



# 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"/> INLAND WETLANDS PERMIT OR NON-REGULATED ACTIVITY | <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 APPLICANT AS CHECKED BELOW:**

(NAME, ADDRESS, TELEPHONE AND FAX NUMBER)

APPLICANT: \_\_\_\_\_

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

APPLICANT'S AGENT (if any): \_\_\_\_\_

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

OWNER/TRUSTEE: \_\_\_\_\_

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

ENGINEER/SURVEYOR/ARCHITECT: \_\_\_\_\_

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) 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 – ZONING MAP CHANGE

PART TWO  
(Attach to Part One)

A. INFORMATION TO BE SUBMITTED WITH ZONE CHANGE APPLICATION

- Completed land use application with requisite signatures.
- Metes and bounds description of the land to be included in the map amendment.
- Five copies of the plan to specifications listed below.
- Narrative including reasons for proposed change.
- Check or money order made payable to the Town of Groton Planning Department in the required amount.
- Completed Plan of Conservation and Development Consistency Checklist (attached)
- This checklist completed by the applicant.

B. INFORMATION TO BE INCLUDED ON ZONE CHANGE PLANS

- All lots, PIN numbers and streets within 500' of the area affected by the application, with an arc depicting this 500' perimeter.
- All lots, PIN numbers and streets within 200' of the area proposed for rezoning from Town CAMA records, with an arc depicting this 200' perimeter.
- Dimensions along affected zone boundaries.
- Existing contours at a contour interval not to exceed 10'.
- North Point.
- Name of applicant/petitioner.
- Existing and proposed zoning within affected area.
- Plan prepared at a scale of 100'/inch or up to 400'/inch shall be utilized.
- Listing of all property owners within the 200' buffer area with corresponding PIN numbers along a common border of the plan.

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.