



# CITY OF WATERBURY CITY PLAN COMMISSION APPLICATION FOR A SITE PLAN APPROVAL

**Fee: \$ 310.<sup>00</sup>**  
Includes \$60 State Fee

Application is hereby made pursuant to Article V of the Zoning Regulations of the City of Waterbury for an approval of a site plan by the City Plan Commission.

**APPLICANTS ARE ENCOURAGED TO SCHEDULE A PRE-APPLICATION MEETING WITH STAFF TO REVIEW APPLICATION COMPLETENESS AND COMPLIANCE WITH FILING REQUIREMENTS**

**PROPERTY INFORMATION:**

**ADDRESS:**   
**MAP-BLOCK- LOT:**

**DATE:**

**APPLICANT:**

Name:   
Address:   
City, State, Zip:   
Phone:   
Fax:   
Email:

**PROPERTY OWNER:**

Name:   
Address:   
City, State, Zip:   
Phone:   
Fax:   
Email:

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Certifies authorization for application and permission to enter the property in connection with the application)

Is The Property Within 500 Feet Of One Or More Municipalities?  Yes  No

Are There Any Wetlands or Watercourses on or Adjacent to the Property?  Yes  No

### NOTICE TO APPLICANT

#### STATUTORY REQUIREMENT TO FILE AN APPLICATION FOR AN INLAND WETLANDS PERMIT IF THE PROPOSAL INVOLVES A REGULATED WETLANDS ACTIVITY.

**Sec. 8-3c. Special permits, exceptions and exemptions. Hearings. Filing requirements.** (a) If an application for a special permit or special exception involves an activity regulated pursuant to sections 22a-36 to 22a-45, inclusive, the applicant shall submit an application to the agency responsible for administration of the inland wetlands regulations no later than the day the application is filed for a special permit or special exception.

**Project Information:**

Does the project involve the construction or expansion of more than 24 dwelling units, 50 parking spaces or 10,000 square feet of gross floor area?  YES  NO

Does the project involve the construction or expansion of more than 50 dwelling units, 75 parking spaces or 15,000 square feet of gross floor area?  YES  NO

Does the project involve multiple stages or phases?  YES  NO

**NOTICE TO APPLICANT**

**STATUTORY REQUIREMENT TO FILE APPROVALS WITH TOWN CLERK**

**Sec. 8-3d. Variances, special permits, special exceptions and special exemptions to be recorded.** No ... special permit ... granted pursuant to this chapter, ... shall be effective until a copy thereof, certified by a zoning commission, [or] planning commission, ... containing a description of the premises to which it relates and specifying the nature of such ... special permit, ... including the zoning bylaw, ordinance or regulation ... to which a special permit... is granted, and stating the name of the owner of record, is recorded in the land records of the town in which such premises are located. The town clerk shall index the same in the grantor's index under the name of the then record owner and the record owner shall pay for such recording.

I certify that the information submitted herein is accurate to the best of my knowledge, I have been informed of my obligation under CGS 8-3c with regard to activities regulated by the Inland Wetlands Agency and that I have been informed of my obligation to file any approval on the land records in the office of the town clerk of the City of Waterbury:

Applicants Signature: \_\_\_\_\_

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



# CITY OF WATERBURY LAND USE APPLICATION SUPPLEMENTAL PAGE FOR PROPERTY INFORMATION

*Attach this page if needed to identify all properties subject to your land use application.*

**PROPERTY:**

ADDRESS:   
TAX ID:

**PROPERTY OWNER:**

Name:   
Address:   
City, State, Zip:   
Phone:   
Fax:   
Email:

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Certifies authorization for petition and permission to enter the property in connection with the application)

**PROPERTY:**

ADDRESS:   
TAX ID:

**PROPERTY OWNER:**

Name:   
Address:   
City, State, Zip:   
Phone:   
Fax:   
Email:

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Certifies authorization for petition and permission to enter the property in connection with the application)

**PROPERTY:**

ADDRESS:   
TAX ID:

**PROPERTY OWNER:**

Name:   
Address:   
City, State, Zip:   
Phone:   
Fax:   
Email:

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Certifies authorization for petition and permission to enter the property in connection with the application)



# CITY OF WATERBURY SITE PLAN APPROVAL SUBMISSION REQUIREMENTS

*Please submit eleven copies of the application, maps, and reports to the City Planner*

**REQUIRED SUBMITTAL ITEMS**

**APPLICATION**

Application Form (11 copies)

Application Fee (\$310.00)

**ITEMS TO BE PREPARED BY A CONNECTICUT REGISTERED LAND SURVOR, PROFESSIONAL ENGINEER, LICENSED ARCHITECT OR LANDSCAPE ARCHITECT AS APPROPRIATE:**

Eleven (11) copies of all items with surveyors stamp and certification.

- (1) An electronic copy of all maps, plan and drawings in an AutoCAD compatible format.
- (2) The names of nearby property owners. (SEE BELOW)
- (3) A copy of the map used in obtaining the property owner information.
- (4) All items listed in the "Site Plan Checklist".

**SITE PLAN CHECKLIST**

- (1) Application Form signed by all appropriate parties.
- (2) Zoning Administrator Certification. §7.44 (b)
- (3) A performance bond to guarantee completion of all public improvements §7.44 (f)
- (4) Fire Marshal Report §7.44 (g)
- (5) All approvals of any use or activity required from any other state or local department, excluding the Office of Inspections §7.44 (h)
- (6) Name and address of the applicant, developer and the owner(s) of record as listed on the city's tax rolls. §7.44 (a)
- (7) Date, north arrow, and numerical and graphical scale. §7.45-1 (b)
- (8) A signature Block including the words "Approved by the Waterbury City Plan Commission," with designated places for the title and signature of the commission chairman and the date. §7.45-1 (c)
- (9) A written description of proposed use. §7.45-1 (d)
- (10) The estimated amount and type of daily and peak hour vehicular traffic to be generated. §7.45-1 (d)
- (11) A 1" - 1000' scale map showing subject property and all property, zoning and streets within 500 feet. §7.45-1 (e)
- (12) A complete environmental impact analysis of the proposed property and land use and measures to mitigate potential environmental impact. §7.45-1 (g)
- (13) A soil scientist statement on map, verifying boundaries or indicating (no) presence of inland wetland soils and/or watercourses. §7.45-1 (h)
- (14) A soil erosion and sediment control plan. §7.45-1 (k)

- (15) Site plan shall be prepared and signed/sealed by professional engineer, Connecticut licensed architect or landscape architect. §7.45-1 (l)
- (16) A Class A-2 survey of the property prepared by a Connecticut registered land surveyor at a scale of not more than one hundred (100) feet to one (1) inch showing all lot dimensions, the names of adjacent property owners, and streets. §7.45-2 (a)
- (17) Location and dimensions of all existing and proposed buildings (including their height) on the subject lot and within one hundred (100) feet of the subject lot, if required. §7.45-2 (b)
- (18) The location and dimensions of all existing and proposed uses and facilities not requiring a building or structure. §7.45-2 (c)
- (19) Location of driveways, parking and loading areas showing number of stalls provided. §7.45-2 (d)
- (20) Location and type of open space areas, buffer areas and screening. §7.45-2 (e)
- (21) All site plans shall be accompanied by topographic map with contours of two (2) feet, showing existing wooded areas, watercourses, wetlands, flood hazard areas, rock outcrops and other significant, physical features, if required. §7.45-2 (f)
- (23) Location of curbs, sidewalk, and internal walkways. §7.45-2 (g)
- (23) Location of group signs. §7.45-2 (h)
- (24) Existing and proposed storm drainage, sanitary sewage, and water supply facilities, water pressure and easements. §7.45-2 (i)
- (25) Table showing what is required by zoning ordinance, and what is provided by the applicant, such as zoning, use, number of dwelling units, bedrooms, lot area, setbacks, coverage, floor area, parking spaces, and open space, etc. §7.45-2 (j)
- (26) Applicant shall provide cross-sections detailing the construction of all proposed sidewalks, driveways, parking areas and storm drainage structures. §7.45-2 (k)
- (27) Size, arrangement, uses and dimensions of open space on the site. §7.45-3 (a)
- (28) Location, general layout, type and size of plant material, fencing, screening devices or other materials proposed. §7.45-3 (b)
- (29) Location of existing trees over eight (8) inches in diameter on property. §7.45-3 (c)
- (30) Location, size, height, orientation, and plans of all signs for nonresidential uses and buildings. §7.45-4 (a)
- (31) Location, size, height, orientation and design of any outdoor lighting. §7.45-4 (b)
- (32) Location, arrangement and dimensions of automobile parking stalls, aisles, vehicular drives, entrances, exits and ramps. §7.45-5 (a)
- (33) Location, arrangement and dimensions of loading and unloading areas. §7.45-5 (b)
- (34) Location and dimensions of pedestrian entrances, exits, walks and walkways. §7.45-5 (c)
- (35) Location of fire lanes. §7.45-5 (d)
- (36) Any other information deemed by the city plan commission necessary to determine conformity of the site plan with the intent and regulations of this ordinance. §7.45-6

***If the project involves the construction or expansion of more than 24 dwelling units, 50 parking spaces or 10,000 square feet of gross floor area:***

- (37) A storm water management plan to accommodate 25 year design storm. §7.45-1 (i)
- (39) Architectural plans showing exterior wall elevations, roof lines and facade materials of proposed structures and/or changes to existing buildings. §7.45-1 (j)

***If the project involves the construction or expansion of more than 50 dwelling units, 75 parking spaces or 15,000 square feet of gross floor area:***

- (39) A traffic study. §7.45-1 (f)

***If the site plan only indicates a first stage:***

- (40) A supplementary plan shall indicate ultimate development.

***It is recommended the applicant provide copies of the proposal to the following City Staff: City Engineer, Traffic Engineer, Fire Marshal, Water Department, Water Pollution Control Authority and Inland Wetlands Land Use Officer.***

#### **NEARBY PROPERTY OWNER INFORMATION**

You must prepare a list of and mailing labels for:

- (1) All property owners who own property which is the subject of a public hearing regarding an application, and.
- (2) All property owners who own property, in whole or in part, within 500 feet of the boundary of any property subject to the application;

Property owners above refers to the owners of the land.

The names and addresses of the property owners above shall come from a list prepared by your surveyor using the assessor's records and maps.

The City Must mail postcards to the property owners at least 15 days prior to the public hearing.