APPLICATION FOR SITE PLAN OR SPECIAL PERMIT APPROVAL

SITE PLAN_____ SPECIAL PERMIT_____ FEE_____

NAME OF PROPOSED DEVELOPMENT_____

APPLICANT:

NAME_____

ADDRESS_____

_____

PHONE_____

PLANS PREPARED BY:

NAME_____

ADDRESS_____

_____

PHONE_____

OWNER (IF DIFFERENT)

(IF MORE THAN ONE OWNER, PROVIDE INFORMATION FOR EACH)

NAME_____ PHONE_____

ADDRESS_____

_____

OWNERSHIP INTENTIONS, IE: PURCHASE OPTIONS?_____

_____

LOCATION OF SITE_____

_____

TAX MAP DESCRIPTION_____

MAP_____ BLOCK_____ PARCEL_____

CURRENT ZONING CLASSIFICATION_____

OTHER PERMITS NEEDED (LIST)_____ _____

_____ _____ _____

_____ _____ _____

PROPOSED USE OF THE SITE_____

_____

IF A SITE PLAN, IS IT FOR A CHANGE OF USE OF EXISTING BUILDING OR STRUCTURE?_____

TOTAL SITE AREA (IN SQ FEET OR ACRES)_____

ANTICIPATED CONSTRUCTION TIME_____

WILL DEVELOPMENT BE STAGED?_____

CURRENT LAND USE OF SITE (AGRICULTURE, COMMERCIAL, UNDEVELOPED ?)

_____

CURRENT CONDITION OF SITE (BUILDINGS, BRUSH, ETC.)

_____

CHARACTER OF SURROUNDING LANDS (SUBURBAN, AGRICULTURE, WETLANDS ?)_____

ESTIMATED COST OF PROPOSED IMPROVEMENT $_____

ANTICIPATED INCREASE IN NUMBER OF RESIDENTS, SHOPPERS, EMPLOYEES ? (AS APPLICABLE)_____

DESCRIBE PROPOSED USE, INCLUDING PRIMARY AND SECONDARY USES; GROUND FLOOR AREA; HEIGHT; AND NUMBER OF STORIES FOR EACH BUILDING; - FOR RESIDENTIAL BUILDINGS INCLUDE NUMBER OF DWELLING UNITS BY SIZE (EFFICIENCY, ONE-BEDROOM, TWO-BEDROOM, THREE OR MORE BEDROOMS) AND NUMBER OF PARKING SPACES TO BE PROVIDED. - FOR NONRESIDENTIAL BUILDINGS, INCLUDE TOTAL FLOOR AREA AND TOTAL SALES AREA; NUMBER OF AUTO AND TRUCK PARKING SPACES.

_____

_____

_____

_____

_____

_____

_____

LOT HAS FRONTAGE ON ONE (1) OR MORE OF THE FOLLOWING:

_____STATE HIGHWAY

_____TOWN ACCEPTED STREET

_____UNACCEPTED STREET

_____A. IN A FILED SUBDIVISION APPROVED BY PLANNING WITH COMPLETION BOND

_____B. IN A FILED SUBDIVISION APPROVED BY PLANNING WITH NO BOND IN EFFECT

_____C. OTHER - SPECIFY

SPECIAL PERMIT REVIEW CHECKLIST
Land Use Office
Borough Of Naugatuck

Provide the Following:

Application

_____**Application Fee** A Special Permit fee as set by the Board of Mayor and Burgesses upon recommendation of the Zoning Commission.

_____**Statement of Use**: A written statement describing the proposed use in sufficient detail to determine compliance with these Regulations, five (5) copies shall be submitted;

_____**Site Plan**: A site plan, drawn to a scale of not less than forty (40) feet to the inch. The site plan shall be prepared by and bear the seal of an architect or professional engineer or land surveyor licensed to practice in the state of Connecticut and shall show the following information.

_____ (1.) Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;

_____ (2.) North arrow, scale and date, existing and proposed contours;

_____ (3.) Boundaries of the property plotted to scale;

_____ (4.) Existing watercourses;

_____ (5.) Grading and drainage plan, showing existing and proposed contours;

_____ (6.) Location, design, type of construction, proposed use and exterior dimensions of all buildings;

_____ (7.) Location, design, type of construction of all parking and truck loading areas, showing access and egress;

_____ (8.) Provision for pedestrian access;

_____ (9.) Location of outdoor storage, if any;

_____ (10.) Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences, streets, driveways;

_____ (11.) Description of the method of sewage disposal and location, design and construction materials of such facilities;

_____ (12.) Description of the method of securing public water and location, design and construction materials of such facilities;

_____ (13.) Location of fire and other emergency zones, including the location of fire hydrants;

_____ (14.) Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;

_____ (15.) Location, size and design and type of construction of all proposed signs;

_____ (16.) Location and proposed development of all buffer areas, including existing vegetative cover;

_____ (17.) Location and design of outdoor lighting facilities:

_____ (18.) Identification of the location and amount of building area proposed for retail sales or similar commercial activity;

_____ (19.) General landscaping plan and planting schedule; and

_____ (20.) An estimated project construction schedule.

In addition, applicants shall submit, or be prepared to submit, separately:

_____ (21) A record of applications for and approval status of all necessary permits from state and regional officials;

_____ (22) Identification of any state or regional permits required for the projects execution, and

_____ (23) Other elements integral to the proposed development as considered necessary by the Zoning Commission.

_____**Soil Erosion & Sedimentation Control Plan**: A soil erosion and sedimentation control plan as described in Section 36.

_____36.4.1**a** Said plan shall contain a narrative detailing the proposed development.

_____36.4.1b Said plan shall contain the proposed schedule for grading and construction activities including: the sequence of grading and construction activities; the sequence for installation and/or application of all soil erosion and sediment control measures; the sequence for final site stabilization

_____36.4.1c The design criteria for proposed soil erosion and sediment control measures;

_____36.4.1d The construction details for proposed soil erosion and sediment control measures;

_____36.4.1e The installation and/or application procedures for proposed soil erosion and sediment control measures, and;

_____36.4.1f The operation and maintenance program, for proposed soil erosion and sediment control measures.

_____36.5.1 Plans for soil erosion and sediment control shall be developed in accordance with these regulations using the principles as outlined in Chapters 3 and 4 of the Connecticut Guidelines for Soil Erosion and Sediment Control 2002, as amended. Soil erosion and sediment control plans shall result in a development that:

_____**Architectural Plans**: Preliminary architectural plans of all proposed buildings, structures and signs, including general exterior elevations, perspective drawings and generalized floor plans and including drawings for proposed signs. Four (4) copies shall be submitted. Such plans shall be prepared and signed by an engineer or an architect licensed to practice in Connecticut.

Additional Agency/Commission Referrals

_____**Referral to Planning Commission**: A statement of the Planning Commission's vote approving or disapproving or proposing modification of such proposal and reasons for the vote shall be publicly read at the public hearing and incorporated into the record of the public hearing.

_____**Inland Wetlands Report**: A written report from the Naugatuck Inland Wetlands Commission as described in Section 33.3.4 if applicable.

_____**Naugatuck Valley Health District or Water Pollution Control Board** report as described in Section 33.3.6.

_____**Other Information Required by Zoning Commission** may by resolution waive the submission of all or part of the information required under Sections 32.2.1 through 32.2.7, or may request additional information.

_____**Fire Protection Report from the Naugatuck Fire Marshall and the Naugatuck Fire Commission** commenting and/or recommending on fire protection provisions affecting the development or the abutting properties.

_____**Police Report from the Naugatuck Police Commission** commenting and/or recommending on traffic safety and access provisions affecting the development and the surrounding area.

_____**Water Company Report**: If the proposed development is to be dependent upon the existing public water company, the applicant shall be responsible for the submission of a report from the applicable water company commenting on the availability and timing of water services for the proposed development.

Design Considerations

_____**Driveway**s: To require that there be no more than two (2) driveways entering any lot from any one street, except that there may be one (1) additional driveway for each additional three hundred (300) feet of lot frontage, or fraction thereof, in excess of three hundred (300) feet. Driveways shall not exceed thirty (30) feet in width at the street line unless a greater width is required by the State of Connecticut or as otherwise required by these regulations.

_____**Parking & Loading**: To determine whether or not off street parking and loading will be suitably designed, paved, and drained in such a manner as to promote traffic safety and to protect public health and shall conform to the standards of Section 26.

_____**Utilities**: To determine whether or not suitable provision has been made for water supply and sewage disposal in accordance with applicable standards of the Naugatuck Valley Health District.

_____**Landscaping**: To provide for permanently maintained landscaping on the lot to accomplish the following purposes:

_____ **(a)** Business Districts: In Business Districts, no part of the area required for setback from a Residence District boundary line shall be used for off street parking and loading. A strip of land, not less than ten (10) feet in width in Business District #1 and not less than twenty (20) feet in width in Business District #2 and Business District #3, along and adjacent to any Residence district boundary line shall be suitable landscaped with lawns and with trees and/or shrubs.

_____ **(b)** Industrial- District #2: In Industrial District #2, no part of the area required for setback from a residence district boundary line shall be used for off street parking or loading spaces or driveways in connection therewith. No part of the area required for setback from a street line shall be used for off street loading spaces and no more than 50% of such area shall be used for driveways and/or off street parking; the area required for setback from a street line shall be suitably landscaped with lawns trees and/or shrubs, washed gravel or ornamental brick or stone pavement except for sidewalks and permitted driveways and off street parking spaces. Along and adjacent to any residence district boundary line, as trip of land not less than thirty (30) feet in width shall be left in its natural state if already wooded or shall be landscaped with lawns and/or shrubs.

_____ **(c.)** To provide landscaped planting areas within or adjacent to off street parking and loading areas in such a manner as to enhance the appearance of the area. The planting areas shall consist of planting strips or islands no less than eight (8) feet in width which are within or from a landscaping border adjacent to the parking and loading areas.

_____**Soil Erosion & Sedimentation Control**: Design and construction of any development including related streets, drainage and other improvements shall be executed in a manner so that such improvements will not cause soil erosion or sedimentation on the property being developed, or on surrounding properties, wetlands or water courses. (see Section 36).

_____**Lighting**: To determine the location, height, design and arrangement of outside lighting in order to avoid glare on any other lot and avoid hazards to traffic on any street.

SPECIAL PERMIT REVIEW CHECKLIST
Land Use Office
Borough Of Naugatuck

Provide review with the following in mind:

General Considerations

_____**33.5.1** the size and intensity of the proposed use and the size of the lot on which it is to be located;

_____**33.5.2** the effect of the proposed use on any adopted Plan of Conservation and Development for the Borough;

_____**33.5.3** the capacity of adjacent and feeder streets to accommodate peak traffic loads, and any traffic hazards that may be created by the use;

_____**33.5.4** the effect upon property values and appearance in the neighborhood, taking into account the topography of the lot and the character, location and height of proposed buildings and structures and the site plan and proposed landscaping;

_____**33.5.5** the number, location, arrangement of off-street parking and loading spaces and the vehicular access to the lot;

_____**33.5.6** fire and police protection needs;

_____**33.5.7** water supply, sewage disposal facilities and drainage and erosion problems;

_____**33.5.8** the availability of recreation areas;

_____**33.5.9** the effect of the lighting system in terms of location and type of display signs and lighting, loading zones, landscaping and pedestrian walkways;

_____**33.5.10** the height, location, orientation of main and accessory buildings in relation to other structures in the vicinity;

_____**33.5.11** the degree to which the proposed use fosters and energy efficient building layout and landscaping plan through the use of building orientations and vegetation; and

_____**33.5.12** drainage considerations shall include effects on land which the drain-way passes through, and also, the effects on those off-site areas ultimately receiving said drainage whether within the development or not.

General Standards

_____**33.7.1** Access: Provision shall be made for vehicular access to the lot in such a manner as to avoid undue hazards to traffic and undue traffic congestion on any public highway;

_____**33.7.2** Neighborhood: The site plan and architectural plans shall be of a character as to harmonize with the neighborhood, to accomplish a transition in character between areas of unlike character, to protect property values and to preserve and enhance the appearance and beauty of the community;

_____**33.7.3** Plan of Conservation and Development: The site plan and architectural plans shall be in conformance with the purpose and intent of any plan of conservation and development adopted by the Borough Planning Commission for the area in which the use is to be located, and the site plan shall provide for appropriate continuation and improvement of streets terminating at the lot where the use is to be located;

_____**33.7.4** Bond: The Zoning Commission may authorize the Chairman to endorse the Record Map of Approval, if applicable, to permit filing with the Town Clerk, but such endorsement shall not be executed until all conditions of approval have been met, all required improvements have been completed in accordance with the plans as approved. In lieu of completion of all or part of required improvements prior to endorsement of the Record Map of Approval, the applicant shall execute an agreement and file a bond with the Zoning Commission to guarantee such completion within two (2) years. The bond shall be in form and amount acceptable to the Zoning Commission and to the Borough Attorney;

_____**33.7.5** Release: Before release of any site bond, or before the Zoning Commission endorses any site map to permit filing with the Town Clerk when no bond has been posted, the Building Inspector and Borough Engineer shall inspect the premises and notify the Zoning Commission in writing that all work has been completed according to plans. if necessary, the Zoning Commission shall require an "as built" site plan from the applicant's engineer or land surveyor, licensed to practice in the State of Connecticut or a certification that all work has been completed according to site plan submitted.

_____**33.7.6** Erosion & Sedimentation Control Plan: The Zoning Commission shall certify based upon the Borough Engineer's report that the soil erosion & sedimentation control plan complies with the requirements of Paragraph 33.3.10 and furthermore, site development shall not begin unless the soil erosion and sedimentation control plan and those control measures and facilities in the plan scheduled for installation prior to site development are installed and functional. All control measures and facilities shall be maintained in effective condition to ensure compliance with the certified plan.

Additional Conditions and Safeguards

In granting any SPECIAL PERMIT, the Zoning Commission may attach such additional conditions and safeguards as are deemed necessary to protect the neighborhood, such as, but not limited to:

_____**33.8.1** Requirement of setbacks greater than the minimum required by these Regulations;

_____**33.8.2** Requirement of screening of parking areas or other parts of the premises from adjoining premises or from the street, by walls, fences, planting or other devices as specified by the Zoning Commission;

_____**33.8.3** Modification of the exterior features or appearance of any structure where necessary to be in harmony with the surrounding areas;

_____**33.8.4** Limitation of size, number of occupants, methods and times of operation or extent of facilities;

_____**33.8.5** Regulation of number, design and location of access drives or other traffic features including pedestrian ways;

_____**33.8.6** Requirement of off-street parking or other special features beyond the minimum required by these Regulations or other applicable codes or regulations;

_____**33.8.7** Regulation of the number, type and location of outdoor lighting facilities;

_____**33.8.8** Requirement that the proposed use be approved in phases;

_____**33.8.9** Regulation of the orientation of spacing of buildings;

_____**33.8.10** Requirement that a Certificate of Public Convenience approved by the Connecticut Department of Health Services and Public Utility Control Commission be demonstrated to the Commission whenever the development is to be supplied with water from a small water company (see Section 4.33).

Land Use Plan Review Application

Engineering Department
Water Pollution Control Authority

Date Submitted: _____

Project Name & Location _____

Applicant:

Name _____ Home Phone _____ Business Phone _____

Street Address _____ City _____ State _____ Zip _____

Agent (attorney, engineer):

Name _____ Home Phone _____ Business Phone _____

Business Address _____ City _____ State _____ Zip _____

Documents	**Submitted**	**Dates:**
Commission Application		
Plans:		
Traffic Studies:		
Drainage Studies:		
Soil Report:		
Sediment, Erosion Control Plan:		
Sewage Capacity Study:		
Other:		

Person/Commission Requesting Review: _____

Name and Date of Next Commission Meeting: _____

Comments: _____

Please allow 20 days for review
WPCA reviews which require main sewer line extension, please fill in attached form.

WATER POLLUTION CONTROL AUTHORITY
229 CHURCH STREET, NAUGATUCK, CT

APPLICATION FOR MAIN EXTENSION

Project Title: _____ Project Description: _____

_____

Date of Application _____ Address _____

Applicant _____ Address _____

Town _____ State _____ Zip Code _____

Phone _____ Emergency Phone _____ Cell Phone _____

Property Use: ___ Single Family Residence ___Multi-Family Residence (#Units__)

___Commercial Construction _____Length of Main Extension _____# of Units

Estimated Sewer Flow (if Commercial)_____ Gallons Per Day_____

NOTE:
*Sanitary Sewer Plan: 7 copies required Attached _____
*Sanitary Sewer Capacity/Study Attached_____
***must be submitted 7 days prior to WPCA Regular Meeting**

This approval, if issued, is based upon the plans and information submitted. Falsification, by misrepresentation or omission, or failure to comply with the conditions of approval of this permit shall constitute a violation of the Borough of Naugatuck Water Pollution Control Authority – Sanitary Sewer Ordinances. All work will comply with WPCA Ordinances and Engineering Department Standard Sewer Construction Notes and Details.

If enforcement of the Naugatuck Water Pollution Control Authority – Sanitary Sewer Ordinances is required, the applicant shall pay all costs associated with any enforcement action including attorney fees, administrative costs and court costs.

RECEIVED: Applicant has received Standard Sewer Construction Notes and Details

*****FEES: $50.00 per unit and $500 per Pump Station*****

Applicant's Signature_____ Date_____

_____

WPCA USE ONLY

Approval hereby _____ Issued ___ Denied

Reason for Denial: _____

Fee Paid: Check # Date_____

Approved by WPCA Date:_____ _____
Borough Engineer or Authorized Representative

_____

BOROUGH OF NAUGATUCK
WATER POLLUTION CONTROL BOARD

229 CHURCH STREET
NAUGATUCK, CT 06770
203 / 720-7060
FAX 203 / 720-7099

WPCA Application Procedure

As directed by the Water Pollution Control Authority the following application and review procedure will be followed as of 9/28/06:

1. No applications or projects will be placed on the WPCA regular meeting agenda if not received on or before the 2nd Wednesday of the month.

2. Revised maps or information submitted following the 2nd Wednesday or received at the meeting will not be discussed.

3. In order to receive engineering comments on a project prior to the regular meeting, plans and information for review must be received at least 3 weeks prior to the meeting. Information received following that date may or may not receive engineering comments at the following regular meeting.

WATER POLLUTION CONTROL AUTHORITY

STANDARD CONDITIONS FOR SANITARY SEWER EXTENSIONS & SANITARY SEWER CONSTRUCTION

Design Standards

1. Approval of construction documents by the Borough Engineer

2. Verify that the receiving sewer has capacity to accept the proposed flows. If necessary, the WPCA may require the repair of existing inflow\infiltration problems in the area where the connection is proposed.

3. Extend the last manhole to the far limit of the property and prepare an evaluation of the feasibility for future extensions.

4. In developed neighborhoods, extend laterals to the R.O.W. line for future tie-ins. In undeveloped neighborhoods and cross-country easements a wye may be left on the main line if approved by the WPCA and Borough Engineer.

5. Developer of any property or sub-divisions of three (3) or more building lots situated within the Borough whose property line, at any point, is within five hundred (500) feet of an existing or future public sanitary sewer is required, at his expense, to install suitable toilet facilities in all houses or buildings located on said building lots, and to connect such facilities directly with proper public sewer in accordance with the provisions of this ordinance.

6. A separate and independent building sewer shall be provided for every building; except where an industrial complex, commercial or multiple dwelling installation, has provided a private sewer system on its own property to drain several buildings to an interceptor for discharge by gravity or pumping to the Borough sewer. This type of building sewer connection shall be approved by the Borough Engineer.

7. Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Borough Engineer, to meet all requirements of this ordinance.

8. All pipe used must conform with the latest specifications for sewer pipe as established by the Borough Engineer

9. The sewer extension shall be designed and sized to allow for future extensions. The applicant shall submit a study examining the feasibility of future sewer extensions and estimates of future flows.

10. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to

permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

11. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain, which in turn is connected directly or indirectly to a public sanitary sewer.

12. The connection of the building sewer into the public sewer shall conform to the requirements of the Borough Engineer or other applicable rules and regulations of the Borough. All such connections shall be made gastight, watertight, and root proof. The Borough Engineer before installation must approve any deviation from the prescribed procedures and materials.

13. Provide cleanouts each 75 feet of laterals

14. Provide 10-foot minimum separation distance for sewer and water lines.

15. Whenever possible the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by approved means and discharged into the sanitary sewer.

16. All work shall adhere to Borough ordinances and the "GUIDES FOR DESIGN OF WASTEWATER TREATMENT WORKS" TR-16, New England Interstate Water Pollution Control Commission.

Permits and Fees

1. All main line and R.O.W. lateral sewer work must be bonded at 110% of the estimated construction costs.

2. Obtain a Street Opening Permit prior to constructing the sewer main line.

3. Obtain a Sewer Permit for the laterals and pay connection fee prior to submitting for a Building Permit for individual lots or buildings.

4. All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the Borough for any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

Construction

1. Contact Call-Before-You-Dig at 1-800-922-4455 before beginning excavation.

2. The connection of the building sewer to the building drain shall be made with a rubber ring or adaptor fitting so as to have a watertight and root proof joint. No other joint shall be approved.

3. All sewer construction must conform to the Water Pollution Control Ordinances and the Borough of Naugatuck Engineering Department sewer construction details and specifications.

4. The connection of the building sewer into the public sewer shall conform to the requirements of the Borough Engineer or other applicable rules and regulations of the Borough.

Inspection

1. Prior to installation of required sewers, the developer shall apply to the Engineering Department for a permit, and apply to the Borough Engineer for an inspection. There shall be one-week notice to the Borough Engineer prior to the need for an inspection. The inspector shall be on the job at all times during construction. The application shall be supplemented by plans, specifications, and other information as deemed necessary by the Borough Engineer. Upon approval of the permit, the applicant shall enter into a contract with the Borough to reimburse the Borough for inspection by the Borough Engineer.

2. Require a Low-Pressure Air Leakage Test and a visual inspection after backfilling.

3. Require an as-built plan and profile survey by a Licensed Land Surveyor and construction certification by a Professional Engineer that the sewer was inspected during construction and was installed in accordance with the approved plans. This shall be done prior to requesting a bond release or applying for a Certificate of Occupancy.

4. All sewer extensions shall pass low-pressure air tests and TV inspections. Video tapes, logs, and reports must be submitted and approved by the Borough Engineer prior to the acceptance of the sanitary sewer line by the WPCA.

5. The Borough Engineering Department must inspect all sewer construction. Twenty four hour notification is required prior to any inspections.

6. The applicant shall enter into a contract with the Borough to reimburse the Borough for all inspection costs or hire a impartial Engineering Company specializing in the construction and inspection of sewers to inspect and document all main line sewer work the lateral within the Town R.O.W. The inspection company shall be chosen from a list available from the Engineering Department.

7. An as-built plan and profile survey by a Licensed Land Surveyor and construction certification by a Professional Engineer that the sewer was inspected during construction and was installed in accordance with the approved plans must be submitted prior to the bond release, WPCA acceptance or obtaining a Certificate of Occupancy.