



# TRANSPARENCY & GOVERNANCE

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## Ledyard Department of Land Use & Planning

741 Colonel Ledyard Highway, Ledyard, CT, 06339

TOWN HALL HOURS: MON-THURS: 7:30AM-4:45PM

Main Phone Number: (860)-464-8740



# Overview of the Ledyard Land Use Department

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The Ledyard Department of Land Use & Planning is located in the lower level of the Town Hall Building and is responsible for overseeing all aspects of land uses in the Town of Ledyard. Staff consists of a Director, Building Official, Zoning, Wetlands & Blight Official, Assistant to the Director and a Fiscal Assistant.

On an every day basis, the department reviews applications for construction and/or site improvement projects from decks to new single-family homes to ensure compliance with the Ledyard and or State Building, Zoning & Inland Wetlands, Blight and Inland Wetlands & Watercourses (IWWC) Regulations. Staff provides support to all Land Use Boards & Commissions (PZC, IWWC, ZBA, EDC) and the Town Council & its Committees as needed.

Along with the Town's Consultant, staff supports the Town's Housing Rehabilitation Program which has awarded no interest loans for much needed home repairs to many town residents since about 2014.

A detailed description of staff duties has been provided.

# Introduction: Department Structure

Land Use Department Director  
Elizabeth Burdick



## Zoning & Wetlands Enforcement | Zoning Enforcement Official, Hannah Gienau

- Supports various commissioners and boards on land-use matters and State law with regard to comprehensive plan of zoning regulations, inland wetlands and watercourses regulations.
- Performs research and investigation as required to prepare summaries and reports for PZC and IWWC matters such as violations, permits approved, activity reports, and prepare staff reports for applications.
- Interacts with town residents, town board and commission members, auditors, state officials and officials of other towns.
- Approve zoning permit applications for various projects such as new single-family homes, sheds, additions, pools etc. Following up with issuance Certificate of Zoning Compliance once the project is complete and meets all zoning regulations.
- Zoning Compliance letters and working with title searchers if there are any known violations on the property.
- Administers and enforces Bight Ordinances/ Zoning Regulations, serves as blight enforcement officer and Wetlands Agent. Receive complaints and investigate each one to determine a violation. Write comprehensive site inspection reports and determine next steps of enforcement following the established procedures in the town ordinances or regulations set forth by the IWWC and PZC.
- Act in an advisory capacity to the PZC on interpretations, drafting and researching new regulations, strategic planning, identification of problems and enforcement

## Zoning & Planning Support | Land Use Assistant to the Director, Anna Wynn

- Supports Zoning Official by processing Zoning permit applications
- Supports various Town Commissions and Land Use Director by maintaining Land Use Application records, drafting meeting agendas, writing minutes, posting information on the Town Website
- Assists the public in office by providing regulation information, gathering records, assisting with supporting permit documents, processing violation complaint forms and taking in meeting requests
- Receives and reconciles all Zoning, Wetlands and Planning & Zoning fees and deposits to Town Financial Department
- Assists Land Use Director in performing

## Planning & Development | Town Planner, Elizabeth Burdick

- Provides support to the Planning and Zoning Commission on land use applications and proposed zone changes referred to the Planning and Zoning Commission.
- Assists the general public by providing information on land use and development, including procedures and guidelines to be followed in obtaining authorizations and permits required to develop property.
- Responsible for implementation of economic and community development policies, programs, and projects including organized business retention, expansion, and recruitment efforts. Administers the Town's economic and community development assistance programs including loan and tax abatement programs.
- Compiles and analyzes data on economic, social, environmental and physical factors affecting land use.
- Reviews subdivision and site plans for compliance with state and local regulations.
- Prepares and updates the Plan of Conservation and Development, Affordable Housing Plan and Economic Development Strategies, Business Retention & Expansion Programs, the Town's annual Capital Improvement Program, and various regulations and municipal ordinances pertaining to land use and development.
- Locates sources of state and federal grant funding as they pertain to capital improvement or economic development projects, prepares applications, and administers grants if obtained.
- Serves as liaison to land use departments in other jurisdictions, and to regional and state agencies exercising land use functions. Serves as liaison to SeCTer, Chamber of Commerce, and other Economic Development Agencies as necessary.
- Coordinates with EDC on policy initiatives, business visitations, and promotional campaigns.

## Building Department | Building Official, Seamus Quinn

- Enforce building codes and regulations for safe, compliant construction.
- Review building plans and issue Building, Electrical, Plumbing, Mechanical, and Demolition permits.
- Conduct inspections at various construction stages to verify compliance.
- Address code violations and provide guidance to contractors and property owners.
- Maintain accurate records of inspections and permits.
- Stay updated on building code changes and industry standards.
- Coordinate with other departments for regulatory compliance.
- Identify and mitigate structural or environmental hazards to ensure public safety.

## Building Department | Building Assistant, Erin Bagdoian

- Receives reconciles and deposits all Zoning & Building Department permit fees with Town Treasurer
- Provide technical or regulatory information to the public and assist in completion of applications.
- Process all Building permit application information.
- Receive and process Ledge Light Health District information as it pertains to permit approvals.
- Provide timely service to persons requesting information via email, mail and telephone.
- Prepare purchase orders for the Land Use Department using town financial software (Munis).
- Maintain computer data files of pertinent information regarding permits, inspections, Certificate of Occupancy, etc. as well as Land Use Department street files.

# What Commissions do we support?



The Land Use Department Supports several different Commissions including but not limited to:

## Planning & Zoning Commission

### Central Function:

This commission reviews and approves Subdivisions, Site Plans, Special Permits, Map and Regulation Amendments, and the capital improvement program. It is also responsible for updating and overseeing the implementation of the Plan of Conservation & Development, Comprehensive Plan and Affordable Housing Plan.

## Inland Wetlands & Watercourses Commission

### Central Function:

To promulgate regulations, in conformity with the Commissioner of Environmental Protection, pursuant to Section 22a-39 of the General Statutes, for the regulation of activities and to protect the wetlands and watercourses.  
To review applications for regulated activities to determine compliance with its Regulations

## Zoning Board of Appeals

### Central Function:

The Zoning Board of Appeals shall have all the powers and duties as prescribed by CGS Chapter 124 inclusive, and not inconsistent with the Town Charter. The Board considers variance applications from property owners who wish to use their property in a manner prohibited by the zoning regulations. The Board also reviews requests to overturn decisions made by the Zoning Enforcement Officer.

## Economic Development Commission

### Central Function:

To promote development through an economic development plan and strategy, and promotion of the growth, retention and diversification of business, industry and tourism through marketing, property tax incentives, and infrastructure development.

## Land Use Planning Public Works Committee

### Central Function:

The Land Use Planning Public Works Committee addresses items pertaining to land use matters such as town owned property, leases, Ordinances, Resolutions, Fee Schedules, and other items as assigned

## Town Council

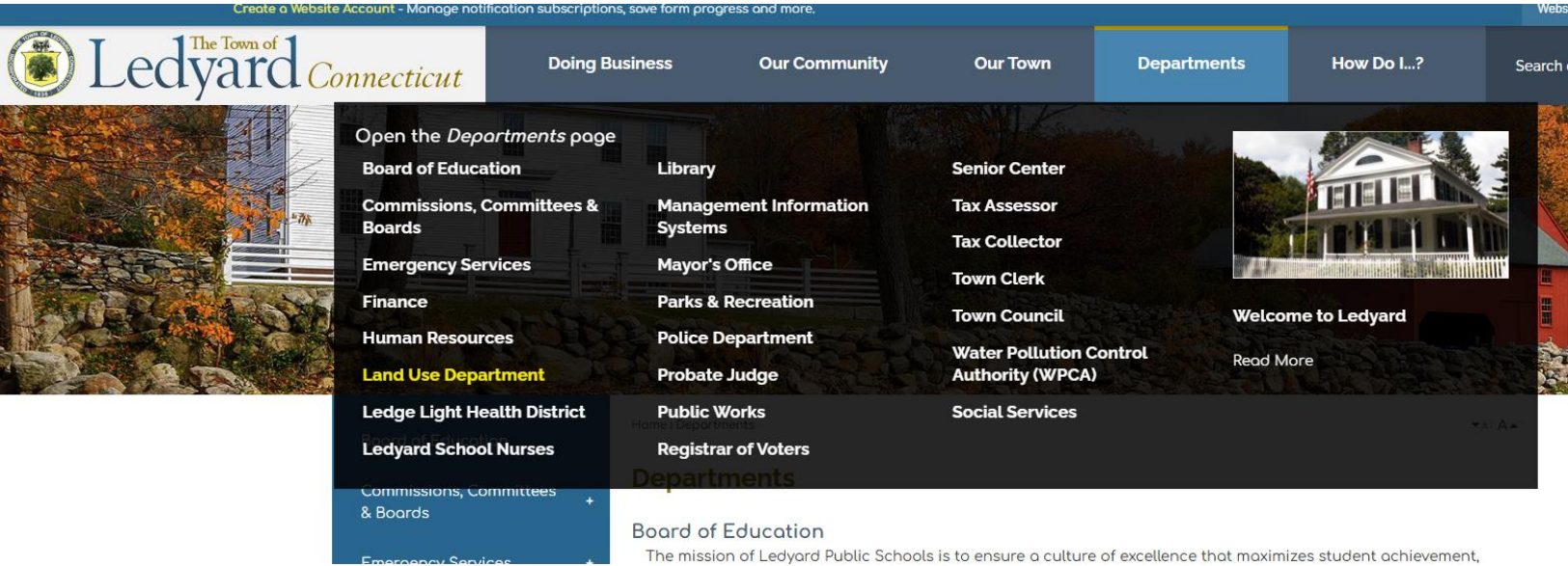
### Central Function:

The Ledyard Town Council serves as the legislative and financial body of the community pursuant to the Town Charter for the residents and taxpayers of the Town of Ledyard. Also, to ensure the town's quality of life and to balance the financial and operations structure of the Town.

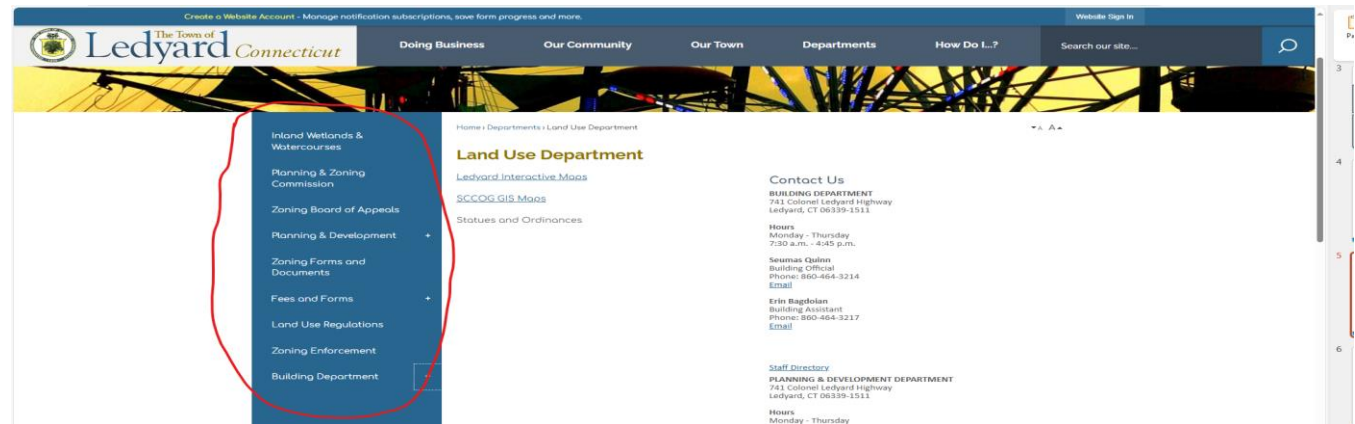


# The Land Use Department on the Ledyard Town Website

1. To access Department information on the Ledyard Town Website use the top drop-down menu labeled Departments and select Land Use Department



2. You can then use the left side panel to access information such as Current regulations, forms, fees, the Plan of Conservation & Development

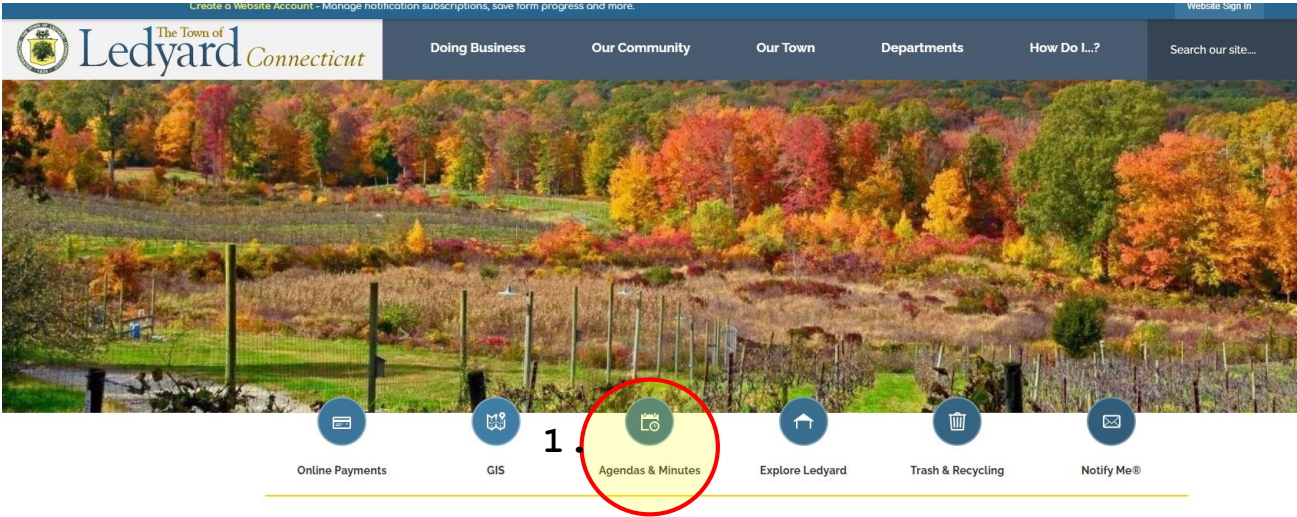


# Meeting Portal Information

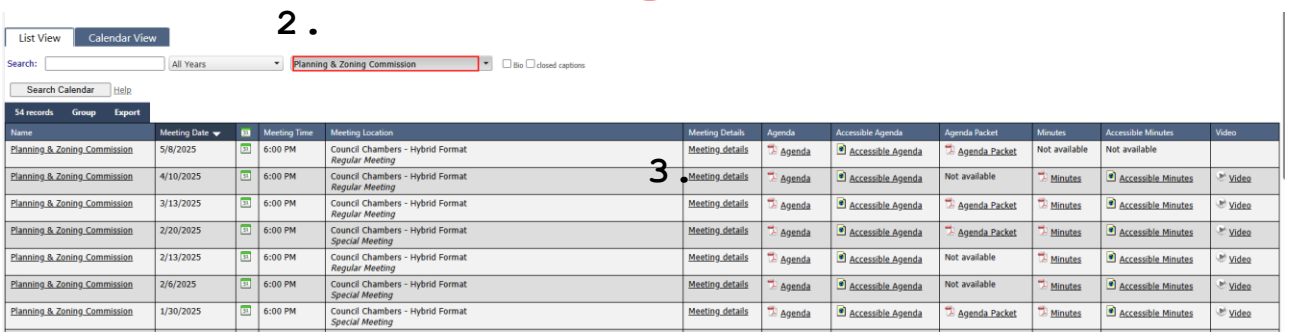


To access meeting information for the IWWC, ZBA and PZC, please use the following instructions:

1. On the Town Website click Agendas & Minutes



2. Select the drop-down menu and choose your desired Commission.



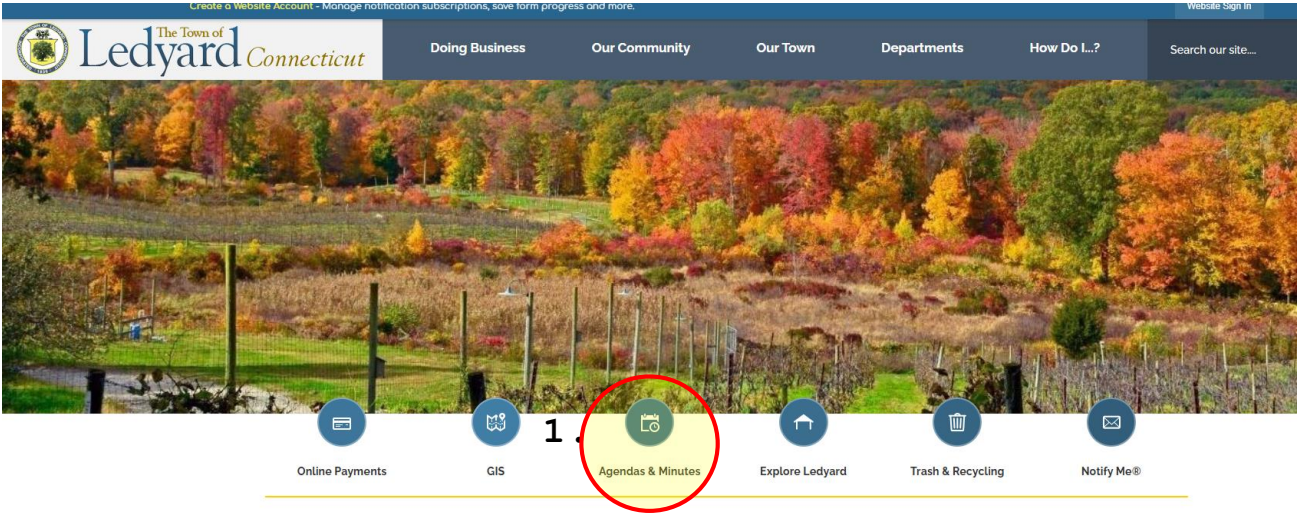
3. Using List View - From the table you can access meeting agendas, associated minutes as well as video recordings of meetings

# Accessing Files on the Town Website

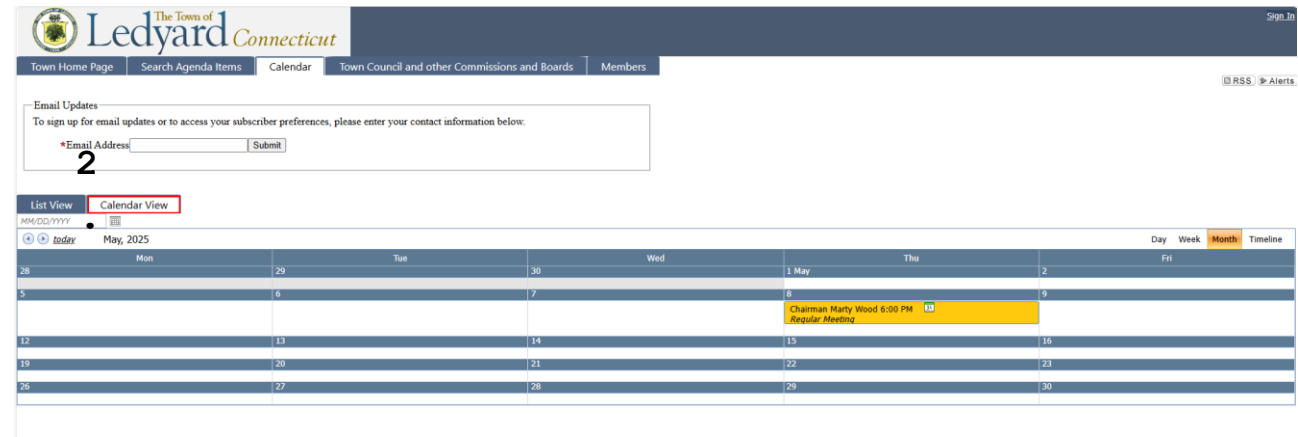


To access specific files on the Ledyard Town Website for pending applications or other matters, use the following instructions:

1. On the Town Website click Agendas & Minutes



2. Select Calendar view and then click your desired meeting date



# Accessing Files on the Town Website



To access specific files on the Ledyard Town Website for pending applications or other matters, use the following instructions:

3. From the left-hand side, select the file number you are interested in based on the file title

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Please note: this meeting's minutes have not been finalized yet. Actions taken on legislation and their results are not available.

Details

Meeting Name: Planning & Zoning Commission

Meeting date/time: 5/8/2025 6:00 PM

Meeting location: Council Chambers - Hybrid Format Regular Meeting

Published agenda: Agenda Accessible Agenda

Agenda packet: Agenda Packet

Meeting video: Video

Attachments:

Agenda status: Final

Minutes status: Draft

Published minutes: Not available

Meeting Items (4)

4 records Group Export Show: Legislation only

| File #  | Ver. | Agenda # | Name | Type                 | Title                                                                                                                                                                                                                                                                                                         | Action | Result | Action Details | Video         |
|---------|------|----------|------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|----------------|---------------|
| 25-1619 | 1    | A.       |      | Land Use Application | PZ#25-22RA- Applicant/Agent: Eric Treaster for Proposed Zoning Regulations Text Amendments for the Development of multifamily dwellings. (Submitted 3/12/25, Date of Receipt 3/13/25, PH must open within 65 days by 5/16/25. PH orig. set for 5/8/25, Opening of PH postponed to 6/12/25 with ext. granted.) |        |        | Not available  | Video         |
| 25-1863 | 1    | A.       |      | Minutes              | PZC Regular Meeting Minutes of April 10, 2025                                                                                                                                                                                                                                                                 |        |        | Not available  | Not available |
| 25-1864 | 1    | A.       |      | Report               | ZEO Staff Report of May 8, 2025                                                                                                                                                                                                                                                                               |        |        | Not available  | Not available |
| 25-1873 | 1    | B.       |      | Report               | Planner Report - Affordable Housing & POCD Updates                                                                                                                                                                                                                                                            |        |        | Not available  | Video         |

4. All associated documents for the file will be hyperlinked and are available to the public

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Calendar

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Details Reports

File #: 25-1619 Version: 2 Name: Land Use Application

Type: Land Use Application Status: Passed

File created: 3/13/2025 In control: Planning & Zoning Commission

On agenda: 3/20/2025 Final action:

Title: PZ#25-22RA- Applicant/Agent: Eric Treaster for Proposed Zoning Regulations Text Amendments for the Development of multifamily dwellings. (Submitted 3/12/25, Date of Receipt 3/13/25, PH must open within 65 days by 5/16/25. PH orig. set for 5/8/25, Opening of PH postponed to 6/12/25 with ext. granted.)

Attachments: 1. EX#1 PZ#25-22RA Application&Narrative 031225, 2. EX#2 PZ#25-22RA TreasterAppZonRegAmends SCCOGReferral 032425, 3. EX#3 PZ#25-22RA SCCOGResponseLtr 033125, 4. EX#4 PZ#25-22RA POCDProtectionCharacterGoals 040225, 5. EX#5 PZ#25-22RA ExampleAsOfRightDevelopmentsExistingRegs 040225, 6. EX#6 PZ#25-22RA TritonSquareRents 040225, 7. EX#7 PZ#25-22RA ExampleMultiFamilyDevelopmentsPermittedProposedRegs 040225, 8. EX#8 25-22RA EmailSCCOG ReType 041025, 9. EX#9 PZ#25-22RA LedyardTownClerkReferral 041625, 10. EX#10 PZ#25-22RA ETreaster Grant27-DavExtTimeToOpenPH 050625, 11. EX#11 PZ#25-22RA NoticePH 050625, 12. EX#12 PZ#25-22RA TheDayEmailConfirmation 050625

History (1) Text

1 record Group Export

| Date      | Ver. | Action By                    | Action                   | Result | Action Details | Meeting Details | Video         |
|-----------|------|------------------------------|--------------------------|--------|----------------|-----------------|---------------|
| 3/13/2025 | 1    | Planning & Zoning Commission | Approved and so declared | Pass   | Action details | Meeting details | Not available |

# How to Get Involved



Community involvement is necessary for a flourishing and growing town. There are many ways to get involved and be an active part of the community and local government:

**Attend Public Meetings**  
All town meetings are available to the public. The Commission schedules and agendas can all be found on the Ledyard Town Website. If you have trouble navigating the website, please call the office and we will assist you!

**Join a Commission**  
Town Commissions are made up entirely of volunteers and usually in need of extra participants. If joining a town Commission is something you're interested in, contact Roxanne Maher at (860)-464-3203 for more information.

## **View the Town Website**

The Town website contains special announcements as well as information from every department at Town Hall, Land Use Boards & Commissions and the Economic Development Committee.

If you want to stay up to date with all Commissions and meetings in town, you can sign up for notifications using the calendar view function on the website (refer to slide 7, right above calendar view function is automatic email sign up)



## FAQ | Building Department

### 1. What supporting documents are needed for a building permit?

Submit a completed application, contractor license & insurance, construction plans, and applicable fees to our office. Requirements vary by project (e.g., new construction vs renovation).

### 2. How long does it take to get a building permit?

Typically, 5-10 business days, depending on the complexity of the project and completeness of the application.

### 3. When are inspections required?

Inspections occur at key stages (e.g., footings, foundation, rough-ins, insulation, final). Call our office to schedule at least 72 hours in advance.

### 4. Can I start work before getting a permit?

No, starting work without a permit may result in fines or stop-work orders. Always obtain approval first.

### 5. How do I report a building code violation

Contact our office by phone or email with details (address, issue). We'll investigate and take appropriate action.

### 6. Where can I find the building codes we follow?

The Connecticut State Building Code is available online via the State of Connecticut website.

### 7. How can I participate in town meetings about building projects?

Check the meeting portal ([ledyard.icm2.com](http://ledyard.icm2.com)) for schedules and agendas. Attend in person

## FAQ | Zoning Department

### 1. What supporting documents are needed for a zoning permit?

Submit a completed zoning permit application with a site plan that shows in detail that proposed additions, accessory structures, residences, pools, decks, sheds, chicken coops, etc. are being built –within setbacks for the designated zone the property is located within. You may need a permit for projects proposed in regulated upland or wetlands & watercourses.

### 2. How long does it take to get a zoning permit?

It may take 1 to 2 weeks to process the permit. If a wetlands permit is required, it may take longer as a zoning permit may not be approved until a required wetlands permit is approved.

### 3. When are inspections required?

Inspections are required once the project is completed for the Zoning Official to issue a Certificate of Zoning Compliance showing the project was constructed in accordance with the approved plan. Similarly, accessory structures will require a final inspection upon completion. The Official may schedule interim inspections as needed depending on the size of the project.

### 4. Can I start work before getting a permit?

No, you must wait until the Zoning Permit and/or Regulated Upland/Wetland Review Area Permit are reviewed and approved and has been issued in person, via email or mail to begin work.

### 5. How do I report a zoning, blight or wetlands violation?



# Forecasted for 2025

## **We are moving online!**

This year the Land Use Department will be moving to online permitting using Cloud Permit. All building, zoning, and wetlands permitting will be done through this system. Residents will also be able to submit building and zoning violation complaints online.

Land Use Applications will be processed online, allowing applicants to submit documents and site plans. All applicants will work closely with the Town Planner to ensure accuracy and efficiency in this process.

## **Updates to POCD & Affordable Housing Plan**

Per Connecticut General Statute § 8-23 all Connecticut towns are required to maintain a Plan of Conservation and Development (POCD) to be updated every 10 years and Affordable Housing Plan (AHP) to be updated every 5 years.

The Town of Ledyard must complete the update of the POCD by 2030 and the update of the AHP by 2028 to ensure compliance. The Land Use Department will support the Planning & Zoning Commission in this endeavor.

# Staff Contact Information



**Town of Ledyard**  
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**Liz Burdick**  
*Director of Land Use and Planning*

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[Planner@ledyardct.org](mailto:Planner@ledyardct.org)



**Town of Ledyard**  
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**Town of Ledyard**  
Connecticut

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Blight Enforcement Official*

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