



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 – SITE PLAN

PART TWO
(Attach to Part One)

SITE DATA TABLE

	Required/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		
Floor Area		
Building Height		
Building Coverage (%)		
Total Lot Coverage (including impervious surfaces) (sq. ft. and %)		
Existing Impervious Surface (sq. ft.)		
Change in Impervious Surface (+/- sq. ft.)		
Area of Outdoor Sales		
Area of Open Space/Recreation		
Area of Interior Landscaping		
Parking (# of spaces)		
Truck Loading Area		
Area of Signs By Type		

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

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

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.

**TOWN OF GROTON
SITE PLAN CHECKLIST**

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

- Check or money order made payable to the Town of Groton in the required amount.
- Three (3) copies of any narrative and calculations to justify the storm drainage system in accordance with the Road and Drainage Construction Standards and/or 2002 Connecticut Guidelines for Soil Erosion and Sediment Control, and Amendments thereto.
- In the case of lots within commercial and industrial zones, a report regarding hazardous materials and wastes as per Section 8.4-4 C. 7.
- Letter(s) justifying any potential modifications and/or waivers/relief requested.
- Easements and/or dedications in accordance with proposed site plan (i.e. drainage, general access, public access, conservation, and the like).
- Proof of issuance of findings and/or permits from state agencies regarding such items as Highway Encroachment Permits, Certificates of Public Convenience and Necessity for Public Water Systems, and the like. (See planners for details.)
- Any party wall or party line agreement proposed in accordance with the site plan.
- Any staging/phasing plan, if applicable, indicating ultimate staged/phased development.
- Architectural plans as per Section 8.4-4 E. including comprehensive floor plans and building elevations. On these plans, include a note stating: "These drawings are considered an important aspect of the site plan approved by the Planning Commission. Any change of the exterior wall elevations involving windows or door openings, fenestration, roof top mechanical equipment, or building materials shall be submitted to the Commission for review prior to construction.
- Special studies and/or documentation necessary for adequate review of the application as required.
- This checklist, completed by the applicant.
- Nine (9) copies of the proposed plan.
- Completed Plan of Conservation and Development Consistency Checklist (attached)

B. INFORMATION TO BE INCLUDED ON THE SITE PLAN

- Name of applicant and owner of record.
- Type size no smaller than .08" or equivalent of 80 LEROY.
- Date and plan revision dates.
- Legend.
- North arrow for plan sheets and location map. North arrow orientations should be consistent.
- A written description of the proposed use or uses.
- Location map as depicted on the Zoning Map containing information required by the regulations including lots, lot lines, zoning districts, streets and roads within 1000' of the subject property.
- Graphic scales for plan and location maps.
- Site data table containing information in Section 8.4-4 A. 4.

- 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.
- Plan(s) prepared at 1" = 20' scale unless otherwise authorized by the Director of Planning and Development or designee.
- A complete erosion and sediment control plan pursuant to Section 6.11-1 where over 1/2 acre total disturbance is planned.
- The boundaries of the property.
- Location, width, and purpose of all existing and proposed easements and rights-of-way on the property. (See "Supplemental Information" portion of the checklist.)
- Existing and proposed contours with intervals of two feet, referred to USGS MSL datum.
- Location of all existing wooded areas, watercourses, inland or tidal wetlands, rock outcrops, and other significant physical/environmental features, and where appropriate, the mean high water line, high tide line, the flood hazard area, and the channel encroachment line.
- Location, design, and height of all existing and proposed buildings, fences, walls, and all existing and proposed uses, including facilities not requiring a building permit such as tennis courts, tanks, etc.
- Location, arrangement, and dimensions of automobile parking spaces, aisles, vehicular drives, fire lanes, entrances, exits, and ramps; also, handicapped parking stalls (see Section 7.2). Note that parking lot striping shall be accomplished with 4" wide white painted lines.
- Location, arrangement, and dimensions of loading and unloading areas (400 square feet minimum per truck loading berth - see Section 7.2).
- Locations and dimensions of pedestrian walkways, entrances, exits and walks, including internal and frontage walks as per Section 7.5.
- Parking calculations stating the required and proposed number of parking spaces as per Section 7.2, inclusive, and handicap parking requirements specified under the Building Code.
- Size, arrangement, uses, and dimensions of open space and/or recreation areas on the site.
- Location, general layout, type and size of buffer or landscape area, plant material, fencing, screening devices, decorative paving, or other materials proposed. See Section 7.4 inclusive. Dimensional landscape and buffer area requirements, landscape calculations (as necessary), and landscape schedules, sizes, species, and numbers to be provided. Include details for tree staking, etc.
- 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 new clearing lines where clearing is proposed.
- Location, size, height, orientation and plans of all signs, including calculations and details for freestanding and wall signs, and traffic control/directional signs.
- Location, size, height, orientation and design of outdoor lighting.
- Location and design of all existing and proposed on site sewage disposal facilities, sanitary sewer, storm drainage, and water supply facilities, as well as other underground and above ground utilities.
- Site plans involving on site 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."
- Appropriate information with regard to the provisions of Section 8.4-4 C. 7. inclusive, in terms of hazardous materials and wastes.

- Required front, side, and rear yard setback lines, as well as any applicable coastal resource or streambelt wetland setback lines specified in Sections 6.8, and 6.12-4, respectively.
- HVAC equipment location(s) and other service structures such as propane tanks, transformers, mail boxes, bus shelters, etc.
- Information pertaining to disposition of roof water. Staff recommends tie-in to storm drainage system.
- Information pertaining to solid waste disposal, concrete dumpster pad and enclosure construction detail, recognizing mandatory recycling requirements.
- 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 latest ADA requirements and Town standards 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."
- If the application requires specific information relative to such items as Coastal Management requirements, Flood Protection, Water Resource Protection District requirements, conditional uses, etc., appropriate additional information as required in the relative section(s) of the Zoning Regulations must be included on the plans.
- Reference any previously approved site plan, inland wetlands permit, special permit, variance, and/or subdivision, including date granted and any permit or relevant number.
- Detail sheet(s) showing only applicable and appropriate design and construction details.
- 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).
- 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 Planning Commission review."
- 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."
- Note stating: The words "Reviewed and Approved by the Town of Groton Planning Commission in Accordance with the Requirements for a Coastal Site Plan Review Under Sections 11 Through 15 of Public Act 79-535 on (Date) " be place on the site plan.