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

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CITY PLANNING DEPARTMENT, 235 GRAND ST. WATERBURY, CT. 06702  
TEL: 203 574-6818; FAX: 203 346-3949; E-MAIL: [jasequin.aicp@comcast.net](mailto:jasequin.aicp@comcast.net)

Version 012504



# CITY OF WATERBURY LAND USE APPLICATION FEE VERIFICATION FORM

**INSTRUCTIONS:**

1. Please complete the appropriate sections of the Fee Verification Form.
2. Contact the Planning Department to verify the required fee.
3. Bring the form and payment to the Office of the City Clerk, 236 Grand Street, Waterbury, CT.
4. Return the form and receipt to Planning.
5. Land record filing fees should be paid directly to the Town Clerk.

**NAME OF PROPOSAL:****PROPERTY ADDRESS(ES):****APPLICANT:****ADDRESS:****CITY, STATE, ZIPCODE:****PHONE:****FAX:****EMAIL:****STAPLE RECEIPT HERE**FOR PLANNING DEPT  
USE ONLY

REQUIRED FEE:

\$

Application ID #

Initials:

**FEE SCHEDULE**

Action	Fee		Action	Fee	
Subdivision Approval	\$420.00	<input type="checkbox"/>	Variance	\$520.00	<input type="checkbox"/>
Resubdivision Approval	\$420.00	<input type="checkbox"/>	Special Exceptions	\$520.00	<input type="checkbox"/>
Site Plan Approval/Special Permit	\$420.00	<input type="checkbox"/>			
Inland Wetlands Permit	varies	<input type="checkbox"/>	Zoning Text Change	\$620.00	<input type="checkbox"/>
Modification of Wetlands Regulations	\$420.00	<input type="checkbox"/>	Zoning Map Change	\$620.00	<input type="checkbox"/>
Modification of Subdivision Regulations	\$420.00	<input type="checkbox"/>	Special Permit for Junkyard	\$620.00	<input type="checkbox"/>
Plan of Conservation & Development	\$420.00	<input type="checkbox"/>	NRZ Plan Adoption	\$420.00	<input type="checkbox"/>
Adoption/Modification					

**CITY CLERK OFFICE VERIFICATION:**

I hereby certify the receipt of an application fee for the above proposal:

AMOUNT:

\$

SIGNATURE:

DATE:

**NOTE: APPLICATIONS WILL BE CONSIDERED INCOMPLETE UNTIL VERIFICATION THAT  
FEES ARE PAID IN FULL IS SUBMITTED.**

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CITY OF WATERBURY  
ZONING COMMISSION  
PETITION FOR AN AMENDMENT TO THE  
ZONING MAP

Office use only: Application # ZM- Date of Application 

Application is hereby made pursuant to the Section 159.194 (D) of the Code of Ordinances, City of Waterbury for an amendment to the zoning map.

**Applicant or Agent Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Contact Person: \_\_\_\_\_ (Please Print)

**Property Owner Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ (certifies authorization for application and permission for staff to enter the subject property during business hours.)

**If the proposed zone change area contains multiple parcels, please attach as many SUPPLEMENTAL INFORMATION SHEET(s) as necessary to identify all parcels.**

**Property Information:** (attach additional sheet(s) if necessary)

Street Address \_\_\_\_\_

Tax Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Requested Change:**

Is the area subject to the change within 500 feet of a municipal boundary? Yes\_\_\_\_No\_\_\_\_

Is the area subject to the change greater than one acre? Yes\_\_\_\_\_ No\_\_\_\_\_

Existing Zoning District \_\_\_\_\_ Proposed Zoning District \_\_\_\_\_

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# CITY OF WATERBURY ZONING COMMISSION PETITION FOR AN AMENDMENT TO THE ZONING MAP SUBMISSION REQUIREMENTS

*Please submit six copies of the application and ten copies of all maps and legal descriptions to the City Clerk*

*Please refer to the "Section 159.194 (D) of the Code of Ordinances, City of Waterbury" (a.k.a. Section 7.33 of the Zoning Ordinance Booklet) for more detailed information.*

## REQUIRED SUBMITTAL ITEMS

### APPLICATION

- ☐ Application Form (6 copies)
- ☐ Fee Verification Form

### NEARBY PROPERTY OWNER INFORMATION

*Usually your land surveyor will provide all of the property owner's address information. The City of Waterbury will provide the postcards for you to address and stamp. Use the addresses and lists available in the Waterbury Assessor's Office at the time of application:*

- ☐ Names and mailing addresses of all property owners who abut the property that is the subject of the proposed zone change
- ☐ Names and mailing addresses of all property owners directly across the street from the property that is the subject of the proposed zone change
- ☐ Names and mailing addresses of all property owners who abut the property owners directly across the street from the property that is the subject of the proposed zone change
- ☐ Copy of the map used in obtaining the nearby property owner information.
- ☐ Stamped addressed zoning postcards for all above property owners.
- ☐ If the area subject of the proposed zone change is larger than one acre also provide all property owners who abut the property which abuts the property which is the subject of the proposed zone change.

### ITEMS TO BE PREPARED BY A CONNECTICUT REGISTERED LAND SURVOR

- ☐ Ten (10) copies with surveyors stamp and certification.
- ☐ A metes and bounds description of the area proposed for rezoning prepared by a Connecticut registered land surveyor.
- ☐ A short description identifying the area and dimensions of the area proposed for rezoning
- ☐ The names of abutting property owners. (SEE ABOVE)
- ☐ A map of the lot or parcel proposed for a change of zone showing:
  - the owner(s) of record,
  - existing and proposed zoning district classification,
  - subdivision lot number(s) as recorded in the town clerk's office,
  - now or former abutting property owners,
  - north arrow,
  - The distance in feet from the proposed zone change to the nearest street intersection.

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

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## PROPERTY SIGN REQUIREMENT

**This applies ONLY if the area subject of the proposed zone change is larger than one acre.**

### SIGN TO BE ERECTED ON PROPERTY IF AREA IS GREATER THAN 1 ACRE

- ☐ Provide an affidavit, under oath, of compliance with foregoing requirements.

### SIGN PLACEMENT

- ☐ Be in place no later than fourteen (14) days before the public hearing.
- ☐ Be placed in the front yard, or front portion of a building, of the property that is the subject of the proposed zone change.
- ☐ In close proximity to the street or highway.
- ☐ Have a clear and unobstructed visibility to the passing public,
- ☐ Be reasonably maintained on the premises until the public hearing.

### SIGN SPECIFICATIONS

- ☐ Be eight (8) feet wide by four (4) feet high in size.
- ☐ Aluminum Sign Blanks: Sign blanks shall be manufactured from Aluminum Alby 5052-h38, with Alodine finish and standard radius corners.
- ☐ Punching must be provided for installation compatible with standard steel channel posts, which are punched on one-inch centers.
- ☐ Sign faces: Sign faces shall be white reflective sheeting background with black letters that are pressure sensitive, adhesive Scotchol, and non-reflective.

### CONTENT OF SIGN

Line One (1) shall consist of six (6) inch lettering, and shall read as follows:

**“PROPOSED ZONE CHANGE”.**

Line Two (2) shall consist of six (6) inch lettering, and shall state the type of zone change requested. For example,

**“CA to RM”.**

Line Three (3) shall consist of four (4) inch lettering, and shall read as follows:

**“Call City Clerk for Additional Information”.**

Line Four (4) shall consist of four (4) inch lettering, and shall state the current telephone number of the city clerk. For example:

**“Telephone 574-6743”**

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CITY OF WATERBURY  
ZONING COMMISSION  
PETITION FOR AN AMENDMENT TO THE  
ZONING MAP  
SUPPLEMENTAL INFORMATION SHEET

**Office use only:**      Application # ZM-\_\_\_\_\_ Date of Application \_\_\_\_\_

Use this sheet if the area to be changed includes multiple properties

**Property Owner Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_ *(certifies authorization for application and permission for staff to enter the subject property during business hours.)*

**Property Information:** (attach additional sheet if necessary)

Street Address \_\_\_\_\_  
Tax Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Property Owner Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_ *(certifies authorization for application and permission for staff to enter the subject property during business hours.)*

**Property Information:** (attach additional sheet if necessary)

Street Address \_\_\_\_\_  
Tax Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Property Owner Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_ *(certifies authorization for application and permission for staff to enter the subject property during business hours.)*

**Property Information:** (attach additional sheet if necessary)

Street Address \_\_\_\_\_  
Tax Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Property Owner Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_ *(certifies authorization for application and permission for staff to enter the subject property during business hours.)*

**Property Information:** (attach additional sheet if necessary)

Street Address \_\_\_\_\_  
Tax Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

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CITY OF WATERBURY  
CITY PLAN COMMISSION  
APPLICATION FOR APPROVAL OF RECORD  
SUBDIVISION PLAT AND/OR STREET(S)  
DEVELOPMENT

**Office use only:**      **Application # SD-**\_\_\_\_\_ **Date of Application**\_\_\_\_\_

Application is hereby made pursuant to the Land Subdivision regulations of the City Plan Commission, City of Waterbury for a Subdivision named \_\_\_\_\_ and/or street(s) named \_\_\_\_\_

**Applicant or Agent Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_  
Contact Person: \_\_\_\_\_ (Please Print)

**Property Owner Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Name and Title \_\_\_\_\_ (Please Print)  
Signature \_\_\_\_\_ (certifies authorization for application and permission for staff to enter the subject property during business hours.)

**Property Information:**

Street Address \_\_\_\_\_  
Tax Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Zoning District \_\_\_\_\_  
Does property abut or cross a municipal boundary? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the property within 500 feet of a municipal boundary? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the proposal a Resubdivision? Yes \_\_\_\_\_ No \_\_\_\_\_

**Application Information:**

Summary Description (# of lots, proposed open space, proposed streets)

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

(Attach additional sheets as necessary)

Date of Filing with Inland Wetlands and Watercourses Agency (CGS Sec. 8-26) \_\_\_\_\_  
Date of Filing with Director of Health (Sec. 4.9) \_\_\_\_\_  
Date of Filing with City Engineer (Sec. 4.11) \_\_\_\_\_

By filing this application the applicant and property owner

- a. agree to the provisions of Section 3.1 of the Subdivision Regulations;
- b. agree that all associated street improvements shall be completed within two (2) years of the date of approval;
- c. agree that all streets, other public spaces easements, and rights-of-way shown on the approved Subdivision Plan are dedicated to the City of Waterbury after completion of all improvements thereon and upon release of the Performance Bond and satisfaction of all other conditions of approval, as determined by the Commission, and acceptance by the City.

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**CITY OF WATERBURY  
CITY PLAN COMMISSION  
SUBDIVISION PLAT AND/OR STREET(S)  
DEVELOPMENT  
SUBMISSION REQUIREMENTS**

Please submit two copies of the application and eight copies of all maps plans and drawings to the City Planning Department. Additional copies of all materials should be submitted to the Inland Wetlands Agent, City Engineer and the Director of Health along with the your request for their respective approvals.

Please refer to the "Land Subdivision Regulations of the City Plan Commission, City of Waterbury" for more detailed information.

<input checked="" type="checkbox"/> REQUIRED SUBMITTAL ITEM	Sec.
<b>APPLICATION</b>	
<input type="checkbox"/> Application Form	4.1
<input type="checkbox"/> 2 copies	
<input type="checkbox"/> Fee Verification Form	
<b>TITLE (On each map, plan and profile)</b>	4.5
<input type="checkbox"/> "Subdivision Plan"	4.5 a
<input type="checkbox"/> Section Number	4.5 a
<input type="checkbox"/> Owner(s)	4.5 a
<input type="checkbox"/> Date	4.5 b
<input type="checkbox"/> Scale	4.5 b
<input type="checkbox"/> "Waterbury" & "State of Connecticut"	4.5 b
<input type="checkbox"/> Insert Location Map	4.5 c
<input type="checkbox"/> Land Surveyor Seal and Signature	4.5 d
<input type="checkbox"/> Total Area (acres)	4.5 e
<input type="checkbox"/> Solar Energy Statement	4.5 f
<b>PLAN (Scale 1 inch = 40 feet; Max. sheet size is 24x36 inches;)</b>	4.6
<input type="checkbox"/> 8 Copies	
<input type="checkbox"/> Index Plat (Scale 1 inch = 200 feet)	4.6
<input type="checkbox"/> Subdivision Boundaries	4.6 a
<input type="checkbox"/> Property Lines/Names of Abutors	4.6 b
<input type="checkbox"/> Existing/Proposed Roads	4.6 c
<input type="checkbox"/> Easements	4.6 c
<input type="checkbox"/> Railroads	4.6 c
<input type="checkbox"/> Lots Layout/dimensions/area	4.6 d
<input type="checkbox"/> Proposed Easements	4.6 e
<input type="checkbox"/> Proposed Public Lands	4.6 e
<input type="checkbox"/> Existing and Proposed Survey Monuments	4.6 f
<input type="checkbox"/> Existing and Proposed Watercourses	4.6 g
<input type="checkbox"/> Zoning Districts	4.6 h
<input type="checkbox"/> True North Arrow	4.6 i
<input type="checkbox"/> Dimensions to .01 foot	4.6 j
<b>PROFILES</b>	4.7
<input type="checkbox"/> 8 Copies	4.7
<input type="checkbox"/> Scale (Verticle 1" = 4'; Horizontal 1" = 20')	4.7 a
<input type="checkbox"/> Centerline Profile	4.7 b
<input type="checkbox"/> ROW Line Profile	4.7 b

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<input type="checkbox"/> Existing and Proposed Finished Grade	4.7 b
<input type="checkbox"/> Cross Sections of Drainage Ditches	4.7 c
<input type="checkbox"/> Detail Drawings - Special Structures	4.7 d
<input type="checkbox"/> Pipes – (location/depth/invert/slope/size)	4.7 e
<b>CONTOUR MAP</b>	4.8
<input type="checkbox"/> 8 Copies	4,8
<b>SOIL EROSION AND SEDIMENTATION CONTROL PLAN</b>	4.15
<input type="checkbox"/> 8 copies	4.15
<input type="checkbox"/> Plan:	4.15
<input type="checkbox"/> Existing and proposed topography	4.15
<input type="checkbox"/> Disturbed Areas	4.15
<input type="checkbox"/> Proposed Alterations	4.15
<input type="checkbox"/> Proposed Measures	4.15
<input type="checkbox"/> Engineers Seal	4.15
<input type="checkbox"/> Narrative:	4.15
<input type="checkbox"/> Measures	4.15
<input type="checkbox"/> Schedule	4.15
<input type="checkbox"/> Maintenance	4.15
<b>DIRECTOR OF HEALTH APPROVAL</b>	4.9
<input type="checkbox"/> Applied	
<input type="checkbox"/> Received	
<b>CITY ENGINEER APPROVAL</b>	4.11
<input type="checkbox"/> Applied	
<input type="checkbox"/> Received	
<b>INLAND WETLANDS APPROVAL</b>	CGS 8-26
<input type="checkbox"/> Applied	
<input type="checkbox"/> Received	
<input type="checkbox"/> <b>APPLICATION FEE VERIFICATION FORM</b>	

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**CITY OF WATERBURY  
CITY PLAN COMMISSION  
APPLICATION FOR SITE PLAN REVIEW  
& SPECIAL PERMIT**

**Office use only:**      **Application #** SP-\_\_\_\_\_ **Date of Application** \_\_\_\_\_

Application is hereby made pursuant to Section 159.108 of the Code of Ordinances of the City of Waterbury for an approval of a special permit and site plan by the City Plan Commission.

**Applicant or Agent Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_  
Contact Person: \_\_\_\_\_ (Please Print)

**Property Owner Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Name and Title \_\_\_\_\_ (Please Print)  
Signature \_\_\_\_\_ (certifies authorization for application and permission for staff to enter the subject property during business hours.)

**Property Information:** (attach additional sheets if necessary)

Street Address \_\_\_\_\_  
Tax Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Is the area subject to the permit within 500 feet of a municipal boundary? Yes \_\_\_\_\_ No \_\_\_\_\_  
Zoning District \_\_\_\_\_

**Project Information:**

1. 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 \_\_\_\_\_
2. 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 \_\_\_\_\_
3. Does the project involve multiple stages or phases? Yes \_\_\_\_\_ No \_\_\_\_\_

**Type of Activity**

- |  |  |
|--|--|
| <input type="checkbox"/> Clustered development   | <input type="checkbox"/> Mobile home park                        |
| <input type="checkbox"/> College or university   | <input type="checkbox"/> Multiple-family dwellings               |
| <input type="checkbox"/> Designed development  | <input type="checkbox"/> Indoor Sports Training Facilities       |
| <input type="checkbox"/> Extraction of earth products  | <input type="checkbox"/> Parking garage or lot                   |
| <input type="checkbox"/> Group dwellings   | <input type="checkbox"/> Regional shopping center                |
| <input type="checkbox"/> High-rise office buildings  | <input type="checkbox"/> Stadium or exhibition hall              |
| <input type="checkbox"/> Hospital, public or private   | <input type="checkbox"/> Schools, public, private, and parochial |
| <input type="checkbox"/> Non-commercial Driver Training Facilities   |  |
| <input type="checkbox"/> Public housing, urban renewal and redevelopment projects  |  |
| <input type="checkbox"/> Park, playfield, playground, library, community center, and other public buildings and facilities |  |

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10



**CITY OF WATERBURY  
CITY PLAN COMMISSION  
APPLICATION FOR SITE PLAN REVIEW &  
SPECIAL PERMIT  
SUBMISSION REQUIREMENTS**

Please submit Three copies of the application, maps, plans, drawings AND supplemental materials to the City Planning Department. Additional copies of all materials should be submitted to the Inland Wetlands Agent, City Engineer and the Fire Marshal along with the your request for their respective approvals.

Please refer to the Section 159.195 of the Code of Ordinances, City of Waterbury” for more detailed information.

**APPLICATION**

- ☐ Application Form
- ☐ 3 copies
- ☐ Fee Verification Form

**SUPPLEMENTAL MATERIALS**

- ☐ Name and address of the applicant, owner of record as listed on the city’s tax rolls, and the developer.
- ☐ A written description of proposed use
- ☐ The estimated amount and type of daily and peak hour vehicular traffic to be generated
- ☐ A complete environmental impact analysis of the proposed property and land use and measures to mitigate potential environmental impact.
- ☐ Fire Marshal Report
- ☐ A soil erosion and sediment control plan.
- ☐ A performance bond to guarantee completion of all public improvements
- ☐ All approvals of any use or activity required from any other state or local department, excluding the Office of Inspections
- ☐ 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.
- ☐ **ALL ITEMS REQUIRED FOR THE SPECIFIC TYPE OF SITE PLAN AND SPECIAL PERMIT SOUGHT.** See Chapter 5 of the zoning code.

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:

- ☐ A storm water management plan to accommodate 25 year design storm.
- ☐ Architectural plans showing exterior wall elevations, roof lines and facade materials of proposed structures and/or changes to existing buildings.

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:

- ☐ A traffic study.

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**DEVELOPMENT PLAN**

- ☐ Date, north arrow, and numerical and graphical scale.
- ☐ The words "Approved by the Waterbury City Plan Commission," with designated places for the title and signature of the commission chairman and the date.
- ☐ A 1" - 1000' scale map showing subject property and all property, zoning and streets within 500 feet.
- ☐ A soil scientist statement on map, verifying boundaries or indicating (no) presence of inland wetland soils and/or watercourses.
- ☐ Site plan shall be prepared and signed/sealed by professional engineer, Connecticut licensed architect or landscape architect.
- ☐ Zoning administrator certification of compliance
- ☐ 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.
- ☐ 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.
- ☐ The location and dimensions of all existing and proposed uses and facilities not requiring a building or structure.
- ☐ Location of driveways, parking and loading areas showing number of stalls provided.
- ☐ Location and type of open space areas, buffer areas and screening.
- ☐ 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.
- ☐ Location of curbs, sidewalk, and internal walkways.
- ☐ Location of group signs.
- ☐ Existing and proposed storm drainage, sanitary sewage, and water supply facilities, water pressure and easements.
- ☐ 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.
- ☐ Applicant shall provide cross-sections detailing the construction of all proposed sidewalks, driveways, parking areas and storm drainage structures.
- ☐ Size, arrangement, uses and dimensions of open space on the site.
- ☐ Location, general layout, type and size of plant material, fencing, screening devices or other materials proposed.
- ☐ Location of existing trees over eight (8) inches in diameter on property.
- ☐ Location, size, height, orientation, and plans of all signs for nonresidential uses and buildings.
- ☐ Location, size, height, orientation and design of any outdoor lighting.
- ☐ Location, arrangement and dimensions of automobile parking stalls, aisles, vehicular drives, entrances, exits and ramps.
- ☐ Location, arrangement and dimensions of loading and unloading areas.
- ☐ Location and dimensions of pedestrian entrances, exits, walks and walkways.
- ☐ Location of fire lanes.

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

- ☐ A supplementary plan shall indicate ultimate development.

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

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**CITY OF WATERBURY  
DEPARTMENT OF PLANNING  
Earth Excavation Special Permit  
Supplemental Submission Requirements**

- ☐ 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.
- ☐ 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.)
- ☐ The amount of earth material (in cubic yards) involved.
- ☐ Existing and proposed drainage.
- ☐ 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).
- ☐ The number and types of machinery to be used on the site and the proposed areas for stockpiling of earth material.
- ☐ Location of any test pits or borings.
- ☐ Depth of the water table.
- ☐ Erosion and sedimentation control plan per section 5.11 of this ordinance, including plans for dust control and temporary erosion stabilization.
- ☐ A site restoration plan.
- ☐ 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.
- ☐ 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
- ☐ Payment of a fee as reasonably determined from time to time by the city plan 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.

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**CITY OF WATERBURY  
INLAND WETLANDS AND WATERCOURSES  
COMMISSION  
APPLICATION FOR PERMISSION TO CONDUCT  
A REGULATED ACTIVITY**

**Office use only:**      **Application # IW-**\_\_\_\_\_ **Date of Application**\_\_\_\_\_

(In accordance with Sections 22A-36 to 22A-45, inclusive of the Connecticut General Statutes. And Public Act 73-571, and the Ordinance and Regulations of the Waterbury Inland Wetlands & Watercourses Commission.)

**INSTRUCTIONS:**

All applicants must complete all of this application form for preliminary review. The Commission will then notify the applicant of any additional information that may be required and schedule a Public Hearing if necessary. In addition to the information supplied, the applicant may submit other supporting facts or documents which may assist the Commission and its evaluation of this proposal.

Use a separate application form for each activity requested.

A map (8 copies) of each activity must be submitted with the application.

Questions concerning completion of this form may be directed to:  
The Waterbury Inland Wetlands & Watercourses Agency  
235 Grand Street, Waterbury, CT 06702  
Telephone:      (203) 574-6817  
Fax:              (203) 574-8277

1.      Applicants Name: \_\_\_\_\_  
         Home Address: \_\_\_\_\_  
         Telephone: \_\_\_\_\_  
         Business Address: \_\_\_\_\_  
         Business Telephone: \_\_\_\_\_

\*NOTE: Applicant shall have power of attorney from all owners and all agreements signed by applicant shall be binding upon all owners

2.      Map Name: \_\_\_\_\_  
         Map Address: \_\_\_\_\_  
         Original Date: \_\_\_\_\_  
         Dates of Revision: \_\_\_\_\_  
         Scale: \_\_\_\_\_  
         Surveyor: \_\_\_\_\_  
         Soil Scientist: \_\_\_\_\_  
         Assessor's Map      No. \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**APPLICANTS ARE ENCOURAGED TO SCHEDULE A PRE-APPLICATION MEETING WITH STAFF TO REVIEW  
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3. Applicants Interest in Property (please check)  
 Owner\_\_\_\_\_ Lessee\_\_\_\_\_ Leaseholder\_\_\_\_\_ Other\_\_\_\_\_  
 \*NOTE: If Corporation – List ALL Property Owners on separate sheet.
4. Name of Property Owner: (If not Applicant) \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Business Telephone: \_\_\_\_\_
5. Attach a Written, Witnessed Consent to the Proposed Activity by the Owner if Owner is NOT the Applicant.
6. Names & Addresses of All Property Owners Who Abut the Property and All Property Owners Whose Property is Directly Across the Street from the Property Which is the Subject of the Public Hearing. (Attach Separately)
7. The Property May Be Reached From: \_\_\_\_\_  
 By Proceeding (North, South, East, West)  
 On Route Number: \_\_\_\_\_ or \_\_\_\_\_  
 Specific Directions:\_\_\_\_\_
8. Activity Type (List Code Number): \_\_\_\_\_
- |                          |   |
|--------------------------|---|
| 1. Filling               | 8. Underground Activity                 |
| 2. Excavation            | 9. Roadway Construction                 |
| 3. Land Clearing         | 10. Drainage Improvements               |
| 4. Stream Channelization | 11. Pond Dredging / Dam                 |
| 5. Stream Stabilization  | 12. Activities in Buffer / Setback Area |
| 6. Stream Clearance      | 13. Other                               |
| 7. Culverting            |   |
9. Activity Purpose (List Code Number) \_\_\_\_\_
- |   |
|---|
| 1. Residential Improvement by Homeowner             |
| 2. New Resid. Development for Single Family Units   |
| 3. New Resid. Development for Multi Family / Condos |
| 4. Commercial / Industrial Uses                     |
| 5. Municipal Improvements                           |
| 6. Utility Company Improvements                     |
| 7. Agriculture, Forestry or Conservation            |
| 8. Wetland Creation / Restoration                   |
| 9. Stormwater / Flood Control                       |
| 10. Erosion / Sedimentation Control                 |
| 11. Recreation / Boating / Navigation               |
| 12. Routine Maintenance                             |
| 13. State Agency Improvements                       |
10. Adjoining Municipalities Within 500' of Activity: \_\_\_\_\_
11. Acreage of Wetlands & Watercourses Altered: \_\_\_\_\_
- |    |   |
|----|---|
| A. | Soil Types (if available)_____ (_____) acres              |
| B. | Altered Area (specify only if soil type is not available) |
|    | Swamp_____ (_____) acres                                  |
|    | Marsh_____ (_____) acres                                  |
|    | Bog_____ (_____) acres                                    |

Open Water \_\_\_\_\_ (\_\_\_\_\_) acres

12. Acreage of Wetlands & Watercourses Created \_\_\_\_\_ (\_\_\_\_\_) acres

13. Linear Feet of Stream Alterations (total length of watercourse effected) \_\_\_\_\_ L.F.

The undersigned applicant hereby consents to necessary and property inspections of the above-mentioned property by members or agents of the Inland Wetlands Commission, at reasonable times, both before and after the permit in question has been acted upon. The undersigned swears that the information supplied in the completed application is accurate, to the best of his/her knowledge and belief and is aware of the penalties for obtaining the permit through deception, inaccurate or misleading information.

\_\_\_\_\_  
Signature of Applicant                      Date

I, hereby attest that the limits of the wetlands and watercourses shown on the map or maps submits with this application are accurate.

\_\_\_\_\_  
Signature of Soil Scientist                      Date

**\*\*IMPORTANT\*\*** The duration of any permit shall be for five (5) years unless otherwise specified in the permit or extended by the proper Agency. Unless it is renewed by the proper Agency, the permit shall expire if the activity authorized therein is not initiated within two (2) years from the date the permit was issued. Permit renewal and extension shall be at the discretion of the proper Agency and may be subject to the calling of an additional public hearing. All permits shall expire upon the completion of the acts specified therein.

**\*\* THE APPLICANT SHALL AT THE TIME OF APPLYING TO THE LOCAL AGENCY  
SEEK ALL NECESSARY PERMITS FROM THE STATE OF CONNECTICUT  
DEPARTMENT OF ENVIROMENTAL PROTECTION AND THE ARMY CORPS OF  
ENGINEERS**



## APPLICATION FEES

### ALL FEES SHALL BE PAID AT THE OFFICE OF THE CITY CLERK

### ATTACH A COMPLETED APPLICATION FEE VERIFICATION FORM TO THIS APPLICATION

METHOD OF PAYMENT. All fees required by these regulations shall be submitted to the agency by certified check or money order payable to the City of Waterbury at the time the application is filed with the Agency.

No application shall be granted or approved by the Agency unless the correct application fee is paid in full or unless a waiver has been granted by the Agency .

The application fee is non refundable.

Definitions. As used in this section:

- a. "Residential Uses" means activities carried out on property developed to be occupied by permanent housing.
- b. "Commercial Industrial Uses" means activities carried out on property development for industry, commerce, trade, recreation or business being developed to be occupied for such purpose, for profit or nonprofit.
- c. "Other Uses" means activities other than residential, commercial or industrial uses.

FEE SCHEDULE. Application fees shall be used on the following schedule:

a. Permitted uses as of right	No Charge
b. Non regulated uses	\$50.00
c. Regulated uses	
Residential Uses	\$75.00
Fee per residential lot affecting Wetlands	\$25.00
Fee per five thousand (5,000) square feet of Wetlands	..\$5.00
d. Commercial uses & Industrial uses. Plus the total area of Wetlands and water courses upon which a regulated activity is proposed.	\$75.00
e. All other uses	\$75.00
f. Significant Activity Fee	\$175.00
g. Map Amendment	\$175.00
h. Modification of Previous Approval	\$50.00
i. All applicants	\$260.00

#### Schedule A

For the purpose of calculating the permit application fee, the regulated area is the total area of Wetlands and Watercourses upon which a regulated activity is proposed.

Square Feet Regulated Area	Fee per 1000 sq. ft. Regulated Area
Less than 2,500'	\$6.00
2,500' to 10,000'	\$12.00
More than 10,000'	\$18.00



CITY OF WATERBURY  
DEPARTMENT OF PLANNING  
FIRST DIVISION ACKNOWLEDGEMENT FORM

Date of Submittal \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Agent (if any) \_\_\_\_\_ Phone \_\_\_\_\_

Property Address \_\_\_\_\_

A-2 Survey Date \_\_\_\_\_

*(Must show dimensions of lot to be divided in addition to dimensions of both resulting lots, existing zoning district(s) and zoning standards for frontage, lot area, front side and rear yards and open space requirements for all existing zoning districts.)*

Legal Description \_\_\_\_\_

Deed History \_\_\_\_\_

*(Must provide evidence that lot to be split existed prior to August 2, 1943)*

Health Department \_\_\_\_\_

*(Must attest to the availability of water and sewer to the resulting lots and other Health Department requirements.)*

Signature of Property Owner \_\_\_\_\_

Reviewed By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Filed on Land Records (Date) \_\_\_\_\_

***Planning staff acknowledgement of "first division" eligibility should not be interpreted as a legal opinion. Applicants are advised to consult a private attorney for any legal opinion needed.***



## CITY OF WATERBURY DEPARTMENT OF PLANNING PROTOCOL FOR ACKNOWLEDGEMENT OF FIRST CUTS

CGS Section 8-18 defines "subdivision" as "...the division of a tract or parcel of land into three or more parts or lots made subsequent to the adoption of subdivision regulations..." Thus any "parcel" may be split into two pieces without subdivision approval. To assure proper recording of such first divisions on the City Land records, a Protocol of Acknowledgement will confirm the conformance of the first division with the statutes and applicable regulations. Required information should be sufficient to demonstrate conformance of any new building lot with applicable Zoning and Health Department requirements.

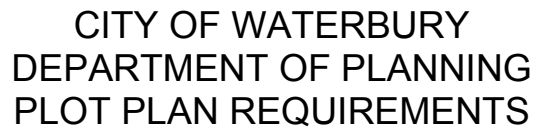
**Planning staff acknowledgement of "first division" eligibility should not be interpreted as a legal opinion. Applicants are advised to consult a private attorney**

Required Information (signed and sealed by a surveyor registered to practice in the State of Connecticut)

- A-2 Survey Map, on good quality Mylar suitable for filing, of the entire parcel showing the property boundaries before and after the first division.
- Legal description of the property boundaries after the first division.
- Deed history from the effective date of Subdivision Regulations (August 2, 1943).
- Health or Sanitarian approval of lot line revision.

### Procedure

- Documentation is reviewed by Planning staff and, if necessary, Planning Commission.
- A cover form and checklist is attached to the survey map and legal description and returned to the property owner or agent for filing on the Land Records.
- A copy of the form is retained by the Planning Office.



# TYPICAL PLOT PLAN

The diagram illustrates a rectangular lot labeled "LOT N°". Key features include:

- A north arrow pointing towards the top-left corner.
- "IRON PIPE" locations at the corners of the lot boundary.
- An "ACCESSORY BUILDING" situated near the back-right corner, with its own set of dimensions and elevation markings.
- A large central footprint for a "PROPOSED 1½ STORY WOOD FRAME BUILDING", which includes labels for "DIM.", "ELEVATION OF CELLAR FLOOR", and another "DIM.". A "10' MIN. RES." setback is indicated between the accessory building and the main house.
- Various dimension lines labeled "DIM." indicating setbacks from all sides of the lot.
- Elevation points along the boundaries labeled "ELEV."
- At the bottom, a horizontal line represents the "STREET NAME". It shows "STAKE & NAIL" positions, "ELEVATION" points, and utility lines for "STORM SEWER (IF ANY)", "EXISTING SANITARY SEWER AND ELEVATION (IF UTILIZED)", and "WATER MAIN (IF ANY)". A "50'" width is marked for the water main area.

**NOTE**  
TYPICAL BUILDING INSPECTOR'S MAP SHOWING REQUIRED INFORMATION WHEN APPLYING FOR A BUILDING PERMIT.

Show and dimension all applicable requirements in accordance with the Zoning Ordinance of Waterbury, CT.

**NOTE IF ELEVATIONS ARE CITY DATUM OR ASSUMED**

Show distance to nearest street.

ANGLES

Lot recorded by map or deed in Witby, Land Records  
Volume \_\_\_\_\_ Page \_\_\_\_\_ Date \_\_\_\_\_  
(Date should be prior to August 12, 1943)  
Map Book \_\_\_\_\_ Page \_\_\_\_\_ Date \_\_\_\_\_

OR

Lot recorded by map in Witby, Land Records in an approved subdivision by the City Plan Commission Map Book \_\_\_\_\_ Page \_\_\_\_\_ Date \_\_\_\_\_  
(Date should be prior to August 12, 1943)

Volume \_\_\_\_\_ Page \_\_\_\_\_ Date \_\_\_\_\_

All others should be referred to the City Plan Office.

The accuracy of the information on this map meets the standards for a Class A-2 Transit Survey.

SURVEYOR'S SEAL

BUILDING INSPECTOR'S MAP FOR:  
PROPOSED HOUSE FOR JOE DOAKE ON NOBLE ST.  
FEB. 24, 19XX SCALE 1" = 10' SURVEYOR

<ul style="list-style-type: none"> <li>• Lot Lines with Dimensions</li> <li>• All Existing Structures</li> <li>• Zoning, Lot Area &amp; Lot Coverage</li> <li>• Front, Side and Rear Yards</li> <li>• First Floor Elevations</li> <li>• Indicate if Lot is in an Approved Subdivision, existed prior to 8/12/43 or is a "First Cut".</li> <li>• Existing Sanitary Sewer, Storm Sewer and Water Locations and Elevations</li> </ul>	<ul style="list-style-type: none"> <li>• Street Name</li> <li>• All Proposed Improvements</li> <li>• Off Street Parking Locations</li> <li>• Map, Block and Lot Number</li> <li>• As-built Certification of Foundation</li> <li>• Health Department Approval for sewer connection or on site sewage disposal</li> </ul>
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## 2.4 SUMMARY SCHEDULE OF DEVELOPMENT PROVISIONS BY DISTRICT

This summary schedule is for convenience in the use of this ordinance. The specific provisions of the residential, commercial, and industrial districts should be referred to in all cases.

Zoning District*	Lot Requirements (Min.)		Yard and Open Space Requirements (Minimum)					Bldg. Requirements (Max.)		
	Lot area (square feet)	Lot width (feet)	Front (feet)	Required Yards		Rear (feet)	Usable Open Space	Building height (Lesser of)	Lot Coverage (Per cent)	Parking Req.
				Each	Total					
RS	7,500	75	25 <sup>1</sup>	Not less than 10	30% lot width	25	NR	2 ½ sty or 35 ft.	25	5.2
RL	6,000 one fam. 7,500 two fam.	60 75	20 <sup>1,2</sup>	Not less than 6	16	25	800 sq. ft. per D.U.	2 ½ sty or 35 ft.	30	5.2
RM	6,000 or 1,800 per D.U.	60	15 <sup>1,2</sup>	Not less than 6	16	25	400 sq. ft. per D.U.	2 ½ sty or 35 ft.	30	5.2
RH	6,000 or 800 per D.U.	60	15 or ½ <sup>4</sup>	10 or ¼ <sup>4</sup>	—	25 or ½ <sup>4</sup>	200 sq. ft. per D.U.	12 sty or 150 ft.	30	5.2
RO	10,000 or 400 per bedroom	60	15 or ¼ <sup>4</sup>	10 or ¼ <sup>4</sup>	—	25 or ¼ <sup>4</sup>	100 sq. ft. per bedrm	NR	30	3.56
CN	6,000	60	15 <sup>1</sup>	NR <sup>3</sup>	—	NR <sup>3</sup>		2 sty or 30 ft.	30	5.2
CA	10,000	100	50+ acre 15 - acre 50 <sup>1</sup>	NR <sup>3</sup>	—	NR <sup>3</sup>		4 sty or 60 ft. <sup>5</sup>	40	5.2
CG	6,000	60	15' or average	NR <sup>3</sup>	—	NR <sup>3</sup>		5 sty or 60 ft. <sup>5</sup>	50	5.2
CBD	NR	NR	NR	NR <sup>3</sup>	—	NR <sup>3</sup>	NR	NR	NR	4.46
IP	40,000	150	25	Not less than 15	25% lot width	25	NR	3 sty or 60 ft. <sup>5</sup>	40	5.2
IG	20,000	100	15	NR <sup>3</sup>	—	NR <sup>3</sup>	NR	4 sty or 80 ft. <sup>5</sup>	50	5.2

Notations 1,2,3,4, and 5 regarding this table are on the following page.

### Summary Schedule Notations

\* Special conditional uses listed in Section 2.3 – *Permitted Uses by Zoning District*, are subject to both applicable district regulations and the special conditions set forth in Section 5.1.

NR No Requirement

DU Dwelling Unit

<sup>1</sup> *Corner Lots*: Only one front yard shall be required on a corner lot; however, the yard adjacent to the other street shall be considered a side yard which shall not be less than the following in the respective districts:

Yard	District
20 feet	R. S.
15 feet	R. L.
10 feet	R. M.
10 feet	C. N.
25 feet	C. A.

<sup>2</sup> *Front Yards*: Except where the frontage between intersecting streets for 200 feet on each side of the proposed site 50 per cent or more developed with dwellings, the minimum depth need be no greater than the average depth of the front yards of those dwellings.

<sup>3</sup> *Side and Rear Yards*: Except where the lot abuts a residential use or district, there shall be the following minimum side and rear yards in the respective districts:

District	Side Yard	Rear Yard
C.N.	10	20
C.A.	15	25
C.G.	8	20
C.B.D.	15	15
I.G.	20	20

<sup>4</sup> *High-Rise Buildings*: The fraction refers to that portion of the height of wall of the building adjacent to the subject yard.

<sup>5</sup> *High-Rise Buildings in C.A., C.G., I.P. & I.G. Zones*:

C.A.: For high-rise office buildings in a C.A. zone there shall be a maximum of 10 stories or 100 feet, whichever is lesser. Furthermore, where the use relates to telecommunications antennae or communication tower. The maximum allowable height may be 160 feet.

C.G.: For offices listed under 2. 32-5, there shall be a maximum of 10 stories or 100 feet, whichever is lesser. Furthermore, where the use relates to telecommunications antennae or communication tower, the maximum allowable height may be 160 feet.

I.P. & I.G.: For corporation industrial offices or general industrial offices, there shall be a maximum of 8 stories or 100 feet, whichever is lesser. Furthermore, where the use relates to telecommunications antennae or communication tower. The maximum allowable height may be 160 feet.

(Ord. of 2-17-88; amended 4-7-98)

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