



TOWN OF GROTON

LAND USE APPLICATION

Part One

PLEASE CHECK THE APPROPRIATE BOX(ES) AND ATTACH THE REQUIRED APPLICATION(S):

- | | |
|---|---|
| <input type="checkbox"/> SUBDIVISION OR RESUBDIVISION | <input type="checkbox"/> COASTAL SITE PLAN REVIEW (CAM) |
| <input type="checkbox"/> SITE PLAN | <input type="checkbox"/> SPECIAL PERMIT |
| <input type="checkbox"/> ADMINISTRATIVE SITE PLAN | <input type="checkbox"/> ZONE CHANGE |
| <input type="checkbox"/> INLAND WETLANDS PERMIT | <input type="checkbox"/> REGULATION AMENDMENT |
| <input type="checkbox"/> VARIANCE/APPEAL | |

PROJECT NAME: _____

STREET ADDRESS OF PROPERTY: _____

IF ADDRESS NOT AVAILABLE, LOCATION: _____

PARCEL IDENTIFICATION NUMBER: _____ ACREAGE: _____ ZONE: _____

PROJECT DESCRIPTION: _____

CORRESPONDENCE WILL BE SENT TO THE PRIMARY CONTACT AS CHECKED BELOW:

APPLICANT: _____ TELEPHONE: _____

ADDRESS: _____ EMAIL: _____

APPLICANT'S AGENT: _____ TELEPHONE: _____

ADDRESS: _____ EMAIL: _____

OWNER/TRUSTEE: _____ TELEPHONE: _____

ADDRESS: _____ EMAIL: _____

ENGINEER/SURVEYOR/ARCHITECT: _____

ADDRESS: _____

EMAIL: _____ TELEPHONE: _____

- Note:
- 1) To be accepted by the Planning Division, this entire application must be completed, signed, and submitted with the required fee(s) and map(s) prepared in accordance with the applicable regulations.
 - 2) The submittal of this application constitutes the property owner's permission for the commission or its staff to enter the property for the purpose of inspection.
 - 3) The applicant hereby agrees to pay all additional fees and/or address such costs deemed necessary by the Office of Planning and Development Services as described in Part Three of this application.

SIGNATURE OF APPLICANT OR APPLICANT'S AGENT DATE

SIGNATURE OF RECORD OWNER DATE
I HEREBY, CERTIFY THAT I AM THE OWNER OF
THE PROPERTY STATED ABOVE

PRINTED NAME OF APPLICANT

PRINTED NAME OF OWNER

Project #: _____ *Work Type:* _____ *Fee Received:* _____ *Init.* _____ *Planner:* _____

TOWN OF GROTON
LAND USE APPLICATION – SPECIAL PERMIT

PART TWO
(Attach to Part One)

APPLICATION FOR SPECIAL PERMIT UNDER SECTION(S) _____
OF THE ZONING REGULATIONS.

DESCRIPTION OF THE PROPOSED USE(S):

IS PROPERTY WITHIN THE CAM BOUNDARY? Yes No
IF YES, A COASTAL SITE PLAN APPLICATION MAY BE REQUIRED.

ARE THERE REGULATED WETLANDS? Yes No
A WETLAND APPLICATION HAS BEEN SUBMITTED OR PERMIT OBTAINED? Yes No

FOR FILL/REMOVAL EARTH PRODUCTS APPLICATIONS:

TOTAL EARTH PRODUCT MOVEMENT (see Section 5.1-2.E.3) _____ CUBIC YARDS

FOR HOUSING, LODGING, INSTITUTIONAL, MIXED USE, APPLICATIONS:

NUMBER/TYPE OF NEW UNITS: _____

(PLEASE SPECIFY TYPE: DWELLING UNITS, ROOMS, BEDS)

A. PROVIDE A WRITTEN DETAILED NARRATIVE TO MEET SECTION 9.4-3.A OF THE ZONING REGULATIONS THAT INCLUDES:

- DESCRIPTION OF THE EXISTING AND PROPOSED USE OR USES AND THE SURROUNDING AREA
- DESCRIPTION OF HOW THE USE/MODIFICATION MEETS ALL SPECIAL PERMIT CRITERIA OF SECTION 9.4-6
- DESCRIPTION OF HOW ANY APPLICABLE CONDITIONS OF SECTION 5.1 OF THE ZONING REGULATIONS WILL BE MET FOR THE SPECIFIC USE OR USES.
- PROJECTS LOCATED IN DISTRICTS WITH SPECIAL DESIGN OBJECTIVES, OR SUBJECT TO PARTICULAR DESIGN REQUIREMENTS SHOULD ALSO ADDRESS POLICY CONSISTENCY

B. PROVIDE A LOCATION MAP AND PLAN TO MEET SECTION 9.4-3.B OF THE ZONING REGULATIONS

C. PROVIDE ADDITIONAL INFORMATION IN ACCORDANCE WITH SECTION 9.4-3.C THAT THE PLANNING AND ZONING COMMISSION DEEMS REASONABLY NECESSARY TO DETERMINE COMPLIANCE WITH THE SPECIAL PERMIT CRITERIA OF SECTION 9.4-6.

D. PROVIDE ALL INFORMATION LISTED ON SPECIAL PERMIT CHECKLIST

**TOWN OF GROTON
SPECIAL PERMIT CHECKLIST**

A. INFORMATION REQUIRED TO BE SUBMITTED WITH THE SPECIAL PERMIT APPLICATION

- A completed application in accordance with Sections 9.1 and 9.4 of the Zoning Regulations and the required fee with name(s), address(es), and signature(s) of applicant and owner(s) of record, requisite information, and project description;
- A detailed statement describing the existing and proposed use or uses and the surrounding neighborhood (Section 9.4-3).
- A detailed statement describing how the special permit criteria in Section 9.4-6 will be satisfied.
- A detailed statement describing how the applicable conditions of Section 5.1 for the specific use or uses will be met.
- A location map (Section 9.4-3.B.1) at an accurate scale as depicted on the zoning map showing the subject property and all property and streets within 1000 ft. The map should include all lots and lot lines, all zoning district boundaries, and all existing streets and roads.
- Five copies of a plan (Section 9.4-3.B.2) in detail and accuracy sufficient to allow the Planning and Zoning Commission to determine compliance with the Zoning Regulations, and depicting at least the items noted under C below.
- Five copies of generalized floor plans for any use in an existing building or a new building. (Include elevations if a new building or structure)
- This checklist, completed by the applicant.
- Coastal site plan application and fee, if applicable. See planner for confirmation regarding this requirement.

B. SUPPLEMENTAL INFORMATION

The Planning and Zoning Commission may require (and/or the Office of Planning and Development Services staff may suggest) the following additional reports, plans, and other information (Section 9.4-3.C) that the Planning and Zoning Commission deems reasonably necessary to determine compliance with the special permit criteria of Section 9.4-6 and all other pertinent provisions of these regulations: *

- Traffic Report or Additional Traffic Information **
- Storm Water Management Plan or Additional Storm Water Information **
- Erosion Control Plan or Additional Erosion Control Information **
- An Evaluation of the Adequacy of Public Utilities
- Elevations of all Proposed Structures including Buildings, Fences, and Walls
- Additional Neighborhood Compatibility Information
- Landscape Plan
- Generalized Floor Plans
- Community Design and Service Programs

- Signage Plan
- Noise Projection Study **
- Identification of Historic and Archeological Resources
- Other Information or Consultant Reports as the Commission may require in order to determine compliance with these regulations.

* For large or complex projects, applicants are encouraged to schedule a pre-application meeting with the Office of Planning and Development Services staff to identify additional information and submittals likely to be needed for the Planning and Zoning Commission to act on the application.

** All traffic reports, storm water management plans, erosion control plans, and noise projection studies shall be prepared and signed/sealed by an appropriate professional licensed in the State of Connecticut, unless this requirement is deemed unnecessary by the Planning and Zoning Commission.

C. INFORMATION TO BE INCLUDED ON THE SPECIAL PERMIT PLAN

- A plan, at a reasonable scale, and on a sheet not less than 11" x 17", showing:
 - Property boundaries with dimensions;
 - Location, dimensions and height of all existing and proposed buildings and uses on the subject property (include floor plans with dimensions for all uses);
 - Location and height of structures located within 200 feet from the subject properties boundary;
 - Location and arrangement of parking and loading spaces;
 - Location of wetlands, watercourses, flood hazard areas;
 - Existing topography and proposed grading;
 - Location and description of all proposed open spaces, screening, and buffer areas;
 - Location and layout of well, septic system, and other underground utilities, if present.

* The Commission, if it deems necessary to determine compliance with the Regulations, may require additional information on said plan in accordance with Section 9.4-3.B.2.

D. OTHER PERMIT AND NOTICING REQUIREMENTS

- If a special permit application involves an activity regulated pursuant to Connecticut General Statutes (CGS) Chapter 440 Sections 22a-36 to 22a-45, inclusive, the applicant shall submit an application to the Inland Wetlands and Watercourse Agency no later than the day such application is filed with the Zoning Commission.
- For property encumbered by a conservation or preservation restriction, the application shall include written evidence that the applicant has made notification as required pursuant to CGS Chapter 822, Section 47-42d, or as amended.
- For property located within a public water supply watershed of a water company, the application shall include written evidence that the applicant has made notification, as required pursuant to CGS Chapter 124, Section 8-3i, or as amended.

TOWN OF GROTON
LAND USE APPLICATION

PART THREE
(Attach to Part Two)

Information Regarding Additional Fees for Processing Applications
Under Town Ordinance #267.

The Office of Planning and Development Services is authorized to create and implement reasonable and necessary procedures to address such necessary administrative costs and requirements noted below to accomplish the provisions of this ordinance. Please note that boards, commissions, councils, and departments of the Town of Groton are exempt from all fee requirements under this ordinance. Items toward which the Town may require additional services and/or payment of fees include provisions for direct costs of materials and services associated with work performed by professionals, other than Town employees, including but not limited to professional/consultant reports, third party professional certifications, stenographic and transcription services associated with an application, and such other required certifications as the case may be.

In addition, if an application is deemed by the Town staff or Board or Commission to be complex, the Town may charge an additional fee sufficient to cover the cost of reviewing and acting on the complex application. Such fee may include but not be limited to, the cost of retaining experts to analyze and review reports submitted by the applicant as part of the complex application. Any portion of the Complex Application Fee in excess of the actual costs incurred shall be refunded to the applicant after publication of the Board or Commission's decision as required by law.

Ordinance #267 is available at the Town Hall at 45 Fort Hill Road, Groton, CT at the office of the Town Clerk, and at the Town Hall Annex, 134 Groton Long Point Road, Groton, CT.