

Site Plan/Special Permit Application

Application#: _____

Type 1 Site Plan **Type 2 Site Plan** **Special Permit** (Check all that apply)

Project Street Address: _____ **Assessor's Map #:** _____ **Assessor's Lot #:** _____

Zoning District: (Check all that apply)

- Residential: R-20 (Moderate Density) R-40 (Low Density) R-80 (Very Low Density)
Commercial: General Commercial Neighborhood Commercial Harbor Development
Industrial: Village Industrial Turnpike Industrial Commercial Industrial Park
Other: Preservation & Recreation

Other: Coastal Area Management (CAM) Gateway Conservation Zone

Wetlands: Are there wetlands on property or within 500' of property line? Yes No Not Known

Proposed Project / Use: _____

Applicable Section(s) of Zoning Regulations: _____

Applicant: _____ **Telephone:** _____
 Home Work Cell

Mailing Address: _____

Agent: _____ **Telephone:** _____
 Home Work Cell

Mailing Address: _____

Property Owner: _____ **Telephone:** _____
 Home Work Cell

Mailing Address: _____

Signature
Applicant / Agent

Date

Signature
Property Owner

Date

Fee: _____ **Date:** _____ **Check#/Cash:** _____ *Please make checks payable to "Town of Deep River"*

Copies: Ten (10) copies of the application and accompanying Site Plans and supporting documents shall be submitted in accordance with Section 9 and Section 10 of the Zoning Regulations for Deep River, Connecticut.

Fees:

Special Permit - **\$100.00** Plus **\$50.00** per acre impacted and **\$10.00** per 100 sq. ft. of new construction plus the **State D.E.P. fee**. Re-notice of Public Hearing at the applicants request will double the initial \$100.00 fee.
Site Plan - **\$100.00** Plus **\$50.00** per acre impacted and **\$10.00** per 100 sq. ft. of new construction plus the **State D.E.P. fee**.

Statement of Use

Please provide a written statement, signed by the applicant and by the owner if different from the applicant, describing the nature and extent of the proposed use or occupancy including intended operations, equipment, and materials, in sufficient detail to determine compliance with the use provisions of the Zoning Regulations.

This shall serve as an affidavit binding the applicant and his/her heirs and/or assigns to use the property only in the manner approved by the Deep River Planning and Zoning Commission, so as to not create a condition which is offensive or detrimental to the public health, safety, and welfare of the surrounding area.

Applicant

Date

Owner

Date

Planning & Zoning Commission, Chair

Date

The following information from Section 9.5 of the Zoning Regulations for Deep River, Connecticut provides guidance on the preparation of Site Plans.

9.5 CONTENTS OF A SITE PLAN APPLICATION. Unless waived by the Commission under Section 9.2, each application for site plan review shall include all information required for a Type 1 Site Plan. In addition, certain uses, listed below, will require a Type 2 Site Plan.

9.5.1 Uses Requiring a Type 2 Site Plan. The following uses require a Type 2 Site Plan.

- (1) All uses requiring parking for more than nine (9) cars.
- (2) All multi-family buildings with more than two (2) dwelling units.
- (3) All non-residential uses with buildings in excess of six thousand (6,000) square feet of gross floor area.
- (4) All uses requiring special permits in accordance with Section 10.
- (5) Any other uses for which the Commission feels a Type 2 Site Plan would be useful in determining conformance with the Zoning Regulations.

9.5.2 Type 1 Site Plan Requirements. Ten copies of each site plan application shall be submitted. Additional copies of site plan materials shall be provided by the applicant upon request from the Commission. The application shall be accompanied by a fee as may be established by the Commission. The following information shall be submitted as part of a Type 1 Site Plan.

(1) Statement of Use. A written statement, signed by the applicant, and by the owner if different from the applicant, describing the nature and extent of the proposed use or occupancy in sufficient detail to determine compliance with the use provisions of the Zoning Regulations. The statement of use shall also include an affidavit, in a form acceptable to the Commission, binding the applicant, his heirs and/or assigns to use the property only in the manner approved by the Commission, so as not to create a condition which is offensive or detrimental to the public health, safety and welfare of the surrounding area.

(2) Maps. All maps shall be on sheets measuring 24" x 36", and shall be neatly prepared from existing plans, surveys and maps.

(a) **Location Map.** An accurate map at a scale of one inch equals one thousand (1,000) feet shall be submitted showing the subject property and all property and streets within one thousand (1,000) feet of any part of the subject property, including all lots and lot lines, all zoning district boundaries, and all existing streets and roads. The location map may be included on the site plan.

(b) **Site Plan.** Site plans shall be prepared at a scale of not more than fifty (50) feet to one inch and shall indicate the following information, where appropriate:

1. *General Information.*

- a) Name and address of the applicant and owner of record and all adjoining property owners as listed on the Town's tax roles;
- b) Date, north arrow, and numerical and graphical scale on each map;
- c) A brief written description of the proposed use or uses;
- d) A table or chart indicating existing zoning and the proposed number or amount and types of uses, lot area, lot width, yards, building height, coverage, floor area, parking spaces, landscaping, and open spaces as they relate to the requirements of the zoning regulations;
- e) The words, "Approved by the Deep River Planning and Zoning Commission", with designated places for the title and signature of the Commission Chairman, and the date.

2. *The Property.*

- a) Boundaries of the property;
- b) Location, width, and purpose of all existing and proposed easements and rights-of-way on the property;
- c) Existing and proposed contours or spot grades at intervals of five (5) feet or less, referred to a datum satisfactory to the Commission;
- d) Location of all existing wooded areas, watercourses, wetlands, rock outcrops, and other significant physical features; and where appropriate; mean high water line, high tide line, wetlands boundary, flood hazard areas, and channel encroachment line.

3. *Buildings and Uses.*

- a) Location, design, and height of all existing and proposed buildings, signs, fences and walls;
- b) Preliminary architectural elevations and floor plans for all buildings;
- c) Location of all existing and proposed uses and facilities not requiring a building, such as tennis courts, light standards, tanks, fences, transformers, dumpsters, and the like;
- d) Location and design of all existing and proposed uses not requiring a structure.

4. *Parking, Loading and Circulation.*

- a) Location, arrangement, and dimensions of all existing and proposed paved areas, including automobile parking spaces, aisles, vehicular drives, fire lanes, entrances, exits, and ramps;
- b) Location, arrangement and dimensions of loading and unloading areas;
- c) Location and dimensions of pedestrian walkways, entrances, exits and walks;
- d) All parking shall meet the requirements of Section 11 of the Zoning Regulations.

5. *Open Space and Landscaping.*

- a) Percentage, size, arrangement, uses, and dimensions of open space on the site;
- b) Location and design of all required buffer strips and screening, interior landscaped areas; plant materials, fencing, screening devices, decorative paving, or other materials proposed;
- c) Location of existing trees with a trunk caliper of more than six (6) inches, except in densely wooded areas where the foliage line shall be indicated;
- d) All landscaping will meet the requirements of Sections 12 of the Zoning Regulations.

6. *Signs and Lighting.*

- a) Location, size, height, orientation and plans of all existing and proposed signs and outdoor lighting in accordance with Section 13 of the Zoning Regulations.

7. *Utilities.*

- a) Location and design of all existing and proposed sanitary subsurface sewage disposal systems, storm water drainage, water supply facilities, and refuse collection areas including provisions for recycling, as well as other underground and above ground utilities.

8. *Sedimentation and Erosion Control Measures.*

- a) Location and design of all proposed sedimentation control measures in accordance with Section 14.6.

9. *Other information.*

- a) A non-commercial cutting plan, if the proposed development is located within the Gateway Conservation Zone. (See Section 2.1.38 for definition).
- b) Such additional flood hazard information as may be required by the Zoning Regulations, if the site or any portion thereof is located within an identified special flood hazard area.
- c) Reports. The Commission may require that any written report required for a Type 2 Site Plan be provided for a Type 1 Site Plan, including a report on sewage disposal, water supply, fire protection measures, management of stormwater runoff, traffic generation, storage of hazardous materials, protection of significant archaeological sites, or any other aspect of existing and proposed development as the Commission may deem necessary to determine conformance with the intent of the Zoning Regulations.

9.5.3 Type 2 Site Plan Requirements. Type 2 Site Plans are required for all activities set forth in Section 9.5.1. A Type 2 Site Plan application shall include the following:

- (1) All items listed in Section 9.5.2 above.
- (2) An accurate Class A-2 survey of the property and all improvements, prepared by a land surveyor registered in the State of Connecticut.
- (3) All plans shall be prepared, signed and sealed by a professional engineer, architect or landscape architect as appropriate, licensed to practice in the State of Connecticut, who is responsible for the information and design. All plans which include the design of roads, detailed drainage systems, sanitary sewer systems and water systems shall be prepared, signed and sealed by a licensed professional engineer.
- (4) Storm water drainage system details, including location, size and elevations of all catch basins, dry wells, culverts, drainage swales, detention or retention basins and other features.
- (5) The following written reports may be requested by the Commission where appropriate:
 - (a) Sewage Disposal. The site plan shall provide for sewage disposal requirements for the proposed use. Where public sewers are not available, a written report prepared by a licensed professional engineer on suitability of the site for on-site sewage disposal shall be submitted to and approved by the Town Sanitarian prior to submission to the Commission. The report shall contain a review of results of any test pits and percolation tests dug on the site, and recommendations for design of on-site sewage disposal. When the site is to be served by public sewers, the applicant shall provide evidence from the Deep River Water Pollution Control Authority or its agent that the site can be adequately served by public sewers.

- (b) Potable Water Supply. Where public water is available, the applicant shall provide evidence from the Connecticut Water Company that the site can adequately be served by public water. Where public water is not available and cannot be provided, the Commission may require that the applicant retain the services of a licensed water analyst who shall perform such chemical, bacteriological or other analyses or tests as may be required by the Public Health Code of the State of Connecticut. Results of all tests shall be submitted to the Town Sanitarian for review and written approval.
- (c) Fire Protection. The applicant shall identify the source of water for fire protection, and shall where necessary, after consultation with the fire marshal, provide a fire well, fire pond, water tank or other source of adequate water for fire fighting purposes. The design, location and construction of any water supply for fire fighting purposes must be approved by the Commission. The written report shall include evidence that the comments of the fire marshal have been solicited and received.
- (d) Traffic Generation. For all new commercial and industrial development, a report on the estimated amount and type of vehicular traffic to be generated on a daily basis and at peak hours; the estimated number of persons to occupy or visit the premises on a daily basis, including parking and loading requirements for the proposed use or uses. For site plans involving fifty (50) or more parking spaces, a traffic impact analysis, prepared by a recognized traffic engineer, shall be submitted as part of the application.
- (e) Hazardous Materials and Wastes. The applicant shall identify any hazardous materials and wastes to be associated with the proposed occupancy and use of the property. Hazardous materials and wastes are included in Section 3001 of the Federal Resource Conservation and Recovery Act, Connecticut Hazardous Waste Regulations, the Federal Hazardous Substance Act, the Toxic Substance Control Act, and other applicable regulations. If these materials or wastes are to be present, then the applicant shall present evidence that all applicable permits and approvals from Federal, State or local authorities have been or are in the process of being obtained. The applicant shall demonstrate that the hazardous materials or wastes shall be contained or managed in such a manner that the substances will not specifically pollute or degrade natural resources or the surrounding environment.
- (f) Staging Plan. In cases where the applicant wishes to develop in stages, an overall site and staging plan indicating the ultimate development shall be submitted.
- (g) Protection of Significant Historical and Archaeological Sites. When a site or portion of a site has been identified by the State Archaeologist as historically or architecturally significant, the applicant shall identify on the plans the nature and location of the archaeological resource and shall indicate what measures are being taken to protect such resource.

9.5.4 Additional Requirements for Site Plans: In addition to the requirements of Section 9, other plans and reports may be required under the Zoning Regulations, as required by law, including but not limited to the following:

- (1) Coastal Site Plan, under Section 14.1;
- (2) Special requirements for Flood Hazard Areas, under Section 14.2;
- (3) Erosion and Sediment Control Plan, when the disturbed area of such development is cumulatively more than one-half acre, under Section 14.3;
- (4) Any permits required from any state and/or federal agencies.
- (5) **Required public notice in the form of a sign shall be placed on the property clearly visible to the public for at least 15 days prior to the scheduled public hearing.**

9.5.5 Other Information: Any other information deemed by the Commission to be necessary to determine conformity with the intent of the Zoning Regulations.