project Plan is in accord with the plan of development for the municipality.

WHEREAS, the project plan for the proposed (name of project) was prepared by the (name of municipality and development or implementing agency) pursuant to the provisions of Chapter 132 of the Connecticut General Statutes or Chapter 588/ of the Connecticut General Statutes;

WHEREAS, the provisions of Chapter 132 and Chapter 588/ require that the project plan be referred to the planning commission of the municipality for a determination whether such plan is in accord with the plan of development for the municipality;

NOW THEREFORE, the (name of municipal planning and/or zoning commission) hereby resolves:

That the Project Plan for the proposed (name of project) is in accord with the plan of development for such municipality;

CERTIFICATE

I hereby certify that this resolution was duly adopted at a meeting of the (name of municipal planning and/or zoning commission) held on (date), 20__, that it is on record, and that it has not been modified nor rescinded whatsoever.

SEAL

Secretary

Date

**STATE OF CONNECTICUT
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
505 Hudson Street
Hartford, Connecticut 06106**

**GUIDE FORM FOR
REGIONAL PLANNING AGENCY APPROVAL**

Certified Resolution of the Regional Planning Agency finding that the Project Plan is in accord with the plan of development for such region.

WHEREAS, the project plan for the proposed (name of project) was prepared by the (name of municipality and development or implementing agency) pursuant to the provisions of Chapter 132, Section 8-186 through 8-200b of the Connecticut General Statutes and Chapter 588/ of the Connecticut General Statutes;

WHEREAS, the provisions of Chapter 132 and Chapter 588/ require that the project plan or development plan be referred to the regional planning agency, if any, for the region within which such municipality is located for a determination whether such a plan is in accord with the plan of development for such region or if the regional planning agency fails to make a finding concerning said plan within thirty-five days of its receipt, it shall be presumed that such regional planning agency does not disapprove of such plan;

NOW THEREFORE, the (name of regional planning agency) hereby resolves:

That the Project Plan for the proposed (name of project) is in accord with the plan of development for such region:

CERTIFICATE

I hereby certify that this resolution was duly adopted at a meeting of the (name of regional planning agency) held on (date), 20__, that it is on record, and that it has not been modified nor rescinded whatsoever.

SEAL

Secretary

Date

**STATE OF CONNECTICUT
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
505 Hudson Street
Hartford, Connecticut 06106**

GUIDE FORM FOR

THE DEVELOPMENT OR THE IMPLEMENTING AGENCY APPROVAL

CERTIFIED RESOLUTION by the Development Agency or the Implementing Agency approving the Project Plan and making Certain Findings

WHEREAS, it is desirable and in the public interest that the (name of development or implementing agency) of the (town, city, borough) of (name of municipality) prepare a Project Plan for a Municipal development project for purposes of contributing to the economic welfare of the municipality and the state pursuant to the provisions of Chapter 132 and Chapter 588I of the Connecticut General Statutes as amended; and

WHEREAS, (name of development or implementing agency) prepared a Project Plan for the project known as the (name of project); and

WHEREAS, the Project Plan was referred to the municipal (planning or planning and zoning) commission of the (town, city, borough) of (name of municipality) and the commission of the (town, city, borough) of (name of municipality) and the regional planning agency known as (name of regional planning agency); and

WHEREAS, thereafter, the (name of development or implementing agency) held a public hearing on the (name of project) project plan this (number day) of (month) 20__, pursuant to the provisions of municipal law, state statutes, Chapter 132 and Chapter 588I of the Connecticut General Statutes, as amended; and

NOW THEREFORE, THE (name of development or implementing agency)
HEREBY RESOLVES:

- (1) That the Project Plan for the proposed (name of project) Municipal Development Project is hereby approved;
- (2) That the land and buildings within the project area will be used principally for industrial and business uses; that the land and buildings within the boundaries of the Project Area will be used primarily for manufacturing or other economic base business purposes or business support services; that the plan of development is in accordance with the plan of development for the municipality, if any, adopted by its planning commission and the plan of development of the Regional Planning Agency, if any, for the region within which the municipality is located; that the plan was prepared giving due consideration to any statewide planning objectives of the state or state agencies as coordinated by the Secretary of the Office of Policy and Management; and that the project will contribute to the economic welfare of the municipality and the State of Connecticut; and that to carry out and administer the project, public action under Chapters 132 and 588I of the Connecticut General Statutes as amended is required;

- (3) That the (name of official) is hereby authorized to submit the Project Plan to the (name of legislative body) of the (town, city, borough) of (name of municipality) which shall consider approval of such plan;
- (4) That, thereafter, the (name of official) is hereby authorized to submit the Project Plan to the Connecticut Department of Economic and Community Development for approval.

CERTIFICATE

I hereby certify that this resolution was duly adopted at a meeting of the (name of development or implementing agency) held on (date), 20__, that it is on record, and that it has not been modified nor rescinded whatsoever.

SEAL

Secretary

Date

**STATE OF CONNECTICUT
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
505 Hudson Street
Hartford, Connecticut 06106**

GUIDE FORM FOR
LEGISLATIVE BODY APPROVAL

CERTIFIED RESOLUTION by the Legislative body approving the Project Plan and making Certain Findings

WHEREAS, it is desirable and in the public interest that the (name of development or implementing agency) of the (town, city, borough) of (name of municipality) prepare a Project Plan for a Municipal development project for purposes of contributing to the economic welfare of the municipality and the state pursuant to the provisions of Chapter 132 and Chapter 588/ of the Connecticut General Statutes as amended; and

WHEREAS, the (name of development or implementing agency) prepared a Project Plan for the project known as the (name of project); and

WHEREAS, the Project Plan was referred to the municipal (planning or planning and zoning) commission of the (town, city, borough) of (name of municipality) and the regional planning agency known as the (name of regional planning agency); and

WHEREAS, thereafter, the (name of development or implementing agency) held a public hearing on the (name of project) project plan on the (day) of (month), 20__, pursuant to the provisions of municipal law, state statutes, Chapter 132 and Chapter 588/ of the Connecticut General Statutes, as amended; and thereafter, approved said plan;

NOW THEREFORE, THE (name of legislative body) HEREBY RESOLVES:

- (1) That the Project Plan for the proposed (name of project) Municipal Development Project is hereby approved;
- (2) That the land and buildings within the project area will be used principally for industrial and business uses; that the land and buildings within the boundaries of the Project Area will be used primarily for manufacturing or other economic base business purposes or business support services; that the plan of development is in accordance with the plan of development for the municipality, if any, adopted by its planning commission and the plan of development of the Regional Planning Agency, if any, for the region within which the municipality is located; that the plan was prepared giving due consideration to any statewide planning objectives of the state or state agencies as coordinated by the Secretary of the Office of Policy and Management; and that the project will contribute to the economic welfare of the municipality and the State of Connecticut; and that to carry out and administer the project, public action under Chapters 132 and 588/ of the Connecticut General Statutes as amended is required;

- (3) That the (name of official) is hereby authorized to submit the resolution of approval of the Project Plan to the (name of development agency) of the (town, city, borough) of (name of municipality) and submit said plan to the Commissioner of the Connecticut Department of Economic and Community Development for approval.

CERTIFICATE

I hereby certify that this resolution was duly adopted at a meeting of the (name of legislative body) held on (day of month) of (month), 20__, that it is on record, and that it has not been modified nor rescinded whatsoever.

SEAL

Secretary

Date