



SPECIAL PERMIT APPLICATION

Application # _____

Fee Paid: _____

Proposed Activity: _____

Address of
Proposed Activity: _____ Map _____ Block _____ Lot _____

Zoning District: GC _____ M-1 _____ M-2 _____ RA-80A _____ RA-80 _____ RA-40 _____ RA-15 _____

Owner of Property: _____ Address: _____

Applicant: _____ Address: _____

Phone: _____

The undersigned hereby makes application to the Thomaston Planning and Zoning Commission for a Special Permit in accordance with the provisions of Section 4.5, Schedule A—Permitted Uses and Article 10 of the Thomaston Zoning Regulations.

Signature: _____ Date: _____

A notarized "Owner Authorization" form must accompany this application if the applicant not the property owner or leasee, with the exception of attorneys and licensed engineers representing a property owner.

Section 1. Previous Application

Has a previous Special Permit Application been filed with the Commission for the same premises?
Yes _____ No _____ Application Number. or Date: _____

Section 2. Placement on Agenda

In order for the Commission to consider your application, it must be received in the Planning and Zoning Office (Land Use Office) no later than five (5) working days prior to the next regularly scheduled meeting.

Section 3. Plans and Documentation

All Special Permit applications, unless otherwise prescribed in the Zoning Regulations or directed by the Commission, must be accompanied by the following documentation:

- a. A "Statement of Use" which shall detail the proposed use of the site.
- b. Plans and drawings as required in the attached "Site Plan Review Checklist"
- c. All other pertinent information and documentation that may be required by the Commission in order to make a decision on the application.

Section 4. Waiver of Requirements

At the discretion of the commission, requirements of Article 10 of the Zoning Regulations and Section 3 of this application form may be waived under certain circumstances. Waiver requests shall be submitted in writing to the Commission.

Section 5. Failure to Submit

Failure by an applicant to submit any or all of the required or requested documentation under Section 3 of this form or Article 10 may be grounds for the Commission to consider the application as being incomplete.

Section 6. Review by Town Engineer

The applicant shall be responsible for paying all third party professional review estimates for reviews deemed necessary by the Commission.

Additional engineering fees for professional site monitoring and inspections are collected at the time that administrative zoning permits are submitted. Any additional professional fees, as necessary, are the responsibility of the applicant. Please review Chapter 154 of the *The Code of the Town of Thomaston* for additional information.

Section 7. Public Hearing

The Thomaston Planning and Zoning Commission will conduct a public hearing on this application. The applicant or their authorized agent must be present at the hearing and should be prepared to present information showing how the proposed use of the site along with the buildings, structures, and facilities will conform to the standards as specified in these regulations.

All standards as specified in Article 10 of the Zoning Regulations are in addition to other requirements as contained in the regulations which may be applicable in the district in which the special permit is proposed.

Section 9. Inspection of Property

The Commission is authorized by the submission of this application to inspect the premises for the duration of the activity specified in the application.

Section 10. Additional Information

The Commission may obtain additional documentation and information on its own initiative, but will need to rely upon data presented to it by the applicant.

Section 11. Modification of Approval

If approval is granted by the Planning and Zoning Commission, it may be subject to modifications deemed necessary to conform to specific standards of the regulations. It may also be subject to appropriate conditions and safeguards necessary to conserve public health and safety, convenience, welfare and property values in the neighborhood.

Applicant's Signature _____

Home Phone: _____ Business Phone: _____

(OFFICE USE ONLY)

Existing lot coverage _____

Proposed lot coverage _____

Commission date when application was received _____

Date public hearing opened _____; closed _____

Date of approval _____ Disapproval _____

Was approval modified or conditioned? Yes _____ No _____

If yes, give specifics

Land Use Officer _____ Date _____

Jeremy Leifert

Land Use Applications
Site Plan Review Checklist

DISCLAIMER: This checklist is intended only as a guide and does not replace or supersede the provisions contained in the land use regulations. It is the responsibility of the applicant to review the regulations to determine their applicability to your application which is subject to review by the respective land use commissions and/or Town staff. The Town may require that plans be reviewed by the Town's Engineer at the expense of the applicant. The costs of these reviews vary based on the complexity of the proposals and review time.

1. **On Each Sheet** for plans or maps, title block with the following information:
- Title block with property address and name of applicant and owner.
 - Name and address of Land Surveyor or Professional Engineer.
 - Professional Engineer and/or licensed Land Surveyor seal and signature
 - Date when drawings were made and any revision dates
2. **Key Map**: An overall map drawn to a scale of no less than 1 inch equals 200 feet. At minimum, this map will show the overall design of the Development and surrounding properties within 500 feet and shall show the following:
- Data block which gives needed zoning information such as percentage of lot coverage, acreage of property, property line setbacks, road frontage, proposed building information, parking requirements, etc
 - Outline of buildings
 - Layout of streets
 - Surrounding property boundaries, addresses and owner information within 500 feet (Change of Zone Only)
 - List of abutting property owners, including those across any public or private streets (Special Permit, Change of Zone, ZBA Application and Significant Wetland/Watercourse Activity Only)
 - Distance to and name of nearest intersecting street
3. **Property Survey**: An A-2 property survey plan shall be submitted showing the following information unless specifically waived by Town staff or the Commission:
- Total acreage of parcel
 - Survey Date
 - Names and owners of record for abutting properties, including those located across public or private streets
 - Locations of existing monuments and pins
 - Lengths and directions of present property lines to the hundredth of a foot
 - Existing streets and street lines. Street monuments will be indicated at corners and angles of all streets and at all points of curvature and tangency. The monumented points within proposed site shall be coordinated.
 - Easements, noting grantors, grantees, purpose and deed information
 - All open space, conservation easements or other common or public land uses shall be indicated.
4. **Plot Plan**: A layout map of the proposed site drawn to a maximum scale of 1 inch equals 40 feet containing the following data:

- Distance and bearings of all boundary lines, existing survey pins and monuments and acreage of site.
- All existing and proposed buildings
- Regulated wetlands or watercourses delineated by a Connecticut Certified Soil Scientist if present. A line for the 100 foot upland review area should be noted as well as wetland or watercourse setback distances for all activities occurring in the 100 foot upland review area.
- 100-year floodplain areas or a note that none are present
- Proposed storm drainage system, showing all catch basins, endwalls, manholes, lengths and sizes of pipes and elevations of structures. If plan/profile sheet is provided this requirement shall be waived for this sheet
- Onsite parking and loading facilities
- Curb Lines and pavement width, sidewalks
- Driveway cuts on abutting properties and any properties across from proposed site
- Existing and proposed sanitary sewers or septic systems
- Existing and proposed water or well locations and all existing utilities
- Building lines and buildable square in accordance with zoning regulations.
- Proposed buildings and other structures, including signs, outside lighting, and dumpster locations
- Recognizable landmarks including walls, fences, private roads and driveways
- Present wooded area indicated by foliage lines. Any trees to be saved should be shown.
- Locations of existing utility poles
- Level A and Level B Aquifer Protection Areas
- State DEEP Natural Diversity Data Base Areas
- A-2 certification; P.E./L.S. Seal

5. **Topographic Plan:** A map drawn to a maximum scale of 1 inch equals 40 feet containing existing and proposed contours in not less than two-foot intervals, but in cases of relatively level land, the contours shall be one-foot intervals and spot elevations. A-2 & T-2 Certification; P.E & L.S. Seals required.

6. **Erosion and Sediment Control Plan:** Proposed soil and erosion control measures to comply with the 2002 Connecticut Guidelines for Soil Erosion and Sediment Control

Optional Plans – May Be Required for Certain Applications:

7. **Landscaping plan**

8. **Drainage calculations**

9. **Traffic Report**

10. **Site Lighting Plan**

Required for Subdivisions:

1. **Subdivision Plan:** A layout map of the proposed subdivision site drawn to a maximum scale of 1 inch equals 40 feet containing the following data:

- Title map requirements as listed above
- Key Map requirements as listed above

- Property survey requirements as listed above
- Plot plan requirements as listed above
- Topographic plan requirements as listed above
- Erosion and Sediment Control Plan requirements as listed above
- Optional Plans as listed above, if required by the Commission
- Property lines within 200 feet of the proposed subdivision
- Names and addresses of all property owners abutting the proposed subdivision, including those across any public or private streets
- Location, width and names of all existing and proposed streets, roadways, rights-of-way and easements in proposed subdivision and within 200 feet
- Angles and distances of all proposed lot lines; locations of survey pins and road monuments to be set
- Square footage of each proposed lot
- Location of buildable square in each proposed building lot in accordance with Schedule B of the Thomaston Zoning Regulations
- Non-buildable lots labeled “Not an approved building lot” on subdivision plans if not set aside as open space
- Proposed open space to conform with Article 13 of the Thomaston Subdivision Regulations
- A box with signature lines for: (1) Chairman or Secretary of the Planning and Zoning Commission, (2) Health District Sanitarian, (3) Town Engineer, (4) Chairman or Secretary of the Inland Wetlands and Watercourses Commission, if necessary

2. **Construction Plan:** A layout map of the development of the proposed subdivision streets and other public improvements:

- Detail on construction sequence for public improvements
- Phased development notes, if necessary
- Proposed stormwater retention basins, ditches, headwalls, gutters and other drainage features including existing watercourse locations
- Proposed storm drains and sanitary sewers
- Proposed catch basins and manholes
- Proposed public water supply lines
- Proposed sidewalks and curbing
- All existing and proposed buildings and structures for utilities and other public improvements

3. **Roadway Plans and Profiles:** A plan and profile of the proposed streets drawn to scales of 1 inch to 40 feet horizontally, and 1 inch to 4 feet vertically on sheets not exceeding 24 inches by 36 inches and containing the following:

- Layout of streets in sections coordinated by stations with the profile.
- Street plan showing roadways, drainage, sanitary sewer (including house sewer), foundation drains, lot lines, buildings including all utilities with elevations (top frame and inverts), size, type, length, slopes of pipes.
- Sight lines at driveway & street intersections.

Note: Any of the required information may be combined into single sheets with consent of the respective Town Board, Commission or Town staff.