



SITE PLAN APPLICATION

PLANNING AND ZONING COMMISSION
41 Kent Green Blvd.
P.O. Box 678
Kent, CT 06757

(FOR OFFICE USE ONLY)

App. #: _____
Fee received: _____
Date of receipt: _____
Official date of receipt: _____

Name of property owner:

Owner's mailing address:

Applicant's telephone: E-mail address:

Applicant's name:

Applicant's address:

Applicant's telephone: E-mail address:

Property address:

Map: Block: Lot:

Zoning regulation section:

Statement of use:

Cubic yards of fill to be deposited on the property (if any):

Yards of earth materials to be removed off the property (if any):

Is this property subject to a conservation or preservation restriction: Yes No

If so, a written notice must be sent to the party holding such restriction sixty days prior to the submittal of this application. Proof of this notice shall be attached as per CT Public Act 05-124.

Has this case gone to the Zoning Board of Appeals? Yes No
If yes, please include the approval letter from the ZBA.

Signature of applicant: Date:

Signature of property owner: Date:

SITE PLAN APPLICATION CHECKLIST

All Site Plan Applications must include:

- 10 copies of the Site Plan Application and all attachments
- A check in the amount of \$160 made payable to "The Town Of Kent"

Following a written request from the applicant, the Commission may determine that information required by the Regulations is not needed in order for the Commission to reach a decision on the application or determine compliance with the requirements of these Regulations. In such situations, the Commission may relieve the applicant from providing such information by an affirmative vote of a majority of all voting members of the Commission.

The Commission may require additional information be submitted when it determines that it needs such additional information in order to determine whether the proposed use complies with the standards and requirements of these Regulations.

APPLICATION REQUIREMENTS – SITE PLAN / SPECIAL PERMIT (PLEASE CIRCLE THOSE **NUMBERED** ITEMS YOU WISH THE COMMISSION TO WAIVE)

- Application Form (with original signature of owner or letter of authorization from the owner to a designated agent)

- Application fee (\$160 made payable to "The Town of Kent")

- Ten (10) copies of a Site Plan of the property at an appropriate scale (such as 1" = 40') prepared and signed by a Connecticut-licensed professional engineer, land surveyor, architect and/or landscape architect, whichever shall be appropriate, and stamped with an embossed seal of each, showing, as applicable:
 - 1 On each sheet as appropriate, the graphic scale, north arrow, date of drawing and of all revisions, name of person preparing the Site Plan, address of property, and name and address of owner of record
 - 2 A key map showing:
 - the location of the property in relation to surrounding areas, streets and other landmarks
 - the location of the lot in relation to public and/or private streets and access-ways
 - the zoning district in which the property is located
 - 3 A Class A-2 boundary survey showing property boundaries, dimensions and area, dimensions of all yards as required by these Regulations, and including the names of abutting property owners
 - 4 A site development plan showing:
 - Existing and proposed buildings and other structures on the site including locations, dimensions, footprint square footage, floor area, height and building coverage of all existing and proposed buildings and uses
 - Existing and proposed driveway, parking and loading areas including, but not limited to, sidewalks, curbing, walkways, dumpsters, group mailboxes, driveways, parking and loading areas, abutting streets, utility poles, hydrants and other utility appurtenances, areas to be used for exterior storage and the type of screening to be provided
 - Existing and proposed grading with contours at two-foot intervals or less
 - The location of any wetlands and/or watercourses or areas of special flood hazard including the upland review area
 - The location of any proposed signs
 - Proposed site lighting including the location, size, height, intensity and hours of operation of all lighting fixtures
 - Construction limit line identifying all those areas to remain undisturbed and in its natural state

- 5 A utility plan showing:
- The locations and descriptions of water supply and sewage disposal facilities
 - The location and design of existing and proposed storm drainage facilities in compliance with the 2004 Connecticut Stormwater Quality Manual, as amended
 - The location and design of refuse disposal facilities
- 6 A landscaping plan showing existing vegetation and proposed planting showing the Latin and common name of the species used, quantity of each plant species and the size and height of the plants at the time of planting.
- 7 Architectural plans and elevations
- 8 Construction notes and details
- 9 A zoning informational table showing the existing use, proposed use, zone, size of the property in square feet or acres, gross floor area of existing structures, gross floor area of proposed structures, proposed ground coverage, proposed building height in stories and feet, number of parking spaces required and provided (including handicapped spaces), number of loading spaces (if any) required and provided.
- Additional information as necessary to demonstrate compliance with the Zoning Regulations or other site plan considerations:
- 10 Off-site information including but not limited to the location of: buildings, parking areas and curb cuts on adjoining properties, including those across the street; traffic lights and controls, public trees, catch basins, manholes, hydrants, utility poles and utility lines located in adjacent streets; and zoning district boundary lines.
- 11 Impact analysis of the development upon water supply, storm drainage, sanitary sewers, traffic with special emphasis on any scenic road impacted, site conditions and/or water, air or noise pollution.
- 12 The location of stone walls, archeological resources, scenic views and other attributes
- 13 All applications for a Special Permit involving the construction of more than 25 dwelling units, 50 parking spaces, or 20,000 square feet of gross floor area, or any proposal which, in the Commission's judgment, would generate high levels of traffic, shall be accompanied by a traffic study prepared by a traffic engineer, evaluating the impact of the proposal on streets serving and/or affected by the development.
- At a minimum, the traffic study shall include data and information on existing and projected average daily vehicle trips on nearby roads, peak hour traffic, adequacy of rights-of-way and travelways, existing roadway capacity, traffic accidents, the traffic impact of the proposed development, traffic generation data, the location of existing roads within 300 feet of the development site, traffic lights and intersections, and recommendations for safe pedestrian and vehicular circulation, including provisions for safe sidewalks and crosswalks for pedestrians. Where applicable, the applicant shall include the written recommendations of the Connecticut Department of Transportation.
 - Where it is projected that the additional traffic resulting from the proposal will reduce the level of service to C or below, the Commission shall not approve the project unless and until provision has been made for the improvement of said condition.
- For an application proposing to utilize a septic system, a report from the Town Sanitarian as to the feasibility of the septic system to accommodate the proposed use.
- For an application proposing a connection to, or extension of, a storm or sanitary sewer system shall require the approval of the Kent Water Pollution Control Authority and, where applicable, Connecticut Department of Energy and Environmental Protection, prior to the submission of an application to the Commission.
- If applicable, copies of an Erosion and Sedimentation Control Plan in compliance with Section 7300 of these Regulations.

- A statement signed by the applicant indicating that any required statutory notifications have been provided or that no such notifications are required.
- Copy of any relevant variance(s), stamped to document filing in the Office of the Kent Town Clerk.

DEPARTMENTAL CHECKLIST

Applicant confirms the following permits/approvals have been obtained where applicable:

Site Plan Application/ Special Permit Application		Land Use Office Monday - Friday 9am – 4pm
Septic & Well (if in Rural District)		Torrington Area Health – Cathy Weber Tuesday’s beginning at 12 pm
Sewer (if in Village Center)		Joyce Kearns in the 1 st Selectman’s Office
Inland Wetlands (if applicable)		Land Use Office, Monday – Friday 9am – 4pm
Flood Hazard (if applicable)		Land Use Office, Monday – Friday 9am – 4pm
Horizonline Conservation (if applicable)		Land Use Office, Monday – Friday 9am – 4pm
Fire Marshal (all but 1 & 2 family dwellings)		Land Use Office Tuesday & Thursday 3pm – 4pm

Signature

Date