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## DEPARTMENT DIRECTORY

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### TOWN PLANNER

Renata Bertotti, Town Planner  
(860) 665-8575

### BUILDING DEPARTMENT

Douglas Jourdan, Chief Building Official  
(860) 665-8580

### ENGINEERING DEPT

Gary Fuerstenberg, Town Engineer  
(860) 665-8570

### TOWN CLERK

James Krupienski, Town Clerk  
(860) 665-8550

### ZONING DEPARTMENT

Erik Hinckley, Assistant Town Planner  
(860) 665-8583

### ASSESSOR

Steve Kosofsky, Assessor  
(860) 665-8530

### CENTRAL CONNECTICUT HEALTH DISTRICT

(860) 785-8380

### TOWN MANAGER'S OFFICE

(860) 665-8510

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### WE STAND WITH YOU READY TO HELP

Monday-Friday 8:30 am-4:30 pm

[www.Newingtonct.gov](http://www.Newingtonct.gov)

## HELPFUL INFORMATION

# STATE OF CONNECTICUT INFORMATION

Did you know there are resources available to assist you in navigating through this difficult climate?

State of CT Business Reopening and Recovery Center

[https://business.ct.gov/Recovery/Business-Assistance-and-Relief?language=en\\_US](https://business.ct.gov/Recovery/Business-Assistance-and-Relief?language=en_US)

Small Business Support

[https://portal.ct.gov/DECD/Content/Business-Development/01\\_Type\\_of\\_Business/Small-Businesses](https://portal.ct.gov/DECD/Content/Business-Development/01_Type_of_Business/Small-Businesses)

Small Business Hope and Opportunity Loans

<https://www.cedf.com/>

Do you want more information on the small business CARES act, Paycheck Protection program, Disaster Assistance, or Medical leave cost reimbursement? Please visit the State of CT Business Assistance and Relief Page.

## Small Business Assistance INFORMATION



## TOWN PLANNING AND ZONING DEPARTMENT

RENATA BERTOTTI, AICP

200 GARFIELD ST, NEWINGTON, CT 06111

(860) 665-8575

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## OUTDOOR DINING

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Here are the basics of Executive Order 7MM as they apply to Newington:

1. Applications can be informal. There is no “application form”. Just submit a sketch showing the property boundaries, buildings, the parking lot, and where the tent or tables will be, and a written description of the activity with hours of operation and how you intend to deal with any noise, odor, or light pollution (if there are houses nearby). Email submission is preferred but requests may be submitted by postal mail. The Town Planner’s email address is: [rbertotti@newingtonct.gov](mailto:rbertotti@newingtonct.gov).
2. Applications do not need to go before the TPZ Commission – they will be reviewed and approved/denied by TPZ staff. Approvals may contain conditions but they must be reasonable.
3. Tables are permitted on Town sidewalks, but there must be at least 6’ of clearance for pedestrians.
4. While not an official part of the review process, applicants should also contact the Central CT Health District [<https://www.ccthd.org/>] to discuss their outdoor seating. If a tent is involved, contact the Newington Fire Marshal at 860-667-5910.

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WE ARE COMMITTED TO KEEPING OUR COMMUNITY SAFE AND BUSINESS OPEN

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## PERMIT ASSISTANCE

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We can offer you guidance to help you through the permitting process. Our staff can identify which approvals are required, advise as to what plans and details are required, assist you as you go through the process and help the process proceed smoothly.

Depending on your project, certain building construction, renovation, or re-use may require different types of permits and compliance with different state and local codes, regulations, and ordinances. Some projects may only require a building permit, where other activities may require the submission of detailed plans and the review of certain town boards and commissions.

Staff members are on hand to assist you at most times during our normal business hours. If you would like to set up an appointment we can be reached at (860) 665-8575.

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WE LOOK FORWARD TO WORKING WITH YOU TO HELP YOU SUCCEED

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## TEMPORARY SIGNS

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1. Application for Temporary Sign Permit must be made on the permit application provided by Planning and Zoning. Fee \$15.00
2. Only “A” Frame or “tent” style ground signs are allowable. Other signs are allowed per Section 6.2.2I (see below)
3. The applicant must provide all applicable information on the application form including; name, address, sign location, sign size, sign height and owner authorization.
4. Authorization from the owner must be provided via signature on the application form or separately via email or fax.
5. Permits may be approved for up to 3 months. Renewals MUST be requested by the applicant prior to expiration of the initial permit.
6. A photo/drawing/rendering of the proposed sign is required.
7. If the proposed sign location is within a Town sidewalk, prior approval from the Town Manager as well as proof of liability insurance which specifically names the Town of Newington are required.