



# 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                      DATE  
OR APPLICANT'S AGENT

\_\_\_\_\_  
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 – SITE PLAN**

PART TWO  
(Attach to Part One)

**SITE DATA TABLE**

	Min Required/ Max Allowed	Provided
Lot Area (sq. ft. and ac.)		
Lot Width		
Area of Site (sq. ft. and ac.)		
Front Setback		
Rear Setback		
Side Setback N/E		
Side Setback S/W		
Building Area		
Building Lot Coverage (%)		
Gross Floor Area (total of all floors)		
Building Height		
Impervious Lot Coverage (sq. ft. and %)		
Existing Impervious Surface (sq. ft.)		
Change in Impervious Surface (+/- sq. ft.)		
# of Dwelling Units		
Area of Common Open Space/Public Space or Recreation/Community Space		
Area of Interior Parking Lot Landscaping		
Parking (# of spaces)		
Truck Loading Area		
Bicycle Parking (# of spaces)		
Area of Signs By Type		

TOWN OF GROTON  
LAND USE APPLICATION – SITE PLAN

**PART TWO**

(Attach to Part One)

**APPLICATION FOR SITE PLAN UNDER SECTION(S)** \_\_\_\_\_

**OF THE ZONING REGULATIONS (Also Include Section # under 5.1 if Conditional Use).**

**DESCRIPTION OF THE PROPOSED USE(S):**

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**IS PROPERTY WITHIN THE CAM BOUNDARY?**  Yes  No

IF YES, A COASTAL SITE PLAN APPLICATION MAY BE REQUIRED.

**IS PROPERTY WITHIN THE WATER RESOURCE PROTECTION DISTRICT (WRPD)?**  Yes  No

**ARE THERE REGULATED WETLANDS?**  Yes  No

A WETLAND APPLICATION HAS BEEN SUBMITTED OR PERMIT OBTAINED?  Yes  No

**WATER:**  ON SITE WELL OR  PUBLIC      **SEWER:**  ON SITE SEPTIC OR  PUBLIC SEWER

**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)

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**A. PROVIDE WRITTEN DETAILED NARRATIVE(S) INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:**

- DESCRIPTION OF THE EXISTING SITE AND THE SURROUNDING AREA, THE EXISTING AND PROPOSED USE OR USES, THE PROPOSED SITE DEVELOPMENT
- DESCRIPTION OF HOW THE PROPOSED SITE PLAN MEETS THE SITE PLAN OBJECTIVES OF SECTION 9.5-4

- DESCRIPTION OF HOW ANY APPLICABLE CONDITIONS OF SECTION 5.1 OF THE ZONING REGULATIONS WILL BE MET FOR A CONDITIONAL USE OR USES.
- PROJECTS LOCATED IN DISTRICTS WITH SPECIAL DESIGN OBJECTIVES, OR SUBJECT TO PARTICULAR DESIGN REQUIREMENTS SHOULD ALSO ADDRESS POLICY CONSISTENCY

**B. PROVIDE ALL INFORMATION ON THE SITE DATA TABLE**

**C. PROVIDE ALL INFORMATION LISTED ON SITE PLAN CHECKLIST and SITE PLAN APPLICATION LIST**

**D. PROVIDE ADDITIONAL INFORMATION IN ACCORDANCE WITH SECTION 9.5-3.G THAT THE PLANNING AND ZONING COMMISSION DEEMS REASONABLY NECESSARY TO DETERMINE COMPLIANCE WITH THE ZONING REGULATIONS AND THE SITE PLAN OBJECTIVES OF SECTION 9.5-4.**

**TOWN OF GROTON  
LAND USE APPLICATION – SITE PLAN**

**SITE PLAN CHECKLIST**

**A. INFORMATION REQUIRED TO BE SUBMITTED WITH THE SITE PLAN APPLICATION**

- A completed application in accordance with Sections 9.1 and 9.5 of the Zoning Regulations with name(s), address(es), and signature(s) of applicant and owner(s) of record, requisite information, and project description;
- The required fee in the form of cash or ca check or money order made payable to the Town of Groton.
- A detailed statement describing the existing and proposed use or uses and the surrounding neighborhood (Section 9.5-3).
- A detailed statement describing how the Site Plan Objectives in Section 9.5-4 will be satisfied.
- A detailed statement describing how the conditions of Section 5.1 for the specific use or uses will be met, if applicable.
- Nine copies of a Site Plan (Section 9.5-3.C) in detail and accuracy sufficient to allow the Planning and Zoning Commission to determine compliance with the Zoning Regulations, and depicting all relevant information on the SITE PLAN APPLICATION LIST/Information to be Included on a Site Plan.
- Nine copies of Architectural Plans in accordance with Section 9.5-3.E. Plans should include all proposed buildings and structures, at a minimum scale of one (1) inch equals eight (8) feet. Plans should illustrate all exterior wall elevations, indicate floor and building heights, and show fenestrations, roof top mechanical equipment, screening of equipment, and building materials. Building floor plans should indicate usage, circulation and square footage.
- Copies of All Reports or Narrative necessary to show compliance with these regulations, including:
  - WRPD Compliance (Section 6.4): 9 copies
  - E&S Compliance (Section 7.1): 9 copies
  - Flood Protection Regulations (Section 7.2): 5 copies
  - Stormwater Management Plan (Section 7.3): 5 copies
  - Hazardous Materials (Section 8.6 or Section 6.4-8 for WRPD): 5 copies
- Follow SITE PLAN APPLICATION LIST for Information Required to be Submitted with Application and Information to be Included on a Site Plan
- This checklist, completed by the applicant.
- The site plan must include an accurate class A-2 survey of the property and all improvements prepared by a land surveyor registered in the State of Connecticut, unless the Commission determines that an A-2 survey is not required in accordance with Section 9.1-3.B.
- Coastal Site Plan application and fee, if applicable (Section 9.5-5). See planner for confirmation regarding this requirement.

## B. ADDITIONAL 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 9.5.3-G) that the Planning and Zoning Commission deems reasonably necessary to determine compliance with the site plan objectives of Section 9.5-4 and all other pertinent provisions of the Zoning Regulations: \*

- Traffic Report or Additional Traffic Information \*\*
- An Evaluation of the Adequacy of Public Utilities
- Noise Projection Study \*\*
- Identification of Historic and Archeological Resources
- Information to Show Compliance with the State of CT Natural Diversity Data Base (NMDD)
- 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. OTHER PERMIT AND NOTICING REQUIREMENTS

- If a site plan 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 Planning and 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 – SITE PLAN

**SITE PLAN APPLICATION LIST**

**INFORMATION TO BE SUBMITTED WITH THE SITE PLAN APPLICATION**

1. Checklist:
  - Provide all information on the Site Plan Checklist including all reports, narratives and plans.
2. Modifications/Options:
  - Provide letter(s) justifying any requested modifications or design options as specifically allowed by various sections of the regulations. Include Section numbers, details, and justification for modifications or options.
3. Other Agencies:
  - Provide proof of issuance of findings and/or permits from state agencies regarding such items as Office of State Traffic Authority (OSTA), Highway Encroachment Permits, Certificates of Public Convenience and Necessity for Public Water Systems, CT Natural Diversity Data Base (NMDD), CT State Historic Preservation Office, etc.
4. Common Lot Line Agreement:
  - Provide copy of any existing or proposed common line agreement associated with the site plan and in accordance with Section 4.2-2.H.
5. Architectural Plans:
  - Submit architectural plans as per Section 9.5-3.E, including:
  - Building Elevations indicating building heights, architectural details, fenestration, roof top mechanical equipment and screening, and building materials
  - Floor Plan(s) indicating usage, circulation, and square footage.
  - On these plans, include a note stating: "These drawings are considered an important aspect of the site plan approved by the Planning and Zoning Commission. Any change of the exterior wall elevations including windows or door openings, fenestration, roof top mechanical equipment, or building materials or the change in floor plans shall require additional review prior to construction.

**INFORMATION TO BE INCLUDED ON A SITE PLAN**

6. Site Plan Sheet Size: All 24" x 36"
7. Name of applicant and owner of record.
8. Type size no smaller than .08" or equivalent of 80 LEROY.
9. Date and plan revision dates.
10. Legend.
11. North arrow for plan sheets and location map. North arrow orientations should be consistent on all sheets.
12. Graphic scales:
  - Provide graphic scales for plan and location maps.
  - Plan(s) prepared at 1" =20' scale unless otherwise authorized by the OPDS Director.
13. A written description of the proposed use or uses and type of work proposed

14. Location map
  - Provide a Location Map (Section 9.5-3.B) 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.
15. Site Data Table:
  - Provide site data table containing information in Section 9.5-3.A.4.
16. Certification:
  - Provide on each plan sheet the signature and seal and/or certification of Connecticut registered professional engineer, architect, landscape architect, and/or soil scientist, as applicable, and in the case of A-2 surveys, signature and seal of Connecticut-registered land surveyor.
17. Boundaries:
  - Clearly show the boundaries of the property.
18. Easements/Right-of-Ways/Dedications:
  - Show all existing and proposed easements, right-of-ways, and/or dedications on the proposed site plan (i.e. drainage, general access, public access, conservation, etc).
19. Setback:
  - Show required front, side, and rear yard setback lines, as well as any applicable coastal resource setbacks, WRPD non-disturbance area setbacks, or streambelt/wetland regulated area lines, etc.
20. Contours/Grading:
  - Show existing and proposed contours with intervals of two feet, referred to USGS MSL datum.
  - Show all proposed grading and detailed spot grade elevations for all site improvements. Include TW/BW for all retaining walls.
21. Physical and Environmental Features:
  - Show location of all existing wooded areas, watercourses, wetlands, rock outcrops, and other significant physical/environmental features, and where appropriate, the mean high water line or the Coastal Jurisdiction Line (CJL), the wetlands boundary, the flood hazard area, and the floodway line.
  - Show areas of steep slopes as defined by the Zoning Regulations.
22. Buildings/Structures and Uses:
  - Show location, design, and height of all existing and proposed buildings, and all other structures such as freestanding signs, fences, walls, decks, patios, tennis courts, light poles, tanks, transformers, trash enclosures, etc. Provide details on the plans.
  - Location and size of all existing and proposed uses.
23. Parking:
  - Provide parking calculations stating the required and proposed number of parking spaces as per Section 8.2, inclusive, and handicap parking requirements specified under the Building Code.
  - Show location, arrangement, and dimensions of parking spaces, aisles, vehicular drives, fire lanes, entrances, exits, and ramps; also, handicap parking stalls (see Section 8.2).
  - Show Bicycle Parking in accordance with Section 8.2-17
24. Loading Areas:
  - Show location, arrangement, and dimensions of loading and unloading areas (Section 8.2-16)
25. Sidewalks/Paths:
  - Show locations and dimensions of pedestrian walkways, entrances, exits and walks, including internal and frontage walks as per Section 8.3.
26. Common Open Space/Public Space/Recreation Areas:
  - Show size, arrangement, uses, and dimensions of common open space, public space, socialization areas, recreation areas on the site (See requirements for specific proposed use)
  - Show proposed amenities associated with these areas



27. Buffers and Landscaping:

- Show location, type, dimensions, and design of buffer area on the site to meet Section 8.1-6
- Show location, general layout, type and size of landscape areas, including plant material, decorative paving, or other materials proposed. See Section 8.1 inclusive.
- Show dimensional landscape requirements, landscape calculations (as necessary), and landscape schedules, sizes, species, and numbers to be provided.
- Include details for tree staking, shrubs, pavers, etc.
- Show location of existing trees with a trunk caliper of more than 6 inches except in densely wooded areas where the foliage line shall be indicated. Include any trees to be removed and new clearing lines where clearing is proposed.

28. Signs:

- Show location, size, height, orientation and plans of all existing and proposed signs, including calculations and details for freestanding and wall signs, and traffic control/directional signs. See Section 8.4 inclusive.
- Typically need to show location, size and height of any freestanding signs (include setback from PL).
- If wall signs are not shown, provide a note on the plan " All signage shall meet Zoning Regulation requirements and shall obtain appropriate permits."

29. Lighting:

- Show location, size, height, orientation and design of all existing and new outdoor lighting. See Section 8.5 and Appendix D.
- Provide photometric plan for the site if any new outdoor lighting is proposed. See Section 8.5-3.F
- Provide details of outdoor lighting that shows all lighting and fixtures meet Section 8.5.

30. Solid Waste Enclosures, Service Areas, Mechanical Equipment, and Utilities

- Show all location, design, and screening of all solid waste enclosures, service areas, mechanical equipment, and utilities to meet Section 8.1-9
- Show all HVAC equipment location(s) and other service structures such as propane tanks, transformers, mail boxes, bus shelters, etc.
- Provide details of all structures.
- Address containment of any hazardous materials associated with service structures.
- Provide information pertaining to solid waste disposal, concrete dumpster pad and enclosure construction detail, recognizing mandatory recycling requirements.
- Applicant should typically contact trash hauler for multi-family, commercial and industrial to obtain size, # of bins necessary to service the site.

31. Utilities:

- Show location and design of all existing and proposed onsite sewage disposal facilities, sanitary sewer, storm drainage, and water supply facilities, as well as other underground and above ground utilities.
- Provide details of all utilities.

32. Septic System:

- Provide details of proposed septic system design including soil testing.
- Site plans with septic need to be reviewed by the LLHD.
- Site plans involving onsite septic systems shall include the following note on the final plan: "The preliminary soils testing information presented herein is sufficient for the purpose of approval of this site plan by the Town of Groton Planning Commission. Prior to issuance of a building permit, the Ledge Light Health District may require additional soils testing and/or detailed review of the septic system design."

33. Hazardous Materials:

- Provide appropriate information on the plans and any required narratives with regard to the provisions of Section 8.6 (located outside the WRPD) or Section 6.4-8 (located within the WRPD) in terms of hazardous materials and wastes.

34. Erosion and Sediment Control Plan:

- A complete erosion and sediment control plan pursuant to Section 7.1 and 7.1-3 where over 1/2 acre total disturbance is planned.

- If less than ½ acre of disturbance, show E&S measures (sediment fence, etc.) on site plan to meet Section 7.1-2.
35. Flood Protection:
- Provide information on the site plan and within a narrative/notes to meet Section 7.2 for the appropriate FEMA flood areas associate with the site plan.
36. Stormwater:
- Provide information on the site plan and a narrative to address stormwater management and Low Impact Development in accordance with Section 7.3
  - Include maintenance schedule for stormwater facilities.
  - Provide information pertaining to disposition of roof water. Where does it go, surface, pipe, etc.
  - Address any footing drains (if on site)
37. Staging/Phasing Plan:
- Show a staging/phasing plan, if applicable, indicating ultimate staged/phased development in accordance with Section 9.5-3.D.
38. Notes: Provide the following notes on the plan
- Note stating: "Call Before You Dig at 1-800-922-4455 will be contacted prior to initiation of this project."
  - Note stating: "All new utilities, including CATV, will be located underground."
  - Note stating: "All work to conform to Town of Groton Site Plan Standards."
  - Note stating: "All curb/handicap ramp designs shall conform to ANSI Standards or Town of Groton Site Plan Standards, whichever is more restrictive." Be aware of ADA requirements in force.
  - Note stating: "All work to conform to Town of Groton Non-Contract Sewer Construction Standards."
  - Note stating: "A State Traffic Commission permit will be required, or finding of no need for permit, before issuance of building permits where a development involves over 200 parking spaces or 100,000 square feet of floor area."
  - Note stating: "A CONNDOT Highway Encroachment Permit is required for all work within the state right-of-way", where property is located along a state highway.
  - Note stating: "Fire lanes, if requested by the local Fire Marshal, shall be installed and maintained on site in accordance with Town of Groton Ordinance #223."
  - Note stating: "This site plan has been reviewed by the Planning Commission based in part on building elevations and floor plan drawings dated \_\_\_\_\_ and drawn by \_\_\_\_\_. Any changes to these plans require additional review by Office or Planning and Developmetn Services and/or Planning and Zoning Commission"
  - Note stating: "The contractor will notify the Town of Groton Tree Warden before removal or pruning of any trees that stand on Town property as per State of Connecticut General Statutes Chapter 451 Section 23-58, as amended."
39. Previous Approvals:
- Reference any previously approved site plan, inland wetlands permit, special permit, variance, and/or subdivision, including date granted and any permit or relevant number
40. Details:
- Provide detail sheet(s) showing only applicable and appropriate design and construction details.
41. Long Hill Watershed Drainage Study Area:
- In the case of site plans for property within the Long Hill Watershed Drainage Study (LHWDS) area, compliance with the recommendations of the LHWDS shall be required and established on the site plan (i.e. notes and/or facility improvements).

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.