

Site Plan Review Checklist

Site plans are required for all commercial and industrial uses and residential special permits. Site plans shall comply with Section 18.3 of the Zoning Regulations and shall be drawn at a scale of 1"=40' or at a scale approved by the Planning Director. (Maximum size 24" x 36")

- A site plan shall be prepared by either an architect, professional engineer and/or land surveyor licensed and registered to practice in Connecticut as deemed appropriate by the Commission. The Commission shall have the right to require that a site plan be prepared by a professional engineer if the proposed development will include the design of roads, storm drainage facilities, water systems and sewerage systems. If the proposed development includes wetlands, the Commission shall have the right to require that a certified soil scientist delineate the wetlands. The signed seal(s) of those who prepared the site plan shall be included on the site plan. A site plan shall conform with class A-2 standards for accuracy in accordance with "**Code of Recommended Practice for Accuracy of Surveys and Maps**", a publication approved for use by the Connecticut State Board of Examiners for professional engineers and land surveyors, unless otherwise modified by the Town Planner.
- A written statement describing the proposed use or uses in sufficient detail will be submitted with each site plan to determine compliance with the permitted uses or special permits in the applicable district.
- A location map at a scale of one inch (1") equals 2,000 feet shall be submitted showing the subject property, streets, lot lines, and zoning district boundaries within 1,000 feet of the subject property. If space permits, the location map may be included as an insert on the site plan as required in section 8.3. An 8-½ x 11 inch photocopy of a USGS quad map with the project outlined must accompany the site plan.
- The name and address of the applicant and owner of record.
- North arrow, scale, date of the drawing or its revision and the name(s) and seal(s) of those persons preparing the site plan.
- Property boundaries, dimensions, and area in acres and square feet and all existing monuments, pipe markers and other physical evidence concerning property boundaries.
- Zoning districts and dimensions of all yards as required by these regulations. This information will be shown in both mapped and tabular form.
- Existing and proposed contour lines at 5 foot intervals. The Planning Director may require a 2 foot Contour interval in order to clearly show topography and drainage.
- Location, width, and purpose of all existing and proposed easements and rights-of-way on the property.
- Location of all existing watercourses, wetlands, public water supply watershed boundaries, bedrock outcrops, and where appropriate, the mean high water line, flood hazard areas, and channel encroachment lines.
- Location and size in square feet of all existing and proposed structures including underground storage tanks and uses on the property and the approximate locations and size of all existing structures on the abutting properties which are within one hundred feet (100') of the property lot lines.
- Location of all storage areas for materials, supplies, products, vehicles and equipment that will not be kept inside a structure as required by the zoning regulations.
- Location, size, and arrangement of all parking and loading areas including existing and proposed driveway entrances and exits. The Planning Director may require the applicant to submit a traffic evaluation report prepared by a traffic engineer if the proposed development will significantly impact traffic flow.
- Location, size, and arrangement of all pedestrian walkways and sidewalks.
- Location, layout, type, and size of buffer or landscape area, plant materials, fencing, screening devices, or other materials proposed for use.

- Location, size, height, lighting, and orientation of all signs.
- Location, size, height, and orientation of all outdoor lighting facilities.
- The stormwater drainage system, including the location and elevations of all existing and proposed street drainage facilities within 100 feet of the property. The Planning Director may require additional information and/or details regarding off-site drainage features affected by, or impacting upon the proposed development.
- Location, size, and type of all water and fire protection facilities.
- Location, size, and type of all sewerage disposal facilities.
- Building elevations or preliminary architectural drawings showing the general type of building proposed for construction.
- In cases where the applicant intends to develop in stages, an overall site staging plan shall be required.
- The Commission may require the applicant to submit an environmental evaluation report for a proposed development located in an environmentally sensitive area. Evaluation reports by independent professionals and other experts such as hydrologists, geologists and soil scientists may be required at the expense of the applicant.
- All signature and waiver blocks must be located in the lower right corner.

Waivers

The Commission may waive one or more of the site plan ingredient requirements of Section 18.3 if it finds that the information is not necessary to reach a decision on the application. A waiver of the applicable section or sections must be requested in writing by the applicant.

Please refer to the Zoning Regulations to insure that you meet all requirements for setbacks, parking, signs, etc.