



# 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              | <input type="checkbox"/> CERTIFICATE OF APPROPRIATENESS (HDC) |

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 or Building 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**  
**CERTIFICATE OF APPROPRIATENESS**

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

- Photographs showing all facades of building(s) affected, photographs of nearby structures including streetscape scene.
- Plot plan showing property location.
- Copies of product literature with photographs for prefabricated site improvements, windows, doors, siding, etc.

Depending on the extent of the proposed site improvements, the following items may also be required by Staff:

- Drawings (elevations) and floor plans of new, added, or altered exterior elements.
- Drawings and specs for exterior lighting, signage, and fixtures showing size, materials, colors, lighting source, etc.

**B. SUPPLEMENTARY INFORMATION**

Completed applications for a Certificate of Appropriateness may be submitted to the Commission at a meeting or via the Town of Groton Building Department in person, by mail, or electronically.

**Public Hearing:**

- Once an application is submitted, a public hearing will be scheduled. A decision as to appropriateness will be rendered by the Commission no later than 65 days after the official receipt.
- Applicants will be notified in written or electronic form as to the date and time of the public hearing.
- Due to the state mandates dealing with the Covid-19 pandemic, we have switched to a Zoom webinar meeting platform. The meeting will be held entirely remotely and there will not be in-person access. Details on how to access the virtual meeting will be posted at the following link on the Town's website: <https://www.agendasuite.org/iip/groton>

**C. PRE-APPLICATION MEETINGS:**

- The pre-application meeting is an informal session held by the Historic District Commission (HDC) with an applicant prior to submission of a formal application. The meeting is optional but it is **highly recommended\*** as it provides an opportunity to review application proposals with the Commission.

\* If you prefer to bypass the pre-application meeting and have your application for a COA included on the next regularly scheduled meeting of the Commission, please contact Tom Zanarini from our Planning Staff to discuss this option. He is available at 860-448-4091 or [tzanarini@groton-ct.gov](mailto:tzanarini@groton-ct.gov)