

# TOWN OF MONTVILLE PLANNING DEPARTMENT

## SITE DEVELOPMENT GUIDELINES AND APPLICATIONS

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Uncasville, Connecticut 06382  
(860) 848- 6779**

**Email: [planningdept@montville-ct.org](mailto:planningdept@montville-ct.org)**

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Amended: 4/19/10  
Amended: 4/01/13  
Amended: 8/18/17  
Amended: 11/21/18  
Amended: 10/8/21

# PERMIT / PROJECT CONTACTS

<b>CONTACT</b>	<b>TELEPHONE</b>	<b>PERMIT/PROJECT</b>
Public Work Director	(860) 848-6759	Town Road Improvements / ROW Work
Planning Director	(860) 848-6779	
Assistant Planner	(860) 848-6727	GIS
Zoning Enforcement Officer	(860) 848-6753	Inland Wetlands Permits / Zoning Permits & Variances
Building Official	(860) 848-6736	Building Permits
Fire Marshal	(860) 848-6729	Fire Safety / Burn Permits / Blasting Permits
Water Pollution Control Authority (WPCA)	(860) 848-6711	Town Water and Sewer Projects
Assessor	(860) 848-6720	Street Numbers / Map / Lot Numbers
Town Clerk	(860) 848-6743	Land Records / Deed Information
Finance Director	(860) 848-6714	Bonds
Uncas Health <b>NORWICH OFFICE (860) 823-1189</b>	(860) 848-6739	Public Health / Well & Septic
Department of Transportation District 2	(860) 823-3211	State Road Projects
Southeastern CT Water Authority (SCWA)	(860) 464-0232	Town Water / Community Wells / Community Water System
City of New London Public Utilities	(860) 447-5221	Watershed Area
City of Norwich – Department of Public Utilities (NDPU)	(860) 887-2555	Watershed Area

## **LAND USE BOARDS AND COMMISSIONS** **REGULAR MEETING SCHEDULES**

### **PLANNING AND ZONING COMMISSION (P&Z)**

Regular meetings are held on the 4<sup>th</sup> Tuesday of each month, except for the months of November and December when meetings are held on the 2<sup>nd</sup> Tuesday of the month. The P&Z reviews Special Permits, Site Development Plans, Subdivisions, etc. Applications must be received fourteen (14) days prior to the regular meeting. Meetings are held in the Town Hall Council Chambers at 6:00 p.m.

### **ZONING BOARD OF APPEALS (ZBA)**

Regular meetings are held on the 1<sup>st</sup> Wednesday of each month. The ZBA reviews Variance Applications, Appeals of a decision made or order by the Zoning Enforcement Officer, Motor Vehicle Dealer or repairer location, etc. Applications must be submitted twenty-one (21) days prior to the regular meeting. Meetings are held in the Town Hall Council Chambers at 7:00 p.m.

### **INLAND WETLANDS COMMISSION (IWC)**

Regular meetings are held on the 3<sup>rd</sup> Thursday of each month. The IWC reviews applications for Regulated Inland Wetlands Activities. Applications must be submitted five (5) working days prior to the regular meeting. Meetings are held in the Town Hall Council Chambers at 7:00 p.m.

### **WATER POLLUTION CONTROL AUTHORITY (WPCA)**

Regular meetings are held on the 1<sup>st</sup> Monday of each month. The WPCA controls construction and maintenance of municipal sewer lines and the sewage treatment facility. Meetings are held in Town Hall Council Chambers at 7:00 p.m.

**FEE SCHEDULE  
EFFECTIVE APRIL 12, 2017  
PLANNING & ZONING**

**Zoning Permits:**

Single Family Residential	\$ 50.00*
Accessory Uses (Additions, Sheds, Pools, etc.)	\$ 25.00*
Home Occupations (Except Home Office for Filing of Trade Name)	\$ 25.00*
Commercial Uses	\$ 50.00*

**Other Application Fees:**

Letter of Zoning Compliance	\$ 75.00*
Site Plan (Commercial/Industrial /Mixed Uses)	\$150.00*
Special Permit	\$450.00*
Zone Regulation Amendment	\$450.00*
Zone Map Amendment	\$450.00*
Coastal Site Plan Review	\$200.00*
Subdivision	\$ 50.00/LOT PLUS \$450.00* (If PH Required)
Resubdivision Plan	\$ 50.00/LOT PLUS \$450.00*

**INLAND WETLANDS & WATERCOURSES COMMISSION**

Pre-Application Review NO CHARGE

**Permitted & Non-Regulated Uses (Section 4):**

Permitted Uses As Of Right (Section 4.1) NO CHARGE  
 Non-Regulated Uses (Section 4.2) NO CHARGE

**Regulated Uses:**

Residential Uses – Base Fee	\$100.00*
Residential Accessory Uses-Base Fee (Sheds up to 324SF, Pools, Decks)	\$ 50.00*
Residential Subdivision	\$ 50.00*/LOT
Commercial/Industrial/Mixed Uses – Base Fee	\$200.00*
Commercial Subdivision	\$100.00*/LOT
Permit Extension or Transfer (No Change)	\$ 50.00*
Map Amendment Petition	\$200.00*
Significant Activity Fee	\$200.00*
Public Hearing	\$450.00*

**ZONING BOARD OF APPEALS**

Variances/Appeals \$450.00\*

The fees for applicants who commence a regulated activity without a permit shall be 200% of the fees (except the State fee) unless the commission, by a majority vote, agrees to reduce the fee to the standard fee.

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**\*Effective October 1, 2009 by Public Act No. 09-03, the State of Connecticut General Assembly now requires a municipal agency or legislative body collecting designated land use permit fees must add a State fee of \$60 to their base charge. Effective June 15, 2007 pursuant to Ordinance No. 2007-002, extended engineering review services fees shall apply. (Please see attached summary)**

**TOWN OF MONTVILLE**  
**SUMMARY OF ORDINANCE NO. 2007-002**  
**AN ORDINANCE REGARDING LAND USE APPLICATION PROCESSING FEES**

**214.020            **Definitions.****

"Preliminary Engineering Review" means the initial review of land use plans submitted to the Commissions for compliance with the Regulations. This term includes the first review of land use plans revisions after a return of the land use plans to the applicant for completion of revisions to the land use plans to conform those plans with the Regulations.

"Extended Engineering Review Services" means any follow-up review of revised land use plans for corrections identified during the Preliminary Engineering Review. This does not include the first review after revision made in accordance with the Preliminary Engineering Review.

**214.030            **Fee schedule.****

- C.        **Additional Expenses.** In addition to the fixed fees set forth in subsection A of this section, the commissions may collect payment for direct costs of materials and services performed by other than town employees, including but not limited to specialized inspection, third party professional certifications, legal, stenographic and transcription services associated with any type of land use application, or require an applicant to provide certifications, inspections or professional consultant reports at the applicant's expense, where the fixed fees set forth in subsection A are not anticipated to cover, or do not in fact cover, such costs or expenses. **Additional Expenses shall include Extended Engineering Review Services.**

**214.050            **Payment of fees****

- C.        **Method and Timing of Payment, Failure to Pay.** All Fixed Application Fees shall be paid by cash, check or money order made payable to the Town of Montville. Fees shall be paid at the time of application submission. The applicant shall be provided with invoices or other evidence of any Additional Expense(s) and reimbursement to the Town shall be made within thirty (30) days after presentation of such invoices or other evidence. Failure to comply with this subsection shall be grounds for denial of any application or revocation of any permit previously issued. Reimbursement of the Town under this subsection shall be a condition for the endorsement of any plan, the issuance of any final permit, or the issuance of any certificate of zoning compliance for an approved application, or the renewal of any periodic or temporary approval, as the case may be. **Effective 6/15/07**

Address: \_\_\_\_\_ Zoning Permit # \_\_\_\_\_

Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Setbacks: Front/Rear: \_\_\_\_\_ Sides: \_\_\_\_\_

## Town of Montville Zoning Permit

Proposed Project: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email: \_\_\_\_\_

**Provide the following:**

Copy of plans drawn to scale of at least 1" = 40' showing: dimensions of lot, size and location of existing, proposed structures, driveways, sanitary facilities and water supply, parking facilities, and adjacent streets; distances of proposed structures from property lines and wetlands. (A copy of plan prepared by a Connecticut Registered Land Surveyor may be required).

The Owner/Agent is responsible for and agrees to:

1. Notify the Zoning Officer of any alteration in the plans.
2. An E&S cash bond of \$2000 may be required and must be posted prior to approval of Zoning Permit. This bond may be held for up to one (1) year after Compliance Sign-off.
3. Prior to start of construction all E&S measures must be inspected by the Zoning Officer.
4. **Contact the Zoning Officer (860-848-6779) upon completion of project.**

I hereby certify that the information provided is true and correct and further attest the proposed project is authorized by the owner in fee and I am authorized to make application for a permit for such described work. The undersigned hereby authorizes the Montville Planning & Zoning Commission or its agents to enter the subject property for the purposes of inspection and/or enforcement.

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY** Fee: \_\_\_\_\_ Cash / Check # \_\_\_\_\_

\_\_\_\_\_  
Commission Agent      Date      Certificate of Zoning Compliance (CZC)      Date

As Built required prior to issuance of CZC. Received on: \_\_\_\_\_

Bond # & Date \_\_\_\_\_ Released: \_\_\_\_\_

Site/Special Permit # \_\_\_\_\_

Wetlands Permit # \_\_\_\_\_

Conditions &

Notes \_\_\_\_\_



Registration # \_\_\_\_\_

Yes  No This project requires a permit from the Army Corps of Engineers.

Yes  No This project requires a Water Diversion Permit.

Yes  No This project requires a Dam Permit.

Yes  No This property is subject to a Conservation Restriction and/or a Preservation Restriction. If yes, attach a copy of certified notice.

Yes  No Drainage calculations submitted:  
Date \_\_\_\_\_ Rev. date \_\_\_\_\_ Rev. date \_\_\_\_\_

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Yes  No This project requires a OSTA (Office of State Traffic Commission) Permit.

Yes  No This project requires a DOT Encroachment Permit.

Yes  No The plan has been submitted to the DOT District 2 Office.  
Number of parking spaces provided \_\_\_\_\_  
Number of vehicle trips per day generated by this project \_\_\_\_\_

Yes  No A determination of applicability of of the following Zoning Regulations Sections \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

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**OFFICE USE ONLY**

Review	Date Sent	Date Received
Town Engineer		
Uncas Health District		
Fire Marshal		
Building Official		
Mayor		
WPCA		
DOT District 2		
N.L. Water		
Other		

Date of Receipt \_\_\_\_\_ Date of Public Hearing \_\_\_\_\_ Date Hearing Closed \_\_\_\_\_  
Date of Extension #1 \_\_\_\_\_ Date of Extension # 2 \_\_\_\_\_ Terminal Date \_\_\_\_\_



## Site Plan Review Checklist

Site plans are required for all commercial and industrial uses and residential special permits. Site plans shall comply with Section 17 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 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 1,000 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 17.4. 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 ft. intervals. The Town Planner may require a 2 ft. 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 100 feet 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 Town Planner may require the applicant to submit a traffic evaluation report or pedestrian report prepared by an engineer, licensed in the State of Connecticut, if the proposed development has the potential to impact traffic flow or significantly impact peak traffic counts.
- 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.

Site Plan Review Checklist

Page 1 of 3

- 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 Town Planner or Town Engineer may require additional information and/or details regarding off-site drainage features affected by, or impacting upon the proposed development. Stormwater management systems shall be designed in accordance with the 2004 Connecticut Stormwater Quality Manual as may be amended from time to time.
- 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 and 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.
- Certificate of Public Convenience and Necessity in accordance with Section 4.10.8 of the Zoning Regulations.
- Sanitary Waste Disposal Plan. For any site which is to be served, and is capable of being served, by an operational public sanitary sewer line prior to occupancy, the site plan shall depict the sewer lateral and other engineering information suitable to determine that connection to an operational sanitary sewer line is feasible. In addition, the applicant shall provide evidence from the Montville Water Pollution Control Authority that it is capable of providing sanitary sewer service to the subject site. If the applicant proposes to utilize a community sewerage system, as defined in C.G.S. Section 7-245 as may be amended from time to time, a report from the Montville Water Pollution Control Authority indicating that all requirements of C.G.S. Section 7-246 as may be amended from time to time have been satisfied shall be provided.
- An Erosion and Sediment Control Plan designed in accordance with Section 15.1 of the Zoning Regulations.
- Special Requirements for Uses in Public Drinking Water Supply Watersheds** The following special requirements shall apply to all Special Permit uses located within the Lake Konomoc and Stony Brook Reservoir watershed:
  1. All septic systems shall be designed by a Sanitary Engineer registered in the State of Connecticut, and shall include a renovation analysis demonstrating compliance with current standards adopted by the DEEP.
  2. No stormwater discharge from parking areas, roadways, rooftops or areas covered with similar impervious surfaces shall be deposited directly into any wetland or watercourse, nor discharged directly into the ground. Suitable surface and/or subsurface measures shall be taken to detain, filter, renovate and otherwise improve the quality of any such waters before discharge to surface or subsurface waters on or off the site. Existing wetlands may be employed for final treatment of stormwaters to the extent of their capacity to do so, but only after initial treatment by new wetlands or structural filtration methods.

Digital data for Special Permits and Resubdivisions/Subdivisions shall be provided to the Planning Office after the recording of the final mylars on the land records. For Site Plans, the data shall be provided to the office after all signatures have been obtained by the appropriate authorities and prior to the issuance of a Zoning Permit.

- The Digital Data shall include:
  - a. One (1) PDF copy of the project
  - b. Copy of the project in ArcView (GIS) format or AutoCAD
    - Shapefile (.shp)
    - Geodatabase (.mdb)
    - Export file (.e00)
    - AutoCAD.dwg
- Having all features in a single AutoCAD layer or GIS file will not be accepted. For example, there must be separate layers/files for text, buildings, roads, wetlands, etc
- All data represented in a digitally submitted AutoCAD or GIS drawing must be registered to the CT State Plane Coordinate System Using NAD 1983 datum.
- Data can be submitted to the Planning Office via a flash-drive or CD.

#### **DETERMINATION OF APPLICABILITY**

The Commission may determine that one (1) or more of the site plan ingredient requirements of Section 17.4 is not necessary or required to reach a decision on the application. A determination of applicability of the applicable section(s) 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.**

## EROSION & SEDIMENT CONTROL CHECKLIST

**Monitoring and Maintenance:** The E&S plan and any revisions, shall identify an agent or agents who have the responsibility and authority for the implementation, operation, monitoring and maintenance of E&S measures. Such agent(s) shall be familiar with each control measure used including its limitations, installation, inspection and maintenance. When control measures fail, or are found to be otherwise ineffective, such agent(s) shall coordinate plan revisions with a professional experienced in erosion and sediment control and any approving agency when that agency's approval is required. Such agent(s) shall have the additional responsibility for ensuring all erosion and sediment controls are properly installed and maintained the construction site before predicted major storms. A major storm is defined as a storm predicted by the National Office of Atmospheric Administration (NOAA) Weather Service with warnings of flooding, severe thunderstorms or similarly severe weather conditions or effects.

Each measure has inspection requirements included in the measure's section entitled "Maintenance". Many of the measures require inspections at least once a week and within 24 hours of the end of a storm with a rainfall amount of 0.5 inch or greater; some others require daily inspection. Only the permanent measures have less frequent inspections. More frequent inspections than those identified in the measure may be necessary for sites that are heavily traveled and before major storms.

### NARRATIVE

- Purpose and description of project.
- Estimates of the total area of the project site and the total area of the site that is expected to be disturbed by construction activities.
- Identification of site-specific erosion or sediment control concerns and issues.
- The phases of development if more than one phase is planned.
- The planned start and completion dates for each phase of the project.
- Either provide or identify where in the E&S plan the following information is found:*
  - The design criteria, construction details and maintenance program for the erosion and sediment control measures to be used.
  - The sequence of major operations within each phase, such as installation of erosion control measures, clearing, grubbing, excavation, grading, drainage and utility installation, temporary stabilization, road base, paving for roadways and parking areas, building construction, permanent stabilization, removal of temporary erosion control measures.
  - The time (in days) required for the major operations identified in the sequence.
- Identify other possible local, state and federal permits required.
- Identify the conservation practices to be used.
- A listing of all other documents to be considered part of the E&S plan (e.g. reports of hydraulic and hydrologic computations, boring logs, test pit logs, soils reports, etc.).

## **SUPPORT DOCUMENTS**

- Hydraulic Calculations:*
  - Size and locations of existing and planned channels or waterways with design calculations and construction details.
  - Existing peak flows with calculations.
  - Planned peak flows with calculations.
  - Changes in peak flows.
  - Off-site effects of increased peak flows or volumes.
  - Design calculations and construction details for engineered measures used to control off-site erosion caused by the project.
  - Design calculations and construction details for engineered measures used to control erosion below culverts and storm sewer outlets.
  - Design calculations and construction details for engineered measures used to control groundwater, i.e. seeps, high water table, etc.
  
- Boring logs, test pits logs, soils reports, etc.*

## **SITE DRAWING(S) CHECKLIST**

- Jurisdictional features Required on All Maps or Drawings:*
  - North Arrow.
  - Scale (including graphical scale).
  - A title block containing the name of the project, the author of the map or drawing, the owner of record for the project, date of drawing creation and any revision dates.
  - Property lines.
  - For plans containing E&S measures which require an engineered design, the signature and seal of a professional engineer licensed to practice in Connecticut.
  
- Site Locus Map:*
  - Scale (1:24,000 recommended).
  - Project location (show property boundaries and at least the area that is within 1000 feet of the property boundaries).
  - Roads, streets/buildings.
  - Major drainage ways (at least named watercourses).
  - Identification of any public drinking water supply watershed area.
  
- Topography, Natural Features and Regulatory Boundaries:*
  - Existing contours (2 foot intervals).
  - Planned grades and elevations.
  - Seeps, springs.
  - Limits of cuts and/or fills.
  - Soils, bedrock.

- Inland wetlands boundaries.
- FEMA identified floodplains, floodways and State established stream channel encroachment lines.
- Streams, lakes, ponds, drainage ways, dams.
- Existing vegetation.
- Tidal wetland boundaries and coastal resource limits (e.g. mean high water, shellfish beds, submerged aquatic vegetation, CAM boundary).
- Public water supply watershed, wellheads or aquifer boundaries (when available).

*Drainage Patterns*

- Existing and planned drainage patterns (including offsite areas).
- Size of drainage areas.
- Size and location of culverts and storm sewers (existing and planned).
- Size and location of existing and planned channels or waterways.
- Major land uses of surrounding areas.

*Road and Utility Systems*

- Planned and existing roads and buildings with their location and elevations.
- Access roads: temporary and permanent.
- Location of existing and planned septic systems.
- Location and size of existing and planned sanitary sewers.
- Location of other existing and planned utilities, telephones, electric, gas, drinking water wells, etc.

*Clearing, Grading, Vegetation Stabilization*

- Areas to be cleared, and sequence of clearing.
- Disposal of cleared material (off-site and on-site).
- Areas to be excavated or graded, and sequence of grading or excavation.
- Areas and acreage to be vegetatively stabilized (temporary and/or permanent).
- Planned vegetation with details of plants, seed, mulch, fertilizer, planting dates, etc.

*Erosion & Sediment Control Drawing*

- Location of E&S measure on site plan drawing with appropriate symbol.
- Construction drawings and specifications for measures.
- Maintenance requirements of measures during construction of project.
- Person responsible for maintenance during construction of project.
- Maintenance requirements of permanent measures after project completion.
- Organization or person responsible for maintenance of permanent measures having the authority to maintain and upgrade control measures as designed or as needed to control erosion and sedimentation.
- Handling of emergency situations (e.g. severe flooding, rains or other environmental problems).
- If not provided in the narrative, the information listed in checklist for **NARRATIVE**.

Erosion and Sediment Control Checklist

Permit # \_\_\_\_\_ Fees \$ \_\_\_\_\_

### Subdivision/Resubdivision Application

Assessors Map \_\_\_\_\_ Lot \_\_\_\_\_ Acres \_\_\_\_\_ Zoning District \_\_\_\_\_ # Of lots \_\_\_\_\_

Project address: \_\_\_\_\_ Subdivision Name \_\_\_\_\_

Resubdivision only:

Name of original Subdivision \_\_\_\_\_

Date of Commission Approval \_\_\_\_\_

Property owner name: \_\_\_\_\_

Property owner address: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Tel # \_\_\_\_\_ Cell # \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

Engineer name: \_\_\_\_\_

Tel # \_\_\_\_\_ Cell # \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

Attorney name: \_\_\_\_\_

Tel # \_\_\_\_\_ Cell # \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

**Regulated wetlands**  yes  no

**Public water supply watershed**  yes  no

**Community well system**  yes  no

**Flood Hazard Area**  yes  no

**Municipal water**  yes  no

**Individual well**  yes  no

**Subsurface sewage disposal**  yes  no

**Municipal sewer**  yes  no

**Coastal Management Area**  yes  no

**Ct General Stormwater**

**Quality Permit**  yes  no

**Army Corps of Engineers**  yes  no

**Water diversion permit**  yes  no

**Dam permit**  yes  no

**Subject to a conservation restriction and/or a preservation restriction**

yes  no

**Office of State Traffic Commission (OSTA )Permit**

yes  no

**DOT encroachment permit**  yes  no

**Waiver(s) requested**  yes  no

**Flood zone** \_\_\_\_\_

**Regulation section(s)** \_\_\_\_\_

Erosion & sediment control bond \$ \_\_\_\_\_

Performance/Road bond \$ \_\_\_\_\_

The subdivision application must be submitted with the following approvals and or documents if applicable:

- Permit from the Inland Wetlands & Watercourses Commission or subdivision sign off.
- Approval letter from the Water Pollution Control Authority.
- Approval letter from the appropriate Water Authority.
- Approval letter from the Uncas Health District.
- Bond estimate.
- Erosion & sediment control narrative.
- Drainage calculations.
- State of Ct. Real Estate Conveyance Tax Return – OP236.
- Transfer of Title Deed.
- State of Ct. DOT District II approval.
- Copy of Ct. Department of Health notification if project is within a public water supply watershed.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Owner signature \_\_\_\_\_ Date \_\_\_\_\_



## **Subdivision Review Checklist**

- The original and one copy of a complete and correct subdivision/resubdivision application, collated and stapled.
- Letter of authorization from the property owner, authorizing agent to act on their behalf.
- Check or money order made payable to **Town of Montville** for fifty dollars (\$50.00) per lot in the proposed subdivision or fifty dollars (\$50.00). In the case of a resubdivision, the fee shall be based on the number of new lots created; however, in no case shall the fee be less than fifty dollars (\$50.00) per lot). In addition, if a Public Hearing is required, an additional four hundred fifty dollars (\$450.00) shall be due (plus the State of Connecticut fee in the amount of sixty dollars (\$60.00) .
- An estimate of the costs for public improvements and E & S improvements proposed for the subdivision, and basis for same.
- Where applicable, written copies of all agreements or other documents governing the use, reservation or maintenance of all land(s) whether or not to be deeded to the Town.
- Submission, in cases where drainage systems are proposed to be constructed, of a narrative report including all calculations used in the drainage design.

**This checklist, completed by the applicant, must accompany the application.**

- Fourteen (14) prints of the plan in one of the following sizes:
  - 36" x 24"
  - 24" x 18"
  - 18" x 12"
- All prints shall have a ½ inch border on three sides and a 2" border on the left side (fold plans).

**Information to be included on the subdivision/resubdivision plan**

- The name of the subdivision/resubdivision placed in the lower right hand corner of the plan. In addition, the name and address of the subdivider and owner of the property, scale, date of preparation, revisions should be there as well (title block).
- Scale of at least 1" = 100', or 1" = 40', or 1" = 20'.
- North point. The top of the sheet should be north, if practical.
- Name, Connecticut registration number and seal of the land surveyor and/or engineer. Cover sheets must contain a live seal.
- Key map at scale not smaller than 1'=1000' as an insert map on boundary plan. Include existing roads and watercourses within 2000'.
- Boundaries, dimensions and acreage of the property to be subdivided.
- Boundaries of properties and names of property owners within 100 feet of the proposed subdivision.
- Locations and designations of all wetlands, watercourses and rock out-croppings.
- Lot boundaries, dimensions, bearings, angles and areas in square feet (lot areas may be shown in tabular form on the same sheet).

- All existing buildings, pipe markers and any other physical evidence concerning property boundaries. When new markers are established, they shall be referenced to established points of the Connecticut Coordinate System, unless the applicant can show, in writing and to the satisfaction of the Commission, that such reference would be an unreasonable hardship because of distance or topographic problems.
- Locations of all existing and proposed easements, rights-of-way, drainage rights and open spaces.
- Location of street rights-of-way, bearings, curve data, including arc length, radii and central angles, street names, pavement widths, stations along center lines at 100-foot intervals, and locations of sidewalks and street pavement within the rights-of-way.
- The proposed name of each street. Street names shall be substantially different so as not to be confused in sound and spelling with present names in the town, except that streets that join or are in alignment with streets on abutting or neighboring property shall bear the same name.
- Contour lines at five-foot intervals. Elevations shall be referenced to U. S. Geological survey datum.
- Locations of proposed property line monuments and markers (monuments at front corner of lots).
- Show location of base flood (100-year storm) elevation data for that portion of the subdivision located within "A Zones" on the flood hazard boundary map or Flood Insurance Rate Map for Montville.
- Signature blocks shall be located along the right border of the plan. Refer to the subdivision regulations for all required signatures and statements.
- Where applicable, a construction plan as specified in the subdivision regulations.
- Erosion and sediment control plan in conformance with standards prescribed in erosion and sedimentation control handbook of the Soil Conservation Service and the Subdivision Regulations. Plan should be designated on sheet including construction plans, where applicable.
- Deep test pits and percolation test holes in tabular form on plan; including date tests were witnessed by Health Director's Agent and who witnessed same.
- Locations of proposed principal buildings, driveways, water supplies and sewerage disposal systems shall be shown on all lots containing wetlands, water courses, slopes in excess of ten percent, ledge outcrops or shallow to bedrock soils in order to permit the Commission to determine that the proposed lot can accommodate the intended use.
- Location of proposed underground utilities. The Commission may approve above ground locations where physical conditions make underground installation impractical.
- All road, sewer, and drainage design must conform to Town specifications. Please refer to the Subdivision Regulations to insure that your application meets all applicable design requirements.

### Subdivision Review Checklist

Page 2 of 2

**DECLARATION OF PERMANENT DRIVEWAY EASEMENT**

**KNOW ALL MEN BY THESE PRESENTS THAT:**

**WHEREAS,** \_\_\_\_\_ (Name and address of land owner) \_\_\_\_\_ (“Declarant(s)”) is / are the owner(s) of \_\_\_\_\_ (number of lots served by common driveway) \_\_\_\_\_ certain pieces or parcels of land situated in the Town of Montville, County of New London, State of Connecticut, being Lots # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ on a map entitled \_\_\_\_\_ (Title of drawing illustrating parcels and common drive) \_\_\_\_\_ which map is to be filed in the office of the Town Clerk of Montville, to which reference is hereby made; and

**WHEREAS,** Declarant(s) desire(s) to create certain rights and obligations with regard to a driveway which is intended to serve Lots # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**NOW THEREFORE,** Declarant(s) do(es) hereby declare that each of said Lots #\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, shall be conveyed and owned subject to the following permanent easements, rights, restrictions and obligations:

1. The owners of Lots # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, shall have a right of way in common for a driveway for vehicular and pedestrian ingress and egress, drainage and utilities including for the installation of underground and overhead utilities over that portion of Lot #\_\_\_\_\_ designated as “Common Driveway” as shown on the above described map.
2. Each of the Owners of Lots # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, shall contribute equally to the cost of construction, maintenance and repair of a driveway to be used in common by the owners of each of said lots over, across and upon the above-described right of way.
3. Each of the Owners of Lots # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, shall be equally responsible for any personal injury or damage occurring on the common driveway or within the above-described right-of-way.

4. In the event an owners, other than the Declarant(s), of either of said lots shall desire to install said driveway prior to the time there is an owner other than the Declarant(s) of the remaining lot(s), such owner desiring to install said driveway (hereinafter "First Owner") shall proceed to install and pay for the same and thereafter the owner of the remaining lot other than the Declarant(s) shall be responsible for reimbursing the First Owner for his proportional share of the driveway.
5. The maintenance of the driveway shall include, but not be limited to, snowplowing, pavement patching and sealing as required. If an owner, other than the Declarant(s), of any of said lots fails or refuses to contribute to said repairs or maintenance within five (5) days of demand, he shall be liable for his proportionate share to the owner who has so contributed, plus interest at a rate of one percent per month, together with all costs of enforcing this agreement including reasonable attorneys' fees. Each of the Owners of Lots # \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, shall have the right to bring civil actions as necessary to compel the owners of the other lot(s) to carry out their obligations under this instrument, or to collect damages for their failure to carry out such obligations. Attorneys' fees shall not be limited in any way by the amount of the maintenance and repairs but shall be based upon the attorneys' fees and expenses necessary to enforce the provisions of this agreement.
6. It is understood and agreed that the respective owners of Lots # \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, their respective successors, representatives and assigns shall not be allowed to park any vehicle of any kind whatsoever in the driveway easement area described herein.
7. This agreement shall be binding upon and inure to the benefit of the parties hereto, their heirs and assigns forever.

**IN WITNESS WHEREOF**, Declarant(s) has / have executed this instrument this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witnessed by:

**DECLARANT(S)**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**STATE OF CONNECTICUT** :  
: **ss.**  
**COUNTY OF NEW LONDON** :

On this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, \_\_\_\_\_, the undersigned officer, personally appeared \_\_\_\_ (Declarant(s)) know to me (or satisfactorily proven) to be the person(s) whose name(s) are subscribed to the within instrument and acknowledged that he / she / they executed the same as his / her / their free act and deed for the purposes therein contained.

In witness whereof, I hereunto set my hand.

\_\_\_\_\_  
Commissioner of Superior Court  
Notary Public  
My Commission Expires:

October 1, 2006

To: Applicants

RE: Public Act 06-53 Notification Process and Packet

Effective October 1, 2006 The Commissioner of the Connecticut Department of Public Health (CTDPH) must be notified by applicants before a municipal Zoning Commission, Planning and Zoning Commission, Zoning Board of Appeals or Inland Wetlands Commission for **any project located within a public water supply aquifer protection area or watershed area.**

**REQUIREMENT:**

Within seven (7) days of filing, all applicants before a municipal Zoning Commission, Planning and Zoning Commission, Zoning Board of Appeals or Inland Wetlands Commission for any project located within a public water supply aquifer or watershed area are required by Public Act No. 06-53 of the CT General Statutes to notify The Commissioner of Public Health and the project area Water Company of the proposed project by providing the following information.

To determine if your project falls within a public water supply aquifer or watershed area visit town hall and look at the *Public Drinking Water Source Protection Areas* map. If your project falls completely within or contain any part of a public water supply aquifer or watershed you are required to complete the following information.

**Note: You will need information obtained from the *Public Drinking Water Source Protection Areas* map to complete this.**

The process that an applicant must follow to satisfy the CTDPH notification requirements is:

1. Determine whether your project falls within a public water supply aquifer protection area or watershed area;
2. Go to the CTDPH website at:  
<http://www.ct.gov/dph/cwp/view.asp?a=3139&q=387338>
3. Fill in the form online.
4. Print a copy of the form to submit to the Office.
5. Submit the form to the State by clicking on the "submit" button.

**APPLICANT INSTRUCTIONS:** All applicants must complete this application form. The Commission will notify the applicant of any additional information that may be required and will schedule a Public Hearing if necessary. In addition to the information required, the applicant may submit other supporting facts or documents which may assist the Commission in its evaluation of this proposal. **PLEASE SUBMIT NINE (9) COPIES OF THE APPLICATION AND NINE (9) COPIES OF ANY OTHER DOCUMENTS AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE MEETING.**

**I. Applicant Information**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Tel # \_\_\_\_\_ Cell # \_\_\_\_\_  
Fax # \_\_\_\_\_ Email \_\_\_\_\_

Interest in Property     Owner     Option Holder     Developer     Harvester     Other  
 **Attach a Written Consent to the proposed activity from the owner if applicant is not the owner**         Required         Not Required

**II. Owner Information**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Tel # \_\_\_\_\_ Cell # \_\_\_\_\_  
Fax # \_\_\_\_\_ Email \_\_\_\_\_

**III. Engineer Information**

Contact \_\_\_\_\_  
Firm \_\_\_\_\_ Address \_\_\_\_\_  
Tel # \_\_\_\_\_ Cell # \_\_\_\_\_  
Fax # \_\_\_\_\_ Email \_\_\_\_\_

**IV. Attorney Information**

Contact \_\_\_\_\_  
Firm \_\_\_\_\_ Address \_\_\_\_\_  
Tel # \_\_\_\_\_ Cell # \_\_\_\_\_  
Fax # \_\_\_\_\_ Email \_\_\_\_\_

**V. Property Information**

Address of Proposed Activity \_\_\_\_\_  
Assessor's Map and Lot Number \_\_\_\_\_  
Land Records /Deed Volume: \_\_\_\_\_ Page: \_\_\_\_\_        Acreage of Property \_\_\_\_\_  
Zoning: \_\_\_\_\_

**Provide a List of the Names and Mailing Addresses of Adjacent Property Owners (Attach Sheet)**

**VI. Wetlands and Watercourse Information**

Total Acreage of Wetlands on the site \_\_\_\_\_ acres  
Wetland Disturbance Area \_\_\_\_\_ sqft  
Upland Review Disturbance Area \_\_\_\_\_ sqft  
Have the Wetlands Been Flagged  Yes  No Year \_\_\_\_\_  
Name of Soil Scientist \_\_\_\_\_  
Linear Feet of Watercourse Disturbance \_\_\_\_\_ foot  
Creation of New Wetlands \_\_\_\_\_ sqft

**VII. Project Description**

- Subdivision  Review No Regulated Activity  Permit Modification
- Regulated Activity  Permitted Use as of Right  Permit Renewal

**Activity will involve (Check all that apply)**

- Alteration  Construction  Pollution  Stormwater Discharge
- Deposition of Material \_\_\_\_\_ cubic yards
- Removal of Material \_\_\_\_\_ cubic yards

**See attached checklist of items that are to be included on Plan and supplemental data.**

A) Attach a Detailed Plan of the Proposal and indicate Plan Title and Date.

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B) Provide Brief Description of the Proposed Project on separate piece of paper. Instructions attached.

C) List Titles and dates of all documentation which will be included and submitted with this application and attach to application. Documents should include, but are not limited to; Project Proposal, Soil Scientist Reports, and Drainage Calculations.

**VIII. Other Information**

1. Does the application involve an activity in a regulated area that is within 500 feet of another municipality?  
 Yes  No - If YES, then a copy of the application and all material is to be submitted to said Town and a copy of the transmittal form is to be provided to the Commission.
2. Is the property located within a Flood Hazard Area?  Yes  No  
-If YES, then please provide additional material showing the location of the area.
3. Is the regulated activity within a Public Water Supply Aquifer or Watershed?  Yes  No  
- If YES, then a copy of the application and all material is to be submitted to the State Department of Health as well as the appropriate Water Company. See attached instructions for the Notification Process for the State Health Department. A copy of the transmittal forms shall be provided to the Commission.
4. Does the application require approval from Uncas Health District?  Yes  No  
- If YES, then a copy of the approval is to be provided to the Commission.



5. Does the application require approval from the Public Works Dept?  Yes  No  
 - If YES, then a copy of the approval is to be provided to the Commission.
6. Does the application require approval from the Town of Montville WPCA?  Yes  No  
 - If YES, then a copy of the approval is to be provided to the Commission.

7. Does the application require permits from the following agencies?

Submission Info

- |  |  |            |
|--|--|------------|
| Army Corps of Engineers                | <input type="checkbox"/> Yes <input type="checkbox"/> No | Date _____ |
| Department of Environmental Protection | <input type="checkbox"/> Yes <input type="checkbox"/> No | Date _____ |
| Department of Transportation           | <input type="checkbox"/> Yes <input type="checkbox"/> No | Date _____ |

- If YES, then a copy of the application and all material is to be submitted to said Agency and a copy of the transmittal form is to be provided to the Commission.

8. Does this permit require a State Water Diversion Permit?  Yes  No

9. Does this permit require a State Dam Permit?  Yes  No

10. Is this property subject to a Conservation Restriction and/or a Preservation Restriction?

-If YES, attach a copy of certified notice.  Yes  No

11. If the application is a renewal or modification of an existing permit, is a copy of the original approval included in the documentation package?  Yes  No

The undersigned applicant hereby consents to necessary and proper inspections of the above mentioned property by agents of the Montville Inland Wetlands Commission at reasonable times, both before and after the permit in question has been granted by the Commission.

Name \_\_\_\_\_ Date \_\_\_\_\_

Property Owner if other than Applicant \_\_\_\_\_ Date \_\_\_\_\_

**TOWN OF MONTVILLE**  
**INLAND WETLANDS APPLICATION CHECKLIST**

N/A

- Completed application signed by the property owner. If you are acting on behalf of the property owner than a letter must also be submitted by the property owner stating that you are acting as his/her agent.
  
- Application must have the disturbance area in square feet and acres to include the buffer area, as well as, the wetland area and what type of activity it will be in tabular format on site plan.
  
- A narrative describing the activities to take place on the property. This is to include but not limited to:
  - Alternatives considered.
  - Description of the activity including location and square footage of disturbance.
  - What type of erosion and sediment control will be used.
  - If machinery will be used or if work will be done by hand.
  - Identify the sub-drainage basin where the proposed activity will occur.
  
- List of abutting property owners and names indicated on plan.
  
- Location of all wells and septic systems of abutting property owners, as well as, any located onsite.
  
- Existing and proposed contours at 5 foot contours.
  
- Location of all designated wetland and watercourse areas by a Certified Soil Scientist. A soils report from the soil scientist shall also be provided along with a live signature and stamp on the plans.
  
- Location of all Flood Zones per Federal Flood Insurance Rate Maps.
  
- Location of all existing and proposed buildings and their uses.
  
- Location of all crossings and storm water drainage systems and their drainage. calculations based on ten (10) and Twenty-five (25) year storms. In addition all points of ground water discharge will also be shown.
  
- Location of all Erosion and Sediment control devices and an Erosion and Sediment control plan.
  
- North arrow and location key at 1"= 1000".
  
- DEEP Report Form.

- The requirements of **Section 7.6** shall apply if the proposed activity has been determined **significant**.
- Site plans for the proposed use or operation and the property which will be affected, which show existing and proposed conditions, wetland and watercourse boundaries, land contours, boundaries of land ownership, proposed alterations and use of wetlands and watercourses, and other pertinent features of the development drawn by a licensed surveyor, professional engineer or landscape architect registered in the State of Connecticut or by such other qualified person;
- Engineering reports and analyses and additional drawing to fully describe the proposed project and any filling, excavation, drainage or hydraulic modifications to watercourses and the proposed erosion and sedimentation control plan;
- Mapping of soil types consistent with the categories established by the National Cooperative Soil Survey of the U. S. Soil Conservation Service (the Commission may require the applicant to have the wetlands delineated in the field by a soil scientist and that the field delineation be incorporated onto the site plan);
- Description of how the ecological communities and functions of the wetlands or watercourses involved with the application and the effects of the proposed regulated activities on these communities and wetlands functions;
- Description of how the applicant will change, diminish, or enhance the ecological communities and functions of the wetlands or watercourses involved in the application, and with each alternative, and a description of why each alternative considered was deemed neither feasible nor prudent;
- Analysis of chemical or physical characteristics of any fill material;
- Measures which mitigate the impact of the proposed activity. Such measures include, but are not limited to, plans or actions which avoid destruction or diminution of wetland or watercourse functions, recreational uses and natural habitats, which prevent flooding or degradation of water quality.

**In addition to this checklist, the applicant is also responsible for those items listed in the Erosion & Sediment Control Checklist**

## Information Needed To Fill Out Town of Montville Inland Wetlands Application Form

**ALL APPLICATIONS ARE DUE IN THE OFFICE FIVE (5) DAYS BEFORE THE REGULARLY SCHEDULED MONTHLY MEETING. MEETINGS ARE HELD THE THIRD (3<sup>RD</sup>) THURSDAY OF EVERY MONTH AT 7:00 P.M. IN THE TOWN HALL COUNCIL CHAMBERS. FAILURE TO SUBMIT AN APPLICATION IN THIS TIME FRAME WILL RESULT IN THE APPLICATION BEING DELAYED UNTIL THE NEXT MONTH'S MEETING.**

### **SECTION I**

1. Name, Address, Phone Numbers.
2. If not the property owner then check appropriate box.

### **SECTION II**

1. Name of Property Owner, Address, Phone Number. If same as applicant leave blank
2. If not property owner, then consent form from property owner indicating that are applying for the application on their behalf is necessary.

### **SECTION III**

1. Name of Engineering Firm and Contact Person.
2. If an engineer is not involved with the project, then leave the space blank.

### **SECTION IV**

1. Name of Law Firm and Contact Person.
2. If an attorney is not involved with the project, then leave the space blank.

### **SECTION V**

1. Address of the property where the activity will be taking place.
2. Contact the Assessor's office to get the following information:
  - a. Map and Lot number.
  - b. Acreage.
  - c. Volume and Page of the deed for the property.
  - d. Adjacent Property Owners.

### **SECTION VI**

1. Wetlands and Watercourse area to be disturbed is the total area of disturbance in square feet. (L X W). **THIS IS VERY IMPORTANT AND NEEDS TO BE FILLED IN OR THE APPLICATION WILL BE DEEMED INCOMPLETE.**
2. Upland Review area is the area fifty (50) feet away from any wetland or watercourse. The area to be disturbed is the total area of disturbance in square feet. (L X W) **THIS IS VERY IMPORTANT AND NEEDS TO BE FILLED IN OR THE APPLICATION WILL BE DEEMED INCOMPLETE.**
3. Indicate when and if the area has been flagged for wetlands and by whom.
4. If there is any disturbance within a watercourse, indicate the linear feet of disturbance.
5. If any new wetlands are to be created indicate the area in square feet.

How to Complete Inland Wetlands Application  
Page 1 of 2

### **SECTION VII**

1. Indicate the type of project being proposed.
2. Indicate the type of activity proposed. If depositing or removing material indicate the amount in cubic yards.
  - Describe the activity that you are asking permission to do and write it in paragraph form. Please include the following in your report:
    - Where is the activity location and approximately how far is it from a regulated area.
    - **How will the activity be completed?**
      - a. What is the activity?
      - b. What type of machinery will be used or if work will be done by hand.
      - c. What material was used?
      - d. How big of an area.
      - e. If material was brought in, how much.
      - f. If material removed, how much and where taken. Will it be stockpiled and removed, or used to regrade area.
      - g. Why are you asking for the activity?
      - h. Any unique conditions on the property that would not allow you to conduct activity outside of the regulated area.
      - i. Approximate time line from start to completion.
      - j. Be as detailed as possible, this makes it easier for the Commission to understand the activity and also shortens the permit process.
3. Fill in the title and date of the site plan.
4. Provide on a separate piece of paper the description of the project.
5. A list of all supplemental data is to be provided.

#### **SECTION VIII**

1. Indicate by filling in the appropriate box the answers to questions 1-10.
2. If you answered yes to any of the questions then additional data as indicated must be provided to the Commission.

#### **Sign and Date the Application.**

**In addition to the Town of Montville Inland Wetlands Application; please go to the following link:**

[http://www.ct.gov/deep/lib/deep/water\\_inland/wetlands/siwwarf.pdf](http://www.ct.gov/deep/lib/deep/water_inland/wetlands/siwwarf.pdf)

**This is the Statewide Inland Wetlands & Watercourses Activity Reporting Form. Print out, fill in items #7 and #8; include this form with your Inland Wetland Application; the Staff will complete the balance of the form for you.**

# COASTAL SITE PLAN REVIEW APPLICATION

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Cell # \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

**Project Address or Location** \_\_\_\_\_

The following information must be supplied by the applicant and submitted in addition to and along with, any applications, plans and data required for approval of the proposed project under the Zoning and/or Subdivision Regulations of this Municipality. Attach additional sheets if more space is required.

**I. PLANS** (See Section 15.3 of Zoning Regulations)

**A. PROJECT PLAN(S)**

This application must be accompanied by a plan (or plans) of the entire project indicating 1) project location, 2) design of all existing and proposed buildings, structures and uses, 3) all proposed site improvements or alterations, and 4) ownership and type of use on adjacent properties.

**B. COASTAL RESOURCES**

This application must be accompanied by a plan showing the location of all coastal resources (as defined in Section 3(1) of P. A. 79-535) on and contiguous to the site.

**II. WRITTEN INFORMATION**

**A. DESCRIPTION OF PROPOSED PROJECT**

Describe the entire project including types of buildings and structures, uses, methods, and timing of construction, type and extent of development adjacent to the site. This information should supplement and/or clarify plans in 1A above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. DESCRIPTION OF COASTAL RESOURCES**

Identify the coastal resources on and contiguous to the site (as shown on the coastal resources map) and describe their condition. This information should supplement and/or clarify the plan in 1B above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. ASSESSMENT OF THE SUITABILITY OF THE PROJECT FOR THE PROPOSED SITE AND THE CAPABILITY OF THE RESOURCES TO ACCOMMODATE THE PROPOSED USE**

(1) Identify any and all coastal use policies in Section 3(b) (1) of P. A. 79-535 and reprinted in the Connecticut Coastal Management Manual applicable to the proposed project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Identify any and all coastal resource policies (in Section 2(b) (2) of P. A. 79-535 and reprinted in the Connecticut Coastal Management Manual applicable to the proposed project.

\_\_\_\_\_  
\_\_\_\_\_

(3) Describe how the proposed project is consistent with all of the coastal policies identified in C (1) and (2) above (i.e. describe the extent to which the project complies or conflicts with each policy). **Note: If project conflicts with any policy, the project should be modified to reduce or eliminate the conflict.**

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**D. EVALUATION OF THE POTENTIAL BENEFICIAL AND ADVERSE IMPACTS OF THE PROJECT AND DESCRIPTION OF PROPOSED METHODS TO MITIGATE ADVERSE EFFECTS.**

(1) Identify and describe the potential adverse impacts (as defined in Section 3 (15) of P. A. 79-535) and potential beneficial impacts of the project on coastal resources.

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**FOR WATERFRONT PROPERTY ONLY:**

(2) Is the project a water dependent use as defined in Section 3(16) of P. A. 79-535? If so, explain why.

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**FOR WATERFRONT PROPERTY:**

(3) Describe the impacts or effects either positive or negative that the project will have on future water dependent uses or development on and adjacent to this site.

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(4) Describe the proposed measures to mitigate (reduce or eliminate) any adverse impacts on coastal resources described in D (1) and, if applicable, on future water dependent development opportunities described in D (3).

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**E. DEMONSTRATION OF THE ACCEPTABILITY OF REMAINING OR UNMITIGATED ADVERSE IMPACTS ON COASTAL RESOURCES AND FUTURE WATER DEPENDENT USES AND DEVELOPMENT.**

(1) Describe any adverse impacts that remain after employing all reasonable mitigation measures.

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(2) Explain why these remaining adverse impacts were not mitigated.

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(3) Explain why the Commission or Board reviewing this application should find these remaining adverse impacts to be acceptable.

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**III. SUPPORTING MATERIALS/DOCUMENTATION**

The Commission or Board may request the submission of such additional information that it deems necessary in order to reach a decision on the application. Include any additional information required by the Commission or Board and list any supplemental materials (plans, reports, etc.) That are being submitted in support of this application.

**APPLICANT'S SIGNATURE/DATE**

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TO BE COMPLETED BY PLANNING OFFICE

FEE RECEIVED \_\_\_\_\_ RECEIPT \_\_\_\_\_ DATE \_\_\_\_\_



**ZONE CHANGE APPLICATION**

Name of Property Owner(s) \_\_\_\_\_

Address \_\_\_\_\_ Tel # \_\_\_\_\_ Cell # \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

Name of Agent \_\_\_\_\_

Address \_\_\_\_\_ Tel # \_\_\_\_\_ Cell # \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

Location of Property to Be Rezoned \_\_\_\_\_

Assessor's Map and Lot Numbers \_\_\_\_\_

Size of Site \_\_\_\_\_ Acres \_\_\_\_\_ Square Feet \_\_\_\_\_

Current Zone \_\_\_\_\_ Proposed Zone \_\_\_\_\_

Previous zone changes requested for this property? YES  NO

Date of Request \_\_\_\_\_

State Reason for Zone Change \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information contained in this application is true and correct to the best of my knowledge. The undersigned hereby authorizes the Commission and its professional staff to enter upon the property contained within the proposed change if the applicant has the legal right to grant such access.

Signed (Applicant/Agent) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Owner) \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION TO AMEND ZONING REGULATIONS**

Applicant \_\_\_\_\_

Address \_\_\_\_\_ Tel # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Fax # \_\_\_\_\_

Agent \_\_\_\_\_

Address \_\_\_\_\_ Tel # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Fax # \_\_\_\_\_

Section(s) of the Zoning Regulations to be amended \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Text of Proposed Amendment (attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State the reason for requesting the change \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information contained in this Application is true and correct to the best of my knowledge.

Signed (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Agent) \_\_\_\_\_ Date \_\_\_\_\_

## CHANGE TO ZONING REGULATIONS OR MAP

Any person who wishes to propose a change to the Zoning Regulations or the Zoning Map should meet with the Planning Director to discuss the proposed amendment prior to formal submission of an application.

Any resident of Montville or person having a vested interest in land in the Town of Montville may petition the Commission to adopt a change to the Zoning Regulations or the Zoning Map. Amendments may be adopted by a majority vote of the Commission after Public Notice and Public Hearing in accordance with State law. The Commission must approve the Zone Change by a two-thirds vote if a petition against the proposed Zone Change has been filed.

### **THE FOLLOWING INFORMATION MUST BE SUBMITTED WHEN REQUESTING A ZONE CHANGE:**

- Completed application
- Application fee -- **\$450.00 (plus the State of Connecticut fee of \$60.00)**
- If the amendment request is for a change in the Zoning Map boundaries, the applicant shall prepare and submit with the application a Plan drawn to scale, showing the boundaries, owners, Assessor's Map and Lot #'s of all properties located within the area to be rezoned, and within five hundred feet (500') from the boundaries of the area to be rezoned. This information should be obtained from the Town of Montville Grand List. (10 copies of the plan to be submitted with the application)
- A list of the names and addresses of the owners of all properties located in the area to be rezoned and within five hundred feet (500') feet of the area to be rezoned. This information should be obtained from the Town of Montville Grand List which is located in the Tax Assessor's Office.
- The applicant must submit written proof of mailing to the Zoning Enforcement Officer, at least five days prior to the public hearing, that he has sent, by way of registered or certified mail, at least ten days before the date of the public hearing, a copy of the public hearing notice to the owners of record of such properties as noted above. A copy of the public hearing notice may be obtained from the Commission's secretary.

### **THE FOLLOWING INFORMATION MUST BE SUBMITTED WHEN REQUESTING AN AMENDMENT TO THE ZONING REGULATIONS:**

- Completed application
- Application fee -- **\$450.00 (plus the State of Connecticut fee of \$60.00)**
- Proposed text (12 copies)

## **Zone Change Evaluation Criteria**

Legal Consideration: Prior to granting a zone change request, the following items should be considered by the Commission:

1. Is the proposal in conformance with the Plan of Conservation and Development, but more importantly, is it in conformance with the intent of the Zoning Regulations (aka Comprehensive Plan) and, if not;
  
2. Was the original classification given to the land inappropriate or improper?
  
3. Have there been major changes within the area involved which were not anticipated in the adopted Plan of Conservation and Development and Comprehensive Plan (Zoning Maps and Regulations), and which have substantially altered the basic character of the area?
  
4. Is the proposal going to benefit the community as a whole, and not solely a particular individual or group of individuals?
  
5. Is the area suitable for the use and other uses permitted by right in the new zone and will the change encourage the most appropriate use of the land in the public interest?
  
6. Does the proposal represent spot zoning?

# APPLICATION FOR APPEAL OR VARIANCE MONTVILLE ZONING BOARD OF APPEALS

Name of Owner(s) \_\_\_\_\_ Application # \_\_\_\_\_

Name of Applicant(s) \_\_\_\_\_ Date Submitted \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel # \_\_\_\_\_ Cell # \_\_\_\_\_ Business # \_\_\_\_\_ Zone \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Email Address \_\_\_\_\_

Is Property in question within **500 feet** of the Town Line? Yes  No

Please List The **Names And Addresses** of the Adjacent, Abutting, etc. Property Owners below (attach an additional sheet if needed):

_____	_____
_____	_____
_____	_____
_____	_____

The Applicant's **Reason** for Submitting This Application (Check One):

\_\_\_\_\_ (1) There is an Error in an Order, Requirement, or Decision made by the Zoning Enforcement Officer.

\_\_\_\_\_ (2) The Applicant seeks a Variance in the Application of the Zoning Regulations.

\_\_\_\_\_ (3) Other. Describe: \_\_\_\_\_

The **Decision** which is being Appealed, **or** the Section(s) of the **Zoning Regulations** from which a Variance is Requested:

\_\_\_\_\_  
\_\_\_\_\_

The Applicant **Requests** the Board to take the following action:

\_\_\_\_\_

The Nature of the Unusual Hardship or Exceptional Difficulty existing with regard to the property is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has any previous Appeal been filed in connection with these premises? \_\_\_\_\_ If so, when? \_\_\_\_\_

If the Applicant has Designated an Agent:

Name of Agent: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

I Certify that the information contained in this Application is true and correct and hereby authorize the Montville Zoning Board of Appeals and/or Zoning Enforcement Officer to enter upon the property in question for the purpose of inspecting the conditions described in this Application.

Date \_\_\_\_\_ Applicant(s) \_\_\_\_\_

**This Space Reserved For the Board**

**Date Officially Received** \_\_\_\_\_ **Date of Public Hearing** \_\_\_\_\_

**Action by Board** \_\_\_\_\_ **Date** \_\_\_\_\_

## Application Instructions For An Appeal Or Variance

1. Submit **two copies** of the completed application signed by all owners of the property and applicants to the Office of the Zoning Enforcement Officer at the address above. **All applications shall be submitted to the Zoning Board of Appeals not less than 21 days before the meeting. The day of receipt of said application to the Zoning Board of Appeals shall be the day of the next regularly scheduled meeting of the Zoning Board of Appeals, immediately following the day of submission to the Board, or thirty-five (35) days after such submission, whichever is sooner. The Zoning Enforcement Officer will review the applications; and, if deemed to be complete, will notify the applicant so that certified mailings to abutters can be forwarded in a timely fashion and will advertise for a public hearing at the next regularly scheduled meeting.**
2. Include **ten (10) drawings**, reasonably to scale. The Board may require an appropriate plan prepared, signed, and sealed by a licensed land surveyor or registered professional engineer to insure compliance with the zoning regulations. Be sure to show all pertinent data -- lot lines, labeled streets or roads, location of any structures, well, septic system, etc., appropriate to your application. Also show ownership of all abutting, adjacent, and/or contiguous property owners (including those directly across the street) listing names and complete addresses of the owners. Indicate clearly what action by the Board is requested. The seven copies will be distributed by the Office of the Zoning Enforcement Officer.
3. **All applications shall include a \$450.00 fee, PLUS a non-refundable fee of \$60.00 (State of Connecticut fee).** Make the check payable to the *Town of Montville*. There will also be a fee, payable to the Montville Town Clerk for filing and recording of the decision granting a variance. This fee is payable only after the decision is made.
4. The applicant must notify the abutting property owners of the public hearing date scheduled by way of certified mail, in a form similar to the following: **(NOTE: do not send certified letters until a public hearing date is set.)**

### EXAMPLE:

*Dear Mr. / Mrs. / Miss Owner:*

*You have been identified as a property owner required to be notified by certified mail in connection with a proposed \*\*\*\*\* (variance, appeal, exception). Explain the nature of variance, statutory approval or exception requested (i.e. side yard variance, front yard variance, use variance, area variance, frontage variance, gasoline station, etc.), include date, time and place of public hearing. Information regarding this application is on file in the office of the Zoning Enforcement Officer, Planning Department- Montville Town Hall. At the public hearing interested persons may appear to be heard and written communications will be received.*

5. Applicants must furnish evidence that appropriate owners of record as described in item #2 above have been notified by way of certified mail of the proposed petition. Return receipts shall be requested at the time of mailing and those receipts obtained should be provided to the board before the public hearing, along with a copy of the letter mailed.
6. If a request for a variance or special exception is granted, a Certificate of Notice of Decision will be mailed to the applicant by certified mail within 15 days of the decision. The decision will also be published in a newspaper having a substantial circulation in the town within 15 days. The decision may be appealed to court by any aggrieved party within 15 days of publication of the decision in a newspaper.

The applicant (s) must record the original Certificate of Notice of Decision in the land records of the town in order for it to become effective. **In addition to recording of the decision, NO work shall be performed until necessary permits are obtained from the Zoning Enforcement Officer prior to construction.**