



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 PLANNING DEPARTMENT
26 KENDRICK AVENUE
WATERBURY, CT. 06702
TEL: 203 574-6818;
FAX: 203 346-3949;
email: jasequin.aicp@comcast.net