

**SITE PLAN APPLICATION**

1 **APPLICANT**

Name \_\_\_\_\_  
Business Address \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

2 **OWNER(S) OF RECORD**

Name \_\_\_\_\_  
Business Address \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_  
Business Address \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

3. **DESCRIPTION OF PARCEL**

Location \_\_\_\_\_  
Area (acres) \_\_\_\_\_ (Square Feet, if less than 2 acres) \_\_\_\_\_  
Parcel I.D. No. \_\_\_\_\_ Zone \_\_\_\_\_

4. **PRESENT USE** (Please indicate use and describe; i.e.: restaurant with seating capacity for 75 persons.)

\_\_\_\_\_

5. **PROPOSED USE** (Please indicate use and list activities for which approval is requested; i.e.: restaurant - requesting building addition, parking lot expansion or renovation, consolidated parcel agreement.)

\_\_\_\_\_

\_\_\_\_\_

6. **APPLICANT'S SIGNATURE**

The undersigned warrants the truth of all statements made in conjunction with this application and consents to inspection of the site.

\_\_\_\_\_

(Applicant's Signature)

\_\_\_\_\_

(Print or Type Name and Title)

7. **OWNERS' SIGNATURES**

The undersigned owner(s) of record consent(s) to the submission of this application and to inspections of the site.

\_\_\_\_\_

(Owner's Signature)

\_\_\_\_\_

(Print or Type Name)

\_\_\_\_\_

(Owner's Signature)

\_\_\_\_\_

(Print or Type Name)

## **CHECK LIST - SITE PLAN APPROVAL APPLICATIONS**

- a. Site Development Plan - Site Development Plan applications shall be submitted on forms supplied by the Commission for development of any Commercial or Industrial land use, any Special Exception Application (except signs), and any development in the Educational Land Zone or Recreation/Open Space Zone.

Effective October 2006, any applications for projects that fall within a public water supply aquifer or watershed area, as required by Public Act No.06-53, must notify The Commissioner of Public Health. Please see the attached form, Public Water Supply Watershed or Aquifer Area Project Notification Form or visit the website for the State of CT, Department of Public Health, Drinking Water Section, at [http://www.dph.state.ct.us/BRS/Water/Source\\_Protection/web\\_form.htm](http://www.dph.state.ct.us/BRS/Water/Source_Protection/web_form.htm) for further information. The Public Drinking Water Source Protection Areas map is located in the Planning Department at the Town Hall.

Applications for Site Plan Approval shall be accompanied by 7 copies (8 copies if 500 feet from an adjoining municipality) of detailed site development plans at no less than forty (40) feet to the inch showing each phase of development for review by the Commission. These plans shall show the following data unless specifically waived by the Town Planner:

- i. Title Block, developer, property owner, north point, scale, location map, and seals of the engineer, architect, landscape architect, or surveyor preparing the plan. Each plan shall be prepared by the appropriate design professional as authorized by State licensing authorities.
- ii. Boundaries of property certified to a State of Connecticut A-2 Map Survey Standard.
- iii. Grading Plans showing existing and proposed contours at not more than two (2)-foot vertical intervals. Certification by a Registered Land Surveyor that the above information is in accordance with National Map Accuracy Standards. Wetlands and all wetland regulated areas, Floodplains, and soil type should be delineated.
- iv. Existing and proposed roads, pedestrian walkways, driveways, loading and parking areas.
- v. Location and dimension of all existing and proposed buildings, structures, walls, and area fences. Approximate age of existing structures and sites of historical significance should be noted. Building setback lines shall be shown.
- vi. A Zoning Data Schedule clearly showing the following minimum requirements in that zoning district and as proposed on that site development plan: zone designation, lot size, yard areas, building footprint, building gross floor area, percent of building coverage, building height, number of stories, parking spaces, percent of impervious area, percent of landscaped area, percent of landscaped area within parking lots.
- vii. Location, nature, and extent of watercourses and water bodies.
- viii. Utility plans showing location, size and design of existing and proposed storm drainage, sewage disposal, refuse containment, water supply facilities, and electric and telephone lines. Design calculations, soil types, deep test hole data and percolation test data shall be shown for on-site subsurface sewage disposal system.

- ix. Landscape plans showing location, size (at time of planting and maturity), species and type of proposed landscaping including all existing trees of twelve (12) or more inches in diameter, measured at a trunk height of three (3) feet above the ground. Heavily wooded areas shall be shown by foliage lines.
- x. Location, dimensions, areas, type, color, materials, and illumination of all proposed exterior signs.
- xi. Location, design, and intensity of all proposed exterior lighting.
- xii. An Erosion and Sedimentation Control Plan as specified in Section III.I.
- xiii. Building elevations, building floor plans, statistical data, and other information considered necessary by the Commission for adequate study of the proposal.
- xiv. A plan showing the location of buildings, streets, driveways, and other facilities on the subject land and adjoining properties within 500 feet.

Before the Commission approves a Site Development Plan, the Commission shall determine that the data shown on the Plan meets all of the requirements of these Regulations.

The Commission may require that a bond be posted by the applicant, in an amount and form acceptable to the Commission, to ensure that the improvements shown on the plan are implemented.

A Site Development Plan shall be valid for one year from date of approval unless construction of buildings is in progress or unless an extension of time has been granted by the Commission. Requests for extensions shall be made well in advance of the date of expiration.

A mylar copy of the approved Site Development Plan shall be signed by the Chairman of the Commission and filed in the Office of the Building Official before any building permits are issued for the activities shown on the approved plan.

Building permits and certificates of occupancy shall be issued only in conformance with the approved plans on file in the Office of the Building Official.