

## USE PERMIT APPLICATION REQUIREMENTS

- Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent.
- Application Fee
- Pursuant to CGS 47-42d [[www.cga.ct.gov/2009/pub/chap822.htm#Sec47-42d.htm](http://www.cga.ct.gov/2009/pub/chap822.htm#Sec47-42d.htm)], for property subject to a conservation or preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that:
  - the proposed activity involves only interior work in an existing building or exterior work that does not expand or alter the footprint of an existing building, or
  - the applicant provided written notice of such application, by certified mail, return receipt requested, not later than 60 days prior to the filing of the application to the party holding a conservation restriction or a preservation
- Unless waived by the ZEO, a plot plan at an acceptable scale incorporating a Class A-2 boundary survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a Connecticut-licensed land surveyor showing, where applicable:
  - the actual dimensions of the plot to be built upon or used;
  - the location of the plot in relation to public and/or private streets and accessways;
  - the district in which the plot is located;
  - the north arrow;
  - the location and size of any presently existing buildings and structures upon the plot with exact setback distances from front, side and rear lot lines,
  - the location of septic system(s) and well(s);
  - the proposed location and size of any new buildings, additions or structures to be erected thereon, with proposed setback distances from front, side and rear lot lines;
  - current and proposed percentage of the lot to be covered by buildings;
  - current and proposed building height;
  - all applicable setback lines;
  - a signed statement from a licensed architect or surveyor stating the existing and proposed building coverage;
  - the location of any wetlands and/or watercourses or areas of special flood hazard;
  - a key map showing the location of the property in relation to surrounding areas.
- Unless waived by the ZEO, two copies of an Erosion and Sedimentation Control Plan in compliance with the Connecticut Department of Environmental Protection 2002 Guidelines for Soil Erosion and Sediment Control (CTDEP Bulletin 34) for all new construction, and for any other application where determined necessary by the Zoning Enforcement Officer.

# SITE PLAN APPLICATION REQUIREMENTS

## COMPLETE APPLICATION REQUIREMENTS

- Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent;
- Application Fee
- Pursuant to CGS 47-42d [[www.cga.ct.gov/2009/pub/chap822.htm#Sec47-42d.htm](http://www.cga.ct.gov/2009/pub/chap822.htm#Sec47-42d.htm)], for property subject to a conservation or preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that:
  - the proposed activity involves only interior work in an existing building or exterior work that does not expand or alter the footprint of an existing building, or
  - the applicant provided written notice of such application, by certified mail, return receipt requested, not later than 60 days prior to the filing of the application to the party holding a conservation restriction or a preservation
- A statement describing in detail the proposed use or uses.
- 15 copies of a 24" x 36" site plan and 12 copies of an 11"x17" or 12"x18" site plan, both at acceptable scale incorporating an A-2 survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a Connecticut-licensed land surveyor showing, where applicable:
  - a key map showing the location of the property in relation to surrounding areas,
  - existing and/or proposed buildings and appurtenances thereof,
  - existing and/or proposed parking accommodations,
  - location of existing and proposed buffer strips and landscaping,
  - access and egress details for pedestrian and vehicular traffic,
  - location of existing and proposed signs, and
  - site lighting details including a light shed plan
  - location of adjacent roads, curb cuts, and width of rights-of-way and travel way
- Where applicable, 3 copies of a sketch drawing showing existing and proposed floor plans with dimensions, and indicating all proposed interior and exterior alterations, modifications or changes.
- Where applicable, 3 copies of a sketch drawing showing proposed exterior elevations of buildings, including dimensions.
- Where applicable, 3 copies of a sketch drawing showing the design of any proposed sign, including dimensions.
- A report by the Cromwell Fire District or Cromwell Health Department specifying that the proposed use(s) will be adequately served by proposed well or public water.
- A report by the Cromwell Health Department stating that the proposed uses(s) will be adequately served by proposed septic if sewer is not available.
- Any other information which in the Town Planner's judgment will assist in evaluating the proposal.

(see supplemental requirements for erosion and sediment control and earth removal)

## REQUIREMENTS FOR EROSION AND SEDIMENT CONTROL

3 copies of a soil erosion and sediment control plan containing proper provisions to adequately control accelerated erosion and sediment and reduce the danger from storm water runoff on the proposed site based on the best available technology.

3 copies of a narrative describing:

The development;

The schedule for grading and construction activities including:

- start and completion dates;
- sequence of grading and construction activities;
- sequence for installation and/or application of soil erosion and sediment control measures;
- sequence for final stabilization of the project site;

The design criteria for proposed soil erosion and sediment control measures and storm water management facilities.

The construction details for proposed soil erosion and sediment control measures and storm water management facilities;

The installation and/or application procedure for proposed soil erosion and sediment control measures and storm water management facilities;

The operations and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities.

3 copies of a plan drawn to an appropriate scale showing:

The location of the proposed development site, its boundaries, its size, and adjacent properties;

The existing and proposed topography shown with contour lines at intervals not greater than two (2) feet and extending for a distance of 200 feet beyond the boundaries of the development site;

The boundaries and location of various soil types, wetlands, watercourses and water bodies and other land subject to periodic flooding on the site and within a distance of two hundred (200) feet beyond the site boundaries;

The location and size of any existing and proposed structures, drainage facilities, roadways and other man-made installations on the land as well as drainage structures outside the boundaries for a distance of 200 feet.

The location of and design details for all proposed temporary and permanent erosion and sediment control measures and storm water management facilities;

The sequence of grading and construction activities; the sequence for the installation and/or application of soil erosion and sediment control measures; and the sequence for final stabilization of the development site.

Any other information which in the Town Planner's judgment will assist in evaluating the proposal.

## SPECIAL PERMIT APPLICATION REQUIREMENTS

### COMPLETE APPLICATION REQUIREMENTS

- Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent;
- Application Fee
- Pursuant to CGS 47-42d [[www.cga.ct.gov/2009/pub/chap822.htm#Sec47-42d.htm](http://www.cga.ct.gov/2009/pub/chap822.htm#Sec47-42d.htm)], for property subject to a conservation or preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that:
  - the proposed activity involves only interior work in an existing building or exterior work that does not expand or alter the footprint of an existing building, or
  - the applicant provided written notice of such application, by certified mail, return receipt requested, not later than 60 days prior to the filing of the application to the party holding a conservation restriction or a preservation
- 15 copies of a 24" x 36" site plan and 12 copies of an 11"x17" or 12"x18" site plan, both at acceptable scale incorporating an A-2 boundary survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a Connecticut-licensed land surveyor showing, where applicable:
  - a key map showing the location of the property in relation to surrounding areas,
  - existing and proposed contour elevations based upon two (2) foot contours;
  - existing and/or proposed buildings, structures, and appurtenances thereof,
  - existing and/or proposed parking and loading accommodations,
  - existing and proposed landscaping prepared by a Connecticut-licensed landscape architect;
  - access and egress details for pedestrian and vehicular traffic,
  - location of existing and proposed signs,
  - location of adjacent roads, curb cuts, and width of rights-of-way and travel way;
  - site drainage plans and details;
  - location of municipal sewer lines and water mains;
  - site lighting details including a light shed plan;
  - location of soil types, including identified wetlands;
  - location of watercourses, aquifers and flood boundaries;
  - provisions and manner for refuse disposal;
  - limits of vegetation coverage and location of any significant trees to be retained and/or to be removed;
  - total land coverage with breakdown for lot coverage and other impervious areas;
  - names of all abutting landowners;

- Where applicable, a soils report from a Connecticut-licensed soil scientist
- Where applicable, a statement from a Connecticut-licensed soil scientist that the “flagging” of wetland soils and delineation of watercourses on the maps is accurate
- Where applicable, 3 copies of preliminary architectural plans at acceptable scale prepared by a Connecticut-licensed architect showing floor plans and exterior elevations of buildings and indicating building materials, textures and color of all building façades, fenestration, roofs and other appurtenances
- Where applicable, 3 copies of a sketch drawing showing the location, size and design of all signs and other graphics.
- A report from the Health District commenting on the feasibility of proposed septic system if sewer is not available.
- Where the application involves only a portion of a parcel of land, the proposed plan shall indicate the manner in which the remainder of the land shall properly relate to the development proposed.
- A statement describing in detail the proposed use or uses.
- In cases where unusual topographic, drainage or other conditions exist, the Commission may require the submission of additional data pertinent to their review.
- Any development proposal in excess of 25,000 square feet of retail, commercial, office or industrial floor space shall be accompanied by a traffic study evaluating the impact of proposal on thoroughfares serving and/or affected by the development and shall, at a minimum, include data and information on:
  - existing average daily traffic and peak hour traffic of principal road(s),
  - location of existing and proposed curb cuts, traffic lights and intersections at the development site and within 300 feet from the development site,
  - anticipated average daily traffic and peak hour traffic generation,
  - traffic impact of proposed development,
  - adequacy of right-of-way and travel way;
  - recommendations for safe pedestrian and vehicular circulation.
  - where applicable, the applicant shall include the written recommendations of the Connecticut Department of Transportation, the Cromwell Traffic Commission, and the Town Engineer.
- If a multi-family development, 3 copies of a report of the proposal including:
  - number of dwelling units proposed and breakdown of dwelling unit types;
  - the density of the proposed development (dwelling units per gross acre);
  - acreage in buildings and parking and acreage in open space;
  - anticipated number of people and number of school age children per unit;
  - projected dwelling unit floor areas and projected selling price or rentals of dwelling units;
  - a draft of proposed covenants and restrictions.

**SPECIAL PERMIT CHECKLIST – PAGE 3**

- A statement describing the proposed staging if the development is to be constructed over a period of years.
- A report from the Cromwell Fire Marshal commenting and/or recommending on fire protection provisions affecting the development or nearby properties.
- A report from the Cromwell Town Planner commenting, if applicable, on the compatibility of the proposed development with respect to the Plan of Conservation and Development, as amended, zoning regulations, and special plans for the area within which the proposed development will be located.
- When necessary, a report from the Cromwell Design Consultant on the site plan, landscaping, and architectural design of all buildings and other structures.
- A narrative describing construction stages and manner in which the application complies with the requirements for erosion and sedimentation control prescribed under these Regulations.
- Documentation confirming that any additional approvals (such as a Certificate of Need from the Connecticut Commission on Hospitals and Health Care) have been issued or a statement that no such approvals are required.
- For a Conservation Development, such plans shall also show existing structures, septic systems, well locations on-site and within 100 feet of perimeter, easements, zoning boundaries and open space areas and uses.
- If utilizing on-site septic systems, a report from a Connecticut-licensed professional civil engineer or a Connecticut-licensed soil scientist describing soil characteristics (including wetlands and based upon on site inspection of soils.
- If utilizing on-site septic systems, a subdivision sewage disposal report prepared by the applicant including proposed locations of septic systems.
- For Conservation Developments, topographic maps showing how the property could be subdivided if it were subdivided conventionally.
- An Impact Statement
- Any other information which in the Commission’s judgment will assist in evaluating the proposal.

(see supplemental requirements for erosion and sediment control and earth removal)

## ADDITIONAL REQUIREMENTS IN FLOOD-PRONE AREAS

- 3 copies of maps or plans at an appropriate scale showing:
  - base flood elevation data and floodway data available from a Federal, State, or other source;
  - the location of existing and proposed structures, and drainage facilities;
  - the actual elevation of the lowest habitable floor (including basement) of all new or substantially improved structures (such elevation shall be National Geodetic Vertical Datum (NGVD) of 1929 or other datum to which Cromwell's base flood elevations as shown on the flood insurance rate map are referenced):
    - elevation to which any structure has been flood proofed;
  - description of the extent to which any watercourse will be altered or relocated as a result of a proposed development;
- As necessary, 3 copies of:
  - certification by a Connecticut-licensed land surveyor of the actual elevation of all existing and proposed structures (such elevation shall be National Geodetic Vertical Datum (NGVD) of 1929 or other datum to which Cromwell's base flood elevations as shown on the flood insurance rate map are referenced);
  - certification by a Connecticut-licensed professional engineer or architect of the flood proofing methods for any nonresidential structure;
  - plans to enclose space below the base flood level;
  - a statement as to whether there will be dry access to the structure during the 100-year storm event;
  - a statement as to whether the proposed development will increase the water surface elevation of the base flood more than one foot at any point after considering the cumulative effect of the proposed development when combined with other anticipated development.
- A statement that all necessary permits have been obtained from Federal, State, or local governmental agencies from which prior approval is required.
- A statement regarding whether the alteration or relocation of a watercourse is proposed in a form acceptable for notification of adjacent communities, the Connecticut Department of Environmental Protection, and the Federal Insurance Administrator
- A statement indicating whether maintenance will be provided within the altered or relocated portion of said watercourse so that the flood carrying capacity will not be diminished.
- A statement indicating whether interpretations were made as to the exact location of the boundaries of the areas of special flood hazards (i.e., where there appears to be a conflict between a mapped boundary and actual field conditions).
- Any other information which in the Commission's judgment will assist in evaluating the proposal.

## ADDITIONAL REQUIREMENTS FOR EARTH EXCAVATION

- 3 copies of a statement indicating the purpose of the excavation and/or filling.
- 3 copies of a plan, drawn to an appropriate scale, showing:
  - A survey prepared by a Connecticut licensed surveyor identifying spot elevations and contours at intervals not greater than two (2) feet extending for a distance of 200 feet beyond the boundaries of the site;
  - Location and extent of watercourses, wetlands and boundaries of land subject to periodic flooding on the site and for a distance of 200 feet beyond the boundaries of the site; and
  - The soil types and their location as identified in the soil survey of the Town of Cromwell prepared by the U.S. Soil Conservation Service;
- 3 copies of an engineering report including statements on traffic safety, noise, grading, landscaping, and erosion control methods;
- 3 copies of a surveyor's statement certifying that the areas planned for immediate and future excavation have been staked out in a permanent manner visible to operators during excavation;
- 3 copies of an engineering plan detailing, in two (2) -year increments, the manner in which the site owner/operator intends to progress in furthering site excavation and extraction of earth material;
- If a pond may result due to excavation below normal water table, the application shall also include:
  - A drainage analysis showing watershed area;
  - Computations of water inflows and outflow; and
  - Calculations and confirmation that the pond's water supply and its water inflow and outflow will be adequate to avoid stagnation and will not be hazardous to surrounding land uses
- 3 copies of detailed plans, specifications and other information necessary to describe any earth material processing, screening and rock crushing.
- Any other information which in the Commission's judgment will assist in evaluating the proposal.

## SUPPLEMENTAL REQUIREMENTS FOR SITE DEVELOPMENT WITH EARTH REMOVAL

- A written statement describing the proposed work and the purpose of the excavation and/or filling with an indication of proposed commencement and completion dates
- A map of the property to be excavated or filled showing existing and proposed contour lines with existing contours shown for at least 20 feet beyond the perimeter property lines
- Existing and proposed drainage plans
- A permit, if required, from the inland wetland agent or the inland wetland board if the property contains wetland or watercourses
- Names of surrounding property owners, surrounding street and proposed access to and from the site.
- Plans, specifications, or other information necessary to describe the erosion and sedimentation control measures to be utilized before, during, and after any proposed activities
- A statement that any such activity will be conducted in accordance with Erosion and Sediment Control requirements in the Cromwell Zoning Regulations

## REGULATION CHANGE APPLICATION REQUIREMENTS

### COMPLETE APPLICATION REQUIREMENTS

- Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent;
- Application Fee
- 15 copies of the proposed text amendment identifying by reference to appropriate article, section, Section, or paragraph numbers and to any other designation to be altered and indicating in brackets the text to be deleted and in
- 15 copies of a written memorandum stating the reasons for the proposed change and to what extent it would enhance the general health, safety and welfare of the Town of Cromwell.
- Any other information which in the Commission's judgment will assist in evaluating the proposal.
- A digital version of the proposed amendment in a Microsoft Word compatible format.

# ZONING MAP AMENDMENT REQUIREMENTS

## COMPLETE APPLICATION REQUIREMENTS

- Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent;
- Application Fee
- 3 copies of a map at an appropriate scale showing:
  - the property proposed to be rezoned indicating the existing zoning district designation, the proposed boundary line(s), and the proposed zoning district designation.
  - a key map showing the location of the property in relation to surrounding areas,
  - properties within 500 feet in all directions of the premises proposed to be rezoned
- 3 copies of calculations prepared by a Connecticut-licensed land surveyor or civil engineer based upon the latest Assessor's data indicating the area of the lots (or portion thereof) contained within 500 feet in all directions of the premises proposed to be rezoned.
- 3 copies of a simple metes and bounds description defining in writing the boundaries of the proposed zoning district change.
- An Impact Statement
- Master Plan Requirements, when required
  - 15 copies of schematic drawings of the proposal
  - Table of proposed uses and amount of land use area
  - Table of proposed total amount of impervious area
  - Table of proposed total amount of building development
  - Proposed maximum permitted building height and locations where height requirements will be applied
- Any other information which in the Commission's judgment will assist in evaluating the proposal.