

**TOWN OF GROTON  
LAND USE APPLICATION  
PART ONE**

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

SUBDIVISION OR RESUBDIVISION _____	COASTAL SITE PLAN REVIEW _____
SITE PLAN _____	SPECIAL PERMIT _____
ADMINISTRATIVE SITE PLAN _____	ZONE CHANGE _____
INLAND WETLANDS PERMIT _____	REGULATION AMENDMENT _____
INLAND WETLANDS PERMIT OR NON-REGULATED ACTIVITY _____	VARIANCE/APPEAL _____
	APPROVAL OF LOCATION _____

**PROJECT DESCRIPTION:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**STREET ADDRESS OF PROPERTY:** \_\_\_\_\_  
 \_\_\_\_\_

IF ADDRESS NOT AVAILABLE, LOCATION: \_\_\_\_\_

PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_ ACREAGE: \_\_\_\_\_ ZONING: \_\_\_\_\_

**CORRESPONDENCE WILL BE SENT TO PRIMARY APPLICANT AS CHECKED BELOW:**

**NAMES, ADDRESSES & TELEPHONE NUMBERS**

**APPLICANT:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**APPLICANT'S AGENT (IF ANY):** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**OWNER/TRUSTEE:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**ENGINEER/SURVEY OR/ARCHITECT:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

- 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) I HEREBY, AGREE 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 RECORD OWNER

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.

PLEASE PROVIDE A WRITTEN DESCRIPTION ON HOW THE USE/MODIFICATION AFFECTS ALL SPECIAL PERMIT CRITERIA OF SECTION 8.3-8 OF THE ZONING REGULATIONS, PARTICULARLY WITH RESPECT TO THE PROPOSAL'S EFFECT ON THE APPROPRIATE AND ORDERLY DEVELOPMENT OF THE DISTRICT AND ADJACENT PROPERTIES, TRAFFIC CIRCULATION, AND IMPACT ON THE ENVIRONMENT. PROJECTS LOCATED IN DISTRICTS WITH SPECIAL DESIGN OBJECTIVES, OR SUBJECT TO PARTICULAR DESIGN REQUIREMENTS SHOULD ADDRESS POLICY CONSISTENCY ALSO.

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PLEASE PROVIDE ALL INFORMATION AS LISTED ON THE SPECIAL PERMIT CHECKLIST:

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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/EXCAVATION APPLICATIONS:

FILLING \_\_\_\_\_ CUBIC YARDS      EXCAVATION \_\_\_\_\_ CUBIC YARDS

FOR LODGING, INSTITUTIONAL, MIXED USE, APPLICATIONS:

NUMBER/TYPE OF NEW UNITS: \_\_\_\_\_

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

**TOWN OF GROTON  
SPECIAL PERMIT CHECKLIST**

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

- A completed application and 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.
- A detailed statement describing how the special permit criteria in Section 8.3-8 will be satisfied.
- A detailed statement describing how the applicable conditions of Section 7.1 for the specific use or uses will be met.
- A location map 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 in detail and accuracy sufficient to allow the 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.
- This checklist, completed by the applicant.
- Completed Plan of Conservation and Development Consistency Checklist (attached)
- Coastal site plan application and fee, if applicable. See planner for confirmation regarding this requirement.

**B. SUPPLEMENTAL INFORMATION**

The Zoning Commission and/or the Office of Planning and Development Services staff may require the following additional reports, plans, and other information that the Commission or the Office of Planning and Development Services staff deem reasonably necessary to determine compliance with the special permit criteria of Section 8.3-8 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

\* 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 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 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.

**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.

GROTON PLAN OF CONSERVATION AND DEVELOPMENT

# CONSISTENCY CHECKLIST

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**PROPONENT**

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**PROPOSAL**

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**COMMUNITY PARTICIPATION**

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- The proposed public action is proposed by or supported by the responsible agency as identified in the implementation tables.
- The proposed private activity is supported by other community groups and/or agencies.
- The proposed activity has been the subject of a public hearing.

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**SPECIFIC CONSISTENCY**

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- The proposed public action addresses a specific recommendation in the Plan, either a task or a strategy.

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