

From: **Town of Burlington Planning & Zoning Commission**
townofburlington.planningcommission .gov @ usa.com

Date: Fri, Oct 24, 2025 at 11 :40 AM

Subject: Application Review and Payment Request for Special Permit Approval

To: Applicant's Email Address

*Planning & Zoning Commission
Town of Burlington
200 Spielman Highway,
Burlington, CT 06013*

Dear **Correct Applicant's Name** ,

I hope this message finds you well.

We are writing in regard to your application for a **Special Permit** to operate a home bakery under the Connecticut Cottage Food Operator License. This permit would allow you to produce baked goods in a residential kitchen for delivery and occasional pick-up. Below are the key details of your application:

Application Information:

- **Permit #:** 2025xxxx
- **Permit Type:** Special Permit
- **Internal Permit#:** 2212 BBHD
- **Work Type:** Occupancy
- **Zoning:** R-44 Residential
- **Parcel #:** 3-10-111-25
- **Description:** To operate a home bakery under the Connecticut Cottage Food Operator License, producing baked goods in a residential kitchen for delivery and occasional pick-up.

Project Details:

- The proposed home occupation will operate exclusively within the existing kitchen, occupying approximately **320 square feet** of the total dwelling area (3,578 square feet).
- No non-resident employees will be engaged.
- The production will consist of baked goods authorized under the Connecticut Cottage Food Operator License.
- Distribution will primarily be by delivery, with limited customer pick-up.

Staff Recommendation:

After a thorough review of your application, the staff has recommended **approval** of your request for the Special Permit.

Next Steps:

To proceed with finalizing your application, we kindly request that you settle the invoice for the application approval fee. Timely payment of this fee is essential for the continued processing of your request and to move forward with final consideration and approval.

Action Required:

1. **Request Payment Instructions:** If you have not yet received the payment instructions for the application approval fee, please reply to this email.
2. **Settle the Invoice:** Please ensure the outstanding invoice is paid promptly.
3. **Submit Payment Receipt:** Once payment is made, kindly email a copy of your payment receipt to this address for confirmation and inclusion in your case file.
Prompt settlement of the invoice will ensure there are no delays in the processing and scheduling of your application. If you have any questions regarding the payment process or need assistance with submitting your receipt, please feel free to contact us.

Thank you for your attention to this matter.

Best regards,

Richard Miller, Chairman

Planning & Zoning Commission

Town of Burlington

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