



# CITY OF WATERBURY APPLICATION FOR AN EARTH EXCAVATION

**Fee:**  
**ZC Special Permit \$660.00\***  
**ZC Regular \$310.00\***  
**Admin. Approval \$310.00\***  
\*Includes \$60 State Surcharge

**PROPERTY INFORMATION:**

**ADDRESS:**

**MAP-BLOCK- LOT:**

**DATE:**

**APPLICANT:**

Name:	<input type="text"/>
Address:	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Email	<input type="text"/>

**PROPERTY OWNER:**

Name:	<input type="text"/>
Address:	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Email	<input type="text"/>

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.

**ZONING DISTRICT:**

**EXCAVATION RELATED TO:**

- BUILDING PERMIT:
- APPROVED SUBDIVISION:
- COMMERCIAL EARTH EXCAVATION:
- ENVIRONMENTAL REMEDIATION ACTIVITY
- OTHER ACTIVITY:

**AMOUNT OF EARTH EXCAVATION**

CUT: (Excavated and removed from site.)  
 FILL (Trucked to and deposited on the site)  
 REGRADING (Excavated and deposited on the site)

Cubic Yards	

**TRUCK TRIPS**

Arrivals  
 Departures

	Maximum Expected per Day	Maximum Overall
Arrivals		
Departures		

**TRUCK ROUTE:** (Describe the streets to be followed from a designated State or Federal Highway to the site)

**DURATION OF EARTH EXCAVATION ACTIVITES**

Expected Start Date  
 Expected Completion Date  
 Duration (Months)


**REQUESTED WAIVERS** (requires 5 votes for approval)

- If checked, the applicant requests a waiver of the submission requirements in Article VII of the Zoning regulation.
- If checked, the applicant requests a waiver of the provisions of Sections 5-14-8 (j) 1,2,7 and 10 of the zoning regulation dealing with setbacks, the limitation of exposed area and the perimeter fence.
- Other Provision (specify):
- Other Provision (specify):

Explain reason(s) for requested waiver(s) below:

## 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  
DEPARTMENT OF PLANNING  
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 EARTH EXCAVATION SPECIAL PERMIT SUBMISSION REQUIREMENTS

### **APPLICATION – If applying for Special Permit – the Following Items Apply:**

- (1) Application Form (11 copies)
- (2) Application Fee (\$660.00)

### **THE ITEMS BELOW ARE REQUIRED AS PART OF YOUR APPLICATION BY § 5.15-3 OF THE ZONING REGULATION AND MUST BE SUBMITTED. AN INCOMPLETE APPLICATION IS GROUNDS FOR DENIAL.**

Please submit eleven (11) paper copies of all items with professional engineers stamp and certification and one electronic copy of all maps in an AutoCAD compatible format.

- A map showing the boundaries of the entire property, the zoning classification of the property, the zoning classification of all adjacent property, the location and extent of the operation involving earth material, identified wetlands, watercourses, rock outcrops, wooded areas and intersecting streets within 200 feet of the property. § 5.15-3 (d) (1)
- Grading plans, showing existing and proposed grades, at 1" = 40' with two (2) foot contours, including the surrounding area within 40 feet. (Existing contours shall be based upon actual field survey.) § 5.15-3 (d) (2)
- The amount of earth material (in cubic yards) involved. § 5.15-3(d) (3)
- Existing and proposed drainage. § 5.15-3(d) (4)
- Proposed truck access route to the property, the number and types of trucks to be used on the site and the location-of a 50-foot anti-tracking pad on the site, as well as the number and types of trucks for hauling earth material to or from the site (including a "not-to-exceed" number of trucks entering and exiting the property on a daily basis). § 5.15-3(d) (5)
- The number and types of machinery to be used on the site and the proposed areas for stockpiling of earth material. § 5.15-3(d) (6)
- Location of any test pits or borings. § 5.15-3(e) (2)
- Depth of the water table. § 5.15-3(e) (3)
- Erosion and sedimentation control plan per section 5.11 of the zoning regulation, including plans for dust control and temporary erosion stabilization. § 5.15-3(g) (6)
- A site restoration plan. § 5.15-3(g) (7)
- Evidence by way of an insurance binder that the applicant has sufficient liability insurance for any liability resulting from the permitted operations as determined by the City Engineer and which names the City of Waterbury as an additional insured. Such evidence shall be reviewed and approved by Corporation Counsel prior to the issuance of a special permit and site plan approval. § 5.15-3(e) (4)
- A performance bond, in the form of a certified check, in an amount acceptable to the City Engineer to be sufficient to cover final stabilization and interim erosion and sedimentation controls and to secure compliance with the City of Waterbury zoning regulations, which

- bond shall be posted prior to commencement of the operation. § 5.15-3(e) (5)
- Payment of a fee as reasonably determined from time to time by the zoning commission to cover third party costs, including, without limitation, the cost of advertising the application for special permit and site plan approval, and, including, without limitation, the cost of professionals and experts utilized by the city plan commission in evaluating an application hereunder. § 5.15-3(e) (6)
  - A report from the Inland Wetlands and Watercourses Agency is required prior to Zoning Commission action.

**PLEASE NOTE THAT ALL ITEMS SPECIFIED IN THE SUBMISSION REQUIREMENTS FOR SPECIAL PERMITS FOUND IN ARTICLE VII OF THE ZONING REGULATION ALSO MUST BE SUBMITTED UNLESS THE COMMISSION GRANTS A WAIVER REQUESTED ABOVE.**

#### **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.

#### **PROPERTY SIGN REQUIREMENT**

- (1) Signs will be provided by the City Planning Department. A \$500 refundable deposit per sign is required and will be returned when the sign is returned in good condition.
- (2) A sign must be posted on every paved street frontage of the area which is the subject of a Public Hearing.
- (3) Multiple signs must be posted no further than 500 feet apart along any single frontage.
- (4) Sign(s) must be placed in close proximity to the street or highway with a clear and unobstructed visibility to the passing public.
- (5) The applicant shall place said sign(s) fifteen full days prior to the day of the Public Hearing commences and reasonably maintain such signs until the day following the close of the Public Hearing.
- (6) The applicant shall remove required signs after the close of the public hearing.
- (7) Complete the attached affidavit indicating compliance with the foregoing requirements regarding sign placement. Have your signature notarized and **return the notarized document when you return the sign.**
- (8) Failure to post and/or maintain said signs shall be cause for the Commission to deem an application as incomplete. Failure to file the affidavit may provide a basis for a future challenge to your zone change.

### PUBLIC HEARING SIGN DEPOSIT

Project: \_\_\_\_\_ Date Signs Received: \_\_\_\_\_

Number of Signs: \_\_\_\_\_ Amount of Deposit: **\$500.<sup>00</sup>**

Hearing Open Date: \_\_\_\_\_

I the undersigned agree to post notification signs on the subject property in accordance with all appropriate regulations. I will return said signs within three business days of the close of all pending public hearings and/or the termination of the related application process, whichever occurs first. Failure to return said signs shall cause forfeiture of the above deposit. I further give permission to the City of Waterbury to enter my property to retrieve said signs after three business days of the close of all pending public hearings and/or the termination of the related application process, whichever occurs first.

Applicants Signature:

Printed Applicants Name: \_\_\_\_\_

Date signs Returned: \_\_\_\_\_ Number of signs returned: \_\_\_\_\_

Signature below indicates receipt of returned deposit:

Applicants Signature: \_\_\_\_\_ Printed Applicants Name: \_\_\_\_\_



Complete the attached affidavit indicating compliance with the foregoing requirements regarding sign placement. Have your signature notarized and return the notarized document when you return the sign. Failure to post and/or maintain said signs shall be cause for the Commission to deem an application as incomplete. Failure to file the affidavit may provide a basis for a future challenge to your zone change

**AFFIDAVIT**

**POSTING OF SIGNS ON PROPERTIES SUBJECT TO A PUBLIC HEARING**

I, \_\_\_\_\_ (Name of individual or individuals) **herby swear or affirm that**  
**the sign(s) provided by the City of Waterbury with regard to an application for**  
**a** \_\_\_\_\_ (Type of Application) **concerning an area located at:**

\_\_\_\_\_  
\_\_\_\_\_ (Property Address(es))

**have been posted as described: A sign or signs was/were posted along every street frontage**  
**contiguous to the area of the proposed amendment no further than 500 feet from another sign**  
**along the same frontage. Every sign was placed in close proximity to the street or highway**  
**with a clear and unobstructed visibility to the passing public. Said signs were installed on**  
\_\_\_\_\_ (Date sign(s) were installed) **on were reasonably maintained in**  
**place until** \_\_\_\_\_ (Date sign(s) were removed).

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

**State of Connecticut**  
**County of** \_\_\_\_\_ **ss.** \_\_\_\_\_ (Town/City)  
**On this the** \_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_, **before me, (Name of Notary) , the**  
**undersigned officer, personally appeared** \_\_\_\_\_ (Name of individual or  
individuals), **known to me (or satisfactorily proven) to be the person(s) whose name(s)**  
\_\_\_\_\_ (is or are) **subscribed to the within instrument and acknowledged that** \_\_\_\_\_  
(he, she or they) **executed the same for the purposes therein contained.**  
  
**In witness whereof I hereunto set my hand.**  
  
\_\_\_\_\_  
**Signature of Notary Public**  
**Date Commission Expires:** \_\_\_\_\_



## CITY OF WATERBURY DEPARTMENT OF PLANNING STEPS TO IMPLEMENT AN APPROVED SPECIAL PERMIT AND SITE PLAN

This document is provided to assist the applicant with the Special Permit and Site Plan regulatory processes encountered after a City Plan Commission approval has been obtained.

### **MODIFY DRAWINGS**

- (1) The Applicant shall incorporate all modifications required by the Commission into the plans.
- (2) The Applicant shall insert the text of the Commission Approval onto the "Site Plan" drawing.

### **ESTIMATE THE COST OF BONDED IMPROVEMENTS AND LIABILITY INSURANCE IF REQUIRED BY THE APPROVAL**

- (1) The Applicant shall provide an estimate of the cost of all items which require submission of a bond or performance guarantee to the City Engineer.
- (2) The Applicant shall obtain the City Engineer's written estimate of the amount subject to the performance guarantee.
- (3) The Applicant shall obtain the City Engineer's written estimate of the amount of liability insurance to be provided.

### **SUBMITTALS**

- (1) The Applicant shall submit the following items to the City Planning Department:
- (2) Two mylar copies of all drawings including all required modifications.
- (3) The City Engineer's written estimate of the amount subject to the performance guarantee, if
- (4) A Certified Check equal to the amount certified by the City Engineer, payable to the City of Waterbury for deposit in an escrow account.
- (5) A Certified Check equal to the five percent of the amount certified by the City Engineer for the inspection fee.

### **CITY PLAN DEPARTMENT ACTIONS**

- (1) City Plan shall review all materials for completeness and adequacy.
- (2) City Plan shall obtain the endorsement of the Chairman of the City Plan Commission.
- (3) City Plan shall return one copy of the mylar drawings to the applicant.

### **FILE WITH THE TOWN CLERK**

- (1) The Applicant shall file or record the endorsed Site Plan and the Letter of Approval in the office of the town clerk.
- (2) If a time period for validity and or expiration of the Special Permit is specified, the Applicant shall complete all work within the time specified by the permit.

### **CONTACT PERSON**

JAMES A. SEQUIN, AICP  
CITY PLANNER  
CITY PLAN COMMISSION,  
26 KENDRICK AVENUE  
WATERBURY, CT. 06702  
TEL: 203 574-6817;  
FAX: 203 346-3949;  
E-MAIL: [jsequin@waterburyct.org](mailto:jsequin@waterburyct.org)