



# SITE PLAN APPLICATION

Application No: \_\_\_\_\_

Date: \_\_\_\_\_

Fee: \_\_\_\_\_

Location of site: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Zoning District: GC \_\_\_\_\_ M1 \_\_\_\_\_ M2 \_\_\_\_\_ RA80A \_\_\_\_\_ RA80 \_\_\_\_\_ RA15 \_\_\_\_\_

Property located within 500 feet of a town line: Yes \_\_\_ No \_\_\_

If yes, which Town: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email address: \_\_\_\_\_

The undersigned hereby makes application to the Planning and Zoning Commission for Site Plan approval in accordance with the provisions of Section 4.5, Schedule A Permitted Uses and Article 17 of the Zoning Regulations.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Section 1 - Submission of Application

The submission of this application is under the provisions of:

- |                     |                             |
|---------------------|-----------------------------|
| _____ Article 17    | Site Plan Approval          |
| _____ Article 17.12 | Site Plan Modification      |
| _____ Article 7     | Flood Plain District        |
| _____ Article 8.4   | Commercial Signage          |
| _____ Article 11    | Aquifer Protection District |

## Section 2 - Previous Application

Has a previous Site Plan Application been filed for the same premises? Yes \_\_\_ No \_\_\_

## Section 3 - Placement on Agenda

In order for the Commission to consider your application, it must be received in the Land Use Office (Land Use Office) no later than five (5) working days prior to the next regularly scheduled meeting.

#### **Section 4 - Plans and Documentation**

Unless otherwise directed by the Commission, Site Plan applications must be accompanied by the documentation required in the attached "Site Plan Review Checklist".

#### **Section 5 - Reasonable Decision**

If the Commission believes they can make a reasonable decision on an application, they may not require a detailed analysis of all the elements as specified in the attached "Site Plan Review Checklist" and Section 17 of the Zoning Regulations, as amended.

#### **Section 6 - Reduction of Application Fee**

The Commission shall have the authority, under Chapter 154 of The Code of the Town of Thomaston, to reduce the application fee. However, the application fee shall not be less than \$100.00.

#### **Section 7 - Extension of Time**

The commission shall render a decision on all site plan applications within sixty-five (65) days of acceptance of the application by the commission. In addition, the applicant may request, in writing to the Commission, extensions of up to sixty-five (65) days.

#### **Section 8 - Incomplete Application**

Unless waived by a resolution of the Commission, the failure of the applicant to submit any of the required items will constitute an incomplete application, and grounds for denial of the application.

#### **Section 9 - General Guidelines**

##### **a. Meetings**

The Commission will hold a meeting on each application. The Commission may require a public hearing.

##### **b. Documentation and Information**

It is recommended that the applicant or their authorized agent be present at the meeting. You must be prepared to document and present information showing how the proposed use of the site along with any buildings/structures and other facilities conform to the standards and requirements as specified in the regulations. All standards are in addition to any other requirements of the zoning regulations applicable in the zone in which the proposed use is to be located. The Commission may obtain additional information on its own initiative.

##### **c. Inspections**

Once the Commission accepts your application, any member of the Commission or their staff (Land Use Officer/Town Engineer) may inspect your premises provided advance notification is given to your or your agent.

##### **d. Modifications**

Your Site Plan may be given approval by the Commission subject to modifications or conditions deemed necessary in order to conform to the standards of Section XVII or any other requirements of the Thomaston Zoning<sub>2</sub>Regulations.

**Section 10 Inspection by the Town Engineer**

The applicant shall agree to pay inspection and review costs incurred by the Town Engineer during the initial application review process. If additional site inspection and review is necessary and required by the Commission, after approval is granted and prior to completion of the project, the applicant shall also be responsible for all costs incurred by the Town Engineer, as per the fee schedule.

**For Office Use Only**

Commission meeting when application was received \_\_\_\_\_

Was a waiver requested? Yes \_\_\_\_\_ No \_\_\_\_\_

Was a waiver granted? Yes \_\_\_\_\_ No \_\_\_\_\_

Public hearing date \_\_\_\_\_ Continuation \_\_\_\_\_

Date approved \_\_\_\_\_

Modifications/Conditions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Land Use Applications

## Site Plan Review Checklist

**DISCLAIMER:** This checklist is intended only as a guide and does not replace or supersede the provisions contained in the land use regulations. It is the responsibility of the applicant to review the regulations to determine their applicability to your application which is subject to review by the respective land use commissions and/or Town staff. The Town may require that plans be reviewed by the Town's Engineer at the expense of the applicant. The costs of these reviews vary based on the complexity of the proposals and review time.

1. **On Each Sheet** for plans or maps, title block with the following information:
- Title block with property address and name of applicant and owner.
  - Name and address of Land Surveyor or Professional Engineer.
  - Professional Engineer and/or licensed Land Surveyor seal and signature
  - Date when drawings were made and any revision dates
2. **Key Map:** An overall map drawn to a scale of no less than 1 inch equals 200 feet. At minimum, this map will show the overall design of the Development and surrounding properties within 500 feet and shall show the following:
- Data block which gives needed zoning information such as percentage of lot coverage, acreage of property, property line setbacks, road frontage, proposed building information, parking requirements, etc
  - Outline of buildings
  - Layout of streets
  - Surrounding property boundaries, addresses and owner information within 500 feet (Change of Zone Only)
  - List of abutting property owners, including those across any public or private streets (Special Permit, Change of Zone, ZBA Application and Significant Wetland/Watercourse Activity Only)
  - Distance to and name of nearest intersecting street
3. **Property Survey:** An A-2 property survey plan shall be submitted showing the following information unless specifically waived by Town staff or the Commission:
- Total acreage of parcel
  - Survey Date
  - Names and owners of record for abutting properties, including those located across public or private streets
  - Locations of existing monuments and pins
  - Lengths and directions of present property lines to the hundredth of a foot
  - Existing streets and street lines. Street monuments will be indicated at corners and angles of all streets and at all points of curvature and tangency. The monumented points within proposed site shall be coordinated.
  - Easements, noting grantors, grantees, purpose and deed information
  - All open space, conservation easements or other common or public land uses shall be indicated.
4. **Plot Plan:** A layout map of the proposed site drawn to a maximum scale of 1 inch equals 40 feet containing the following data:
- Distance and bearings of all boundary lines, existing survey pins and monuments and acreage of site.
  - All existing and proposed buildings

- Regulated wetlands or watercourses delineated by a Connecticut Certified Soil Scientist if present. A line for the 100 foot upland review area should be noted as well as wetland or watercourse setback distances for all activities occurring in the 100 foot upland review area.
- 100-year floodplain areas or a note that none are present
- Proposed storm drainage system, showing all catch basins, end walls, manholes, lengths and sizes of pipes and elevations of structures. If plan/profile sheet is provided this requirement shall be waived for this sheet
- Onsite parking and loading facilities
- Curb Lines and pavement width, sidewalks
- Driveway cuts on abutting properties and any properties across from proposed site
- Existing and proposed sanitary sewers or septic systems
- Existing and proposed water or well locations and all existing utilities
- Building lines and buildable square in accordance with zoning regulations.
- Proposed buildings and other structures, including signs, outside lighting, and dumpster locations
- Recognizable landmarks including walls, fences, private roads and driveways
- Present wooded area indicated by foliage lines. Any trees to be saved should be shown.
- Locations of existing utility poles
- Level A and Level B Aquifer Protection Areas
- State DEEP Natural Diversity Data Base Areas
- A-2 certification; P.E./L.S. Seal

5. **Topographic Plan:** A map drawn to a maximum scale of 1 inch equals 40 feet containing existing and proposed contours in not less than two-foot intervals, but in cases of relatively level land, the contours shall be one-foot intervals and spot elevations. A-2 & T-2 Certification; P.E & L.S. Seals required.

6. **Erosion and Sediment Control Plan:** Proposed soil and erosion control measures to comply with the 2002 Connecticut Guidelines for Soil Erosion and Sediment Control

**Optional Plans – May Be Required for Certain Applications:**

7. **Landscaping plan**

8. **Drainage calculations**

9. **Traffic Report**

10. **Site Lighting Plan**

**Required for Subdivisions:**

1. **Subdivision Plan:** A layout map of the proposed subdivision site drawn to a maximum scale of 1 inch equals 40 feet containing the following data:

- Title map requirements as listed above
- Key Map requirements as listed above
- Property survey requirements as listed above
- Plot plan requirements as listed above
- Topographic plan requirements as listed above
- Erosion and Sediment Control Plan requirements as listed above

- Optional Plans as listed above, if required by the Commission
- Property lines within 200 feet of the proposed subdivision
- Location, width and names of all existing and proposed streets, roadways, rights-of-way and easements in proposed subdivision and within 200 feet
- Angles and distances of all proposed lot lines; locations of survey pins and road monuments to be set
- Square footage of each proposed lot
- Location of buildable square in each proposed building lot in accordance with Schedule B of the Thomaston Zoning Regulations
- Non-buildable lots labeled “Not an approved building lot” on subdivision plans if not set aside as open space
- Proposed open space to conform with Article 13 of the Thomaston Subdivision Regulations
- A box with signature lines for: (1) Chairman or Secretary of the Planning and Zoning Commission, (2) Health District Sanitarian, (3) Town Engineer, (4) Chairman or Secretary of the Inland Wetlands and Watercourses Commission, if necessary

2. **Construction Plan:** A layout map of the development of the proposed subdivision streets and other public improvements:

- Detail on construction sequence for public improvements
- Phased development notes, if necessary
- Proposed stormwater retention basins, ditches, headwalls, gutters and other drainage features including existing watercourse locations
- Proposed storm drains and sanitary sewers
- Proposed catch basins and manholes
- Proposed public water supply lines
- Proposed sidewalks and curbing
- All existing and proposed buildings and structures for utilities and other public improvements

3. **Roadway Plans and Profiles:** A plan and profile of the proposed streets drawn to scales of 1 inch to 40 feet horizontally, and 1 inch to 4 feet vertically on sheets not exceeding 24 inches by 36 inches and containing the following:

- Layout of streets in sections coordinated by stations with the profile.
- Street plan showing roadways, drainage, sanitary sewer (including house sewer), foundation drains, lot lines, buildings including all utilities with elevations (top frame and inverts), size, type, length, slopes of pipes.
- Sight lines at driveway & street intersections.

**Note: Any of the required information may be combined into single sheets with consent of the respective Town Board, Commission or Town staff.**