



TOWN of EAST HAVEN
Planning & Zoning Department
250 Main St. East Haven, CT 06512 (203)468-3357

**INSTRUCTIONS FOR
SITE PLAN /MODIFIED SITE PLAN APPLICATIONS**

DEAR APPLICANT,

ATTACHED YOU WILL FIND AN APPLICATION FOR **SITE PLAN OR MODIFIED SITE PLAN APPROVAL**. PLEASE COMPLETE AND SIGN THE ATTACHED APPLICATION FORM, ALONG WITH AN APPLICATION FOR A **ZONING PERMIT**.

KINDLY UNDERSTAND THAT YOU, AS THE PROPERTY OWNER/AGENT OR APPLICANT IS TOTALLY RESPONSIBLE FOR THE COMPLETENESS, ACCURACY AND COMPLIANCE TO THE TOWN'S REGULATIONS GOVERNING SITE PLANS. ANY OMISSION OF AN ITEM(S) REQUIRED UNDER THE REGULATIONS SHALL CONSTITUTE A VALID REASON FOR A DENIAL OF THE APPLICATION SOLELY ON THE GROUNDS OF INSUFFICIENT AND/OR INACCURATE INFORMATION. IF YOU ARE UNSURE IF SOMETHING IS REQUIRED, OR APPLICABLE, SIMPLY ASK BEFORE YOU SUBMIT. BOTH THE COMMISSION AND ITS TECHNICAL STAFF DESERVE THE RESPECT OF HAVING A COMPLETE, ACCURATE APPLICATION TO REVIEW.

A "PRE-SUBMISSION" REVIEW OF A **COMPLETED** APPLICATION CAN BE ARRANGED BY APPOINTMENT UPON REQUEST.

SUBMISSION PACKAGE:

THE SUBMISSION PACKAGE REQUIRES **15** COMPLETE AND COLLATED SETS OF THE APPLICATION AND ALL ASSOCIATED PLANS AND DRAWINGS, NEATLY FOLDED TO A SIZE OF 8 ½" X 11" ALONG WITH A DETAILED AND EXPLICIT STATEMENT OF USE.

FEES:

THE REQUIRED, NON-REFUNDABLE, APPLICATION FEE IS DUE AT THE TIME OF SUBMISSION THE STANDARD FEE CONSISTS OF \$150.00 APPLICATION FEE + \$25.00 PER EACH 1,000 SQUARE FEET (OR ANY PORTION THEREOF) OF ALL BUILDINGS ON THE SITE + \$5.00 FOR EACH PARKING SPACE.

MODIFIED SITE PLANS:

BY STATUTE, A MODIFIED SITE PLAN CAN REQUIRE A PERFORMANCE BOND, AND THE COMMISSION MAY REQUIRE A SITE PLAN MODIFICATION TO BE BONDED. TO AVOID ANY DELAY, THE APPLICANT MAY WANT TO HAVE HIS (HER) PROFESSIONAL STAFF PREPARE A "*SUGGESTED BONDING PACKAGE*" FOR REVIEW BY THE TOWN ENGINEER. IN ADDITION, ON INFREQUENT OCCASIONS; MINOR MODIFICATIONS OF AN EXISTING SITE PLAN CAN BE APPROVED AT AN ADMINISTRATIVE LEVEL. AN "*ADMINISTRATIVE APPROVAL*" IS DONE ONLY WITH THE KNOWLEDGE AND CONSENT OF THE

COMMISSION AND ALL OF THE OTHER REQUIREMENTS FOR SUBMISSION STILL APPLY.

APPLICATION SUBMISSION:

THE ZONING OFFICE WILL ACCEPT A COMPLETE APPLICATION AND ASSOCIATED PLANS ANY DAY, UP UNTIL THE DAY BEFORE A REGULARLY SCHEDULED COMMISSION MEETING. APPLICATIONS SUBMITTED ON THE DAY OF A MEETING WILL (WITHOUT PRIOR ARRANGEMENTS) BE PLACED ON THE FOLLOWING MONTHS AGENDA. UNDER NO CIRCUMSTANCES WILL THIS OFFICE ACCEPT OBVIOUSLY INCORRECT and/or INCOMPLETE APPLICATIONS WHICH (if accepted) MAY RESULT IN A "TIMING PROBLEM" FOR THE COMMISSION AT A LATER DATE.

ALTHOUGH IN RARELY OCCURS, UNDER NO CIRCUMSTANCES SHOULD THE APPLICANT EXPECT AN APPROVAL FROM THE COMMISSION AT ITS FIRST MEETING. STATE STATUTE PROVIDES THE COMMISSION WITH A MINIMUM OF 65 DAYS FROM THE DATE OF ACCEPTANCE IN ORDER TO REACH A DECISION.

ON OCCASIONS THAT A SITE PLAN OR MODIFIED SITE PLAN IS FILED IN CONJUNCTION WITH A C.A.M (COASTAL AREA MANAGEMENT) OR INLAND/WETLAND APPLICATION, THE COMMISSION (BY STATUTE) IS PROHOBITED FROM RENDERING A DECISION UNTIL THESE AGENCIES ACT. STATE LAW PROHIBITS AN APPROVAL "CONDITIONAL" ON C.A.M. and/or INLAND/WETLAND APPROVAL. THE ACTION OF THESE AGENCIES MUST PRECEDE COMMISSION ACTION.

IN PREPARING A SITE PLAN APPLICATION, THE APPLICANT IS EXPECTED TO SUBMIT THE APPROPRIATE, STAMPED PLANS TO COMM1SSION. THE APPLICANT SHOULD PAY PARTICULAR ATTENTION TO THE ZONING CHAPTERS PERTAINING TO "STORMWATER MANAGEMENT" (48) AND "SEDIMENTATION AND EROSION CONTROL" (47) AS WELL AS THE REQUIREMENTS OF CHAPTERS 33 AND 34.

THE COMMISSION HAS THE ABILITY TO REQUIRE ANY SITE PLAN OR MODIFIED SITE PLAN APPLICATION TO BE A PUBLIC HEARING. ON ANY SUCH OCCASION, THE APPLICANT WILL BE RESPONSIBLE FOR AN ADDITIONAL FEE OF \$125.00; PAYABLE TO THE TOWN TO OFFSET ADVERTISING FEES MANDATED BY THE PUBLIC HEARING PROCESS.

BONDING:

ON ANY INSTANCE WHERE A BOND IS MANDATED BY THE COMMISSION AS PART OF ITS APPROVAL; **NO PREPARATION OR SITE WORK CAN BE PERFORMED ON THE SITE** UNTIL SUCH TIME AS THE BOND IS IN THE POSSESSION OF THE TOWN, AND A ZONING PERMIT IS ISSUED FOR THE PROJECT.

APPROVAL:

SUBSEQUENT TO AN APPROVAL, AND IN ADDITION TO ANY OTHER COMMISSION REQUIREMENTS and/or CONDITIONS, THE APPLICANT IS REQUIRED TO SUBMIT THREE (3) PAPER COPIES OF THE APPROVED PLAN. THIS APPROVED PLAN IS REQUIRED TO SHOW, ILLUSTRATE OR DESCRIBE ANY STIPULATIONS, CONDITIONS OR MODIFICATIONS IMPLEMENTED BY THE COMMISSION AT THE TIME OF APPROVAL. THESE PLANS ARE TO BE STAMPED '**PLAN OF RECORD**', DATED AND RETAINED BY THE ZONING COMMISSION. THIS RECORD **MAP** IS REQUIRED TO BE FILED WITHIN 90 DAYS OF THE DATE OF APPROVAL.