



# 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

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  
SUBDIVISION APPLICATION CHECKLIST

- A. SUPPLEMENTAL INFORMATION REQUIRED TO BE SUBMITTED WITH THE SUBDIVISION APPLICATION
- Check or money order payable to the Town of Groton in the required amount.
  - Two 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.
  - Letter(s) justifying any potential modifications and/or waivers requested.
  - Easements and/or dedications in accordance with the proposed subdivision plan (i.e. drainage, general access, public access, conservation, open space, etc.)
  - If no open space is proposed, an appraisal of the land to be subdivided has been conducted by an approved appraiser and submitted for the purpose of determining the fee in lieu of open space in accordance with Section 4.9 (5) of the Subdivision Regulations.
  - Proof of issuance of findings and/or permits from state agencies regarding such items as Highway Encroachment Permits, Certificate of Public Convenience and Necessity for Public Water Systems, etc. (see planners for details).
  - Any staging/phasing plan, if applicable, indicating ultimate staged/phased development.
  - Special studies and/or documentation necessary for adequate review of the application as required.
  - This checklist, completed by the applicant.
  - Minimum nine sets of the proposed plans. Twelve required in Noank Fire District.
  - A black and white 11x14 lot layout sheet stamped DRAFT.
  - Submittal of Coastal Site Plan Application if required.
  - Completed Plan of Conservation and Development Consistency Checklist (attached)
- B. INFORMATION TO BE INCLUDED ON SUBDIVISION PLAN, COMPRISED OF SURVEY SHEET, GRADING, DRAINAGE, UTILITIES, ROAD CONSTRUCTION, ROAD PLAN AND PROFILE, AND DETAIL SHEET COMPONENTS.
- Class A-2 survey information.
  - Signature(s) and stamp(s) of Connecticut licensed land surveyor and professional engineer.
  - Graphic and written scale (not more than 1" - 40').
  - Location map taken from Town zoning map and including zoning district boundary lines and overlay zones and boundaries.
  - Names of all adjoining property owners.
  - Names of all adjoining streets.
  - Designation of all existing features including buildings, easements, water bodies, etc.
  - Location and width of proposed streets, easements, alleys, rights-of-way and building setback lines.

- Location, area, and number of all proposed or existing lots; lot numbering to be approved by Planning Technician.
- Location and dimension of all property to be set aside for public or private reservation, plus any conditions.
- Name of property owner.
- Name of subdivider (if different from land owner).
- Date of plan, and any plan revision dates.
- Approximate true north arrow.
- Completed zoning conformance table.
- Sufficient data to determine the location, bearing, and length of all lines.
- Location of all existing and proposed monuments, iron pins, and drill holes.
- Name of subdivision.
- Name of all proposed streets.
- Proposed site grading for the entire subdivision.
- Indication of proposed use of any lot planned for other than residential use.
- Legend.
- Sequential numbering of sheets.
- Match lines (if match sheets are used).
- Location of all inland or tidal wetland boundaries and flags as established by Connecticut registered soil scientist (note name of scientist).
- Location of Coastal Area Management boundaries and coastal resources, if applicable.
- Reference to all existing maps, plans, easements, etc. used in preparation of such plan.
- Note stating "Call Before You Dig at 1-800-922-4455 will be contacted prior to project initiation."
- Note stating "All new utilities, including CATV, will be located underground."
- If applicable, note stating "A CONNDOT Highway Encroachment Permit is required for all work within the state right-of-way."
- Note stating "All construction to be in accordance with Town of Groton Road and Drainage Construction Standards and ANSI Standards, whichever are more restrictive."
- Note containing full text of Section 4.2(7) of Subdivision Regulations regarding debris and waste, noting the Ledge Light Health District in lieu of Town Sanitarian.
- Note containing full text of Section 5.4(1) of Subdivision Regulations regarding building permit issuance.
- If applicable, note containing full text of Section 5.4(2) of Subdivision Regulations regarding street improvements.
- 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."
- Plans and profiles of existing and proposed elevations along all road centerlines.

- Computed radii and length of all curves, lengths of tangents, and central angles on all sheets.
- Cross sections of all proposed streets at 100' stations.
- Plans and profiles showing locations and typical cross section of all construction within proposed street rights-of-way.
- Location of proposed street trees, lighting, and traffic signage.
- Location, size, and invert elevations of all existing and proposed storm drainage pipes and related structures, plus connections to existing or proposed utility systems.
- Location and size of all other existing or proposed underground utility systems.
- Location, size, elevation and other appropriate description of existing facilities, utilities and other pertinent features.
- Topographic information at 2' contour intervals (existing and proposed). One foot intervals may be used with the approval of the Planning Department.
- Notation that datum provided is from latest applicable U.S. Coast and Geodetic Survey.
- Base flood elevation data for all subdivisions greater than either five lots or five acres, located in a flood prone area.
- Notation that a "digital copy of the approved final plans will be submitted to the Planning Commission prior to recording the plan in the Land Records".
- Detailed representative drawings of all structures and plantings to be installed or constructed, including composition, dimensions, and methods of installation or construction (the applicant is urged to consult the Town of Groton Road and Drainage Construction Standards as well as the Connecticut Guidelines for Soil Erosion and Sediment Control).
- All specifications and references required by the Town of Groton Road and Drainage Construction Standards.
- In the case of Coastal Site Plans, note stating: "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)    ."

C. INFORMATION TO BE INCLUDED ON EROSION AND SEDIMENT CONTROL PLAN COMPRISED OF ANY SPECIFIC PLAN AND NARRATIVE (IF CUMULATIVE AREA OF MORE THAN ONE-HALF ACRE IS TO BE DISTURBED)\*

- Description of the project and construction activities.
- Schedule of major activities to be conducted on the land, including sequence and anticipated timing of major improvement phases.
- Location of areas to be regraded, disturbed, or stripped of vegetation.
- Existing and proposed contour data (2' intervals, or 1' intervals if approved by Planning Department).
- Location of wetlands and watercourses.
- Location, design, and timing of temporary and final soil erosion and sediment control measures.
- Design criteria used in the design of such control measures.
- Description of procedures to be followed to maintain sediment control measures.
- Name of property owner.

- Name of subdivider (if different from property owner).
  - Name and telephone number of erosion control contact person.
  - Written and graphic scale (same as subdivision plan).
  - Legend.
  - Date of plan and any plan revision dates.
  - Approximate true north arrow.
  - Sequential numbering of sheets, continuing from last number used by construction plans.
  - Soil types and their boundaries.
  - Proposed (conceptual) house locations (with any anticipated footing drains) and driveway locations for each lot.
  - If applicable, proposed septic system and reserve areas and proposed well locations for each lot. If applicable, percolation and deep test results for each lot.
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- The applicant is urged to consult the latest revised edition of the  Connecticut Guidelines for Soil Erosion and Sediment Control.