

**Town of Montville**  
Office of Land Use and Development  
310 Norwich-New London Turnpike, Uncasville, CT 06382  
Telephone: (860) 848-6779

*VIA CERTIFIED MAIL*

May 28, 2025

Ellen Bartlett, PE  
Green Site Design, LLC  
317 Main Street  
Norwich, CT 06360

**RE: 25 SITE 4 – 393 Butlertown Road (005-027-004) – Off-Season Equipment Storage Facility – Owner/Applicant 393 Butlertown, LLC**

Dear Ms. Bartlett:

The Montville Planning and Zoning Commission, at its regular meeting on May 27, 2025, APPROVED WITH CONDITIONS the above-referenced application (25 SITE 4) for proposed Off-Season Equipment Storage Facility in accordance with the Montville Zoning Regulations and the application, supporting documentation and a plan set entitled “Off-Season Equipment Storage, 393 Butlertown Road, Oakdale, CT, Prepared by Green Site Design, LLC, Dated March 2025, Revised May 13, 2025”.

Please contact me with any questions. Thank you.

Sincerely,



Meredith Badalucca  
Assistant Planner

cc. Doug Colter, C.F.M., Building Official  
Paul Barnes, Fire Marshal  
John Carlson, Public Works Director  
Kristy Kupec, Assessor  
Chief Blanchette & LT Radford, Montville Police Department  
Alyssa Brochu, Uncas Health  
Leonard Bunnell, Mayor

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**TOWN OF MONTVILLE  
PLANNING & ZONING COMMISSION**

**CERTIFICATE OF NOTICE OF DECISION**

**APPLICATION:** PZ #25 SITE 4  
**LOCATION:** 393 Butlertown Road (005-027-004)  
**OWNER/APPLICANT:** 393 Butlertown, LLC  
**REPRESENTATIVE(S):** Ellen Bartlett, P.E., Green Site Design, LLC  
**PROJECT:** Off-Season Equipment Storage Facility  
**DATE OF APPROVAL:** May 27, 2025  
**COMMISSION ACTION:** APPROVE with conditions, application number 25 SITE 4 for the construction of an off-season equipment storage facility and site improvements at 393 Butlertown Road (005-027-004) in accordance with the Montville Zoning Regulations and the application, supporting documentation and a plan set entitled "Off-Season Equipment Storage, 393 Butlertown Road, Oakdale, CT, Prepared by Green Site Design, LLC, Dated March 2025, Revised May 13, 2025".

**CONDITIONS:**

**General Conditions:**

1. This approval is for the specific use, site and structure(s) identified in the application. Any change in the nature of use, site or the structure will require new approvals from the Planning and Zoning Commission.
2. This project shall be constructed and maintained in accordance with the referenced plans.
3. Soil erosion and sediment controls shall be installed in accordance with the approved plan set and inspected by the Zoning Officer prior to the start of any work.
4. An approved Zoning Permit is required prior to the start of any work.
5. By acceptance of this permit and conditions, the applicant and owner acknowledge the right of Town staff to periodically enter upon the subject property for the purpose of determining compliance with the terms of this approval.
6. No business/use under this permit/approval shall be initiated until a Certificate of Zoning Compliance is approved by the Zoning Officer.

**Site Specific Conditions:**

7. All drainage structures proposed for the project shall be constructed and maintained post construction in accordance with the approved Plan Set.
8. All landscaping shall be maintained post construction.
9. Owner of property used for parking and/or loading shall maintain such area and all required sidewalks and buffer areas in good conditions without holes and free of all dust, trash, and other debris.
10. Site signage not shown on plan shall require an approved zoning permit prior to installation.
11. Building location shall be staked out by Licensed Land Surveyor.
12. Silt fence in close proximity of property lines shall be staked out by Licensed Land Surveyor.

**Conditions to be met prior to signing of plans:**

13. All plans submitted for signature shall bear the seal and live signature of the appropriate professional(s) responsible for the preparation of the plans.

14. The applicant shall also submit final plans as approved by the Commission in a digital format per ZR section 17.3.
15. A list outlining how the conditions of approval have been met shall be submitted along with final plans submitted for signature.
16. A list outlining all changes to the plans shall be submitted along with final plans submitted for signature. The list should cite the sheet number where each change has been made.

Conditions to be met prior to the issuance of zoning permits:

17. Four (4) sets of paper plans with any required revisions incorporated, shall be submitted to the Land Use Department for signature of the Commission.
18. Any required certificates and/or approvals from State or Federal agencies (i.e. CT-DOT, DEEP, Army Corps of Engineers) shall be obtained by the applicant and submitted to the Land Use & Development Office. Any changes to the plans required by such entities may require a plan modification from the Planning and Zoning Commission.
19. A soil erosion & sediment control bond shall be posted in the amount of \$36,503.50 in a form acceptable to the Finance Director. No bond, or portion thereof, shall be released without prior approval of the Zoning Officer and/or Director of Land Use & Development.
20. A pre-construction meeting between the applicant, site contractors, project engineer and Town Staff shall be held.

Conditions which must be met prior to Issuance of a Certificate of Zoning Compliance:

21. Complete as-built plans certified to Class A-2 accuracy shall be submitted prior to the issuance of any certificate of zoning compliance. The as-built plan shall also contain a certification by a Professional Engineer that they have inspected the site improvements and that they have been installed in accordance with the approved plans. Any deviations or omissions must be noted.
22. No Certificate of Occupancy or other final approval may be issued until the Zoning Officer has signed off on the final work.

Note: The Conditions of Approval do not take the place of other requirements found in the Town Codes, Regulations, and Application Instructions.

*Meredith Badalucca*

Meredith Badalucca  
Assistant Planner  
Department of Land Use & Development