



CITY OF WATERBURY
CITY PLAN COMMISSION
ZONING COMMISSION
APPLICATION FOR A SPECIAL PERMIT

Fee: \$ 660.⁰⁰
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 special permit and site plan by the City Plan Commission and/or Zoning 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.

Type of Special Permit Sought:

City Plan Commission

- 5.14-1 Clustered development.
- 5.14-2 College or university.
- 5.14-3 Group dwellings.
- 5.14-4 Parking garage or lot.
- 5.14-5 School, public, private and parochial.
- 5.14-6 Park, playfield, playground, library, community center, Jewish community center, and other public buildings and facilities.
- 5.14-7 Public housing, urban renewal and redevelopment projects.
- 5-14-8. Reserved for future use
- 5.14-9 Hospital, public or private.
- 5.14-10 Mobile home parks.
- 5.14-11 Designed development.
- 5.14-12 Stadium or exhibition hall.
- 5.14-13 High-rise office buildings.
- 5.14-14 Regional shopping center.
- 5.14-15 Urban shopping center.
- 5.14-16 Non-commercial Driver Training Facilities.
- 5.14-17 Indoor Sports Training Facilities.
- 5.14-18 Indoor and Outdoor Recreation Facilities.

Zoning Commission

- 5.15-1 Motor vehicle junk yard—Motor vehicle junk business.
- 5.15-2 Active Adult Housing Project.
- 5.15-3. Earth excavation and related activity **Use Special Form for Earth Excavation**

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 SPECIAL PERMIT 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 (\$660.00)

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 "Special Permit Checklist".

SPECIAL PERMIT 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.

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 permit.

PUBLIC HEARING SIGN DEPOSIT

Project: _____ Date Signs Received: _____

Number of Signs: _____ Amount of Deposit: **\$500.⁰⁰**

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) An 8½"x 11" copy of all drawings including all required modifications.
- (4) The City Engineer's written estimate of the amount subject to the performance guarantee, if
- (5) A Certified Check equal to the amount certified by the City Engineer, payable to the City of Waterbury for deposit in an escrow account.
- (6) 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,
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WATERBURY, CT. 06702
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FAX: 203 346-3949;
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