

TOWN OF ROCKY HILL DEPARTMENTS

TOWN CLERK:

For the safety of the public, the Town Clerk's Office strongly encourages business to be done online or through the mail as much as possible.

Please mail business correspondence to:

ROCKY HILL TOWN CLERK
761 OLD MAIN STREET
ROCKY HILL, CT 06067

In-person business will be conducted by appointment only, from 9:00 a.m. – 2:00 p.m. Please call (860) 258-2705 to schedule an appointment. Questions can also be directed to the Town Clerk via e-mail at townclerk@rockyhillct.gov.

The Town Clerk's Office will continue to provide the following services:

Title searches: The records vault will be closed to the public until further notice. Searches can be conducted online at https://www.rockyhillct.gov/departments/town_clerk/land_records.php.

Document recordings: Individuals are encouraged to forward recordings through the mail, or take advantage of our eRecording service. Appointments will also be available.

Vital records (certified copies): Requests are encouraged to be done through the mail. Please include a completed request form, a copy of a valid, government issued photo I.D., and \$20 per copy. Checks may be made out to the Rocky Hill Town Clerk. Request forms can be found at the following link: https://www.rockyhillct.gov/departments/town_clerk/vital_records.php

Sports licenses: Sports licenses may be purchased online at <https://portal.ct.gov/DEEP/Fishing/CT-Fishing>.

Dog licenses: Dog licenses are encouraged to be obtained through the mail. Please mail a valid rabies certificate, proof of spaying/neutering, and the appropriate fee by check, payable to the Rocky Hill Town Clerk:

Altered dogs: \$8.00

Unaltered dogs: \$19

Marriage licenses: Information about obtaining a marriage license is available at our website:

https://www.rockyhillct.gov/departments/town_clerk/marriage_licenses.php

Couples may submit the required worksheet electronically through our website and set up an appointment to come in.

Absentee ballots: Absentee ballots for the upcoming Presidential Primary election will become available April 7th to eligible voters. An application can be downloaded from our website, completed, and mailed in: https://www.rockyhillct.gov/departments/town_clerk/elections.php. A ballot will be mailed to you once they become available.

Notary services: Notary services will be temporarily suspended. During this time, notary services are available at the following locations (call for notary service hours):

UPS Store
34-3 Shunpike Road
Cromwell, CT 06416
(860) 632-2515

UPS Store
1077 Silas Deane Highway
Wethersfield, CT 06109
(860) 257-9601

Community Development Services and Public Works:

Director: Jim Sollmi 860-258-2762
Administrative Assistant: Marge Nevico: 860-258-2766

PLANNING & ZONING,

For Planning and Zoning questions call Kim Ricci at 860-258-2761
For Zoning Board of Appeals and Zoning Enforcement call Dave Palmberg at 860-258 7675

ENGINEERING

For Wetland questions call Bob Alvarado at 860-258-2734
For Engineering questions call Steve Sopolak at 860-258-7672

HIGHWAY DEPARTMENTS

For Highway Department or transfer station questions call Joe Lentini at 860-258-7709

Further information and forms are posted on the Town's web page www.rockyhillct.gov. Select Departments tab and select the department that best fits your needs.

BUILDING DEPARTMENT

Building Official: Mike Violette 860-258-7673
Assistant Building Official: Steve Kardys 860-258-7676
Administrative Assistant: Lynne Witowski 860-860-258-2733

Online permit applications can be submitted through Town web page www.rockyhillct.gov
Select "Department" tab and scroll to Building Department, select "Online Building Permit" on left side of the page.

Human, Youth & Senior Services

Main Telephone # 860-258-2799
Director: Melissa Hicks - Direct Line – 860-258-2724 / 860-490-9118 (cell)
mhicks@rockyhillct.gov
Nicole DiClemente - Direct Line – 860-258-2793
ndiclemente@rockyhillct.gov
Transportation Main Line – 860-258-2701

NOTE:

If you need to email any contact, type first name initial, last name, and @rockyhillct.gov
For example: John Smith would be; jsmith@rockyhillct.gov