

# **TOWN OF EAST HAVEN – PLANNING & ZONING 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 are totally responsible for the completeness, accuracy and compliance to the Town's Regulations governing Site Plans. Any omission of items requires under the Regulation 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.

A "pre-submission" review of a completed application can be arranged, by appointment, upon request.

**Submission Package:** The submission package required **15 complete and collated sets** of the application and all associated plans and drawings, neatly folded to a size of 8.5" 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: \$180.00 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 on 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 the meeting will (without prior arrangements) be placed on the following month's 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 it rarely occurs, under no circumstances should the applicant expect approval from the Commission at its first meeting. State Statute provides the Commission with a minimum of sixty-five (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 Coastal Area Management (CAM) or Inland/Wetland Application, the Commission (by Statute) is **PROHIBITED** from rendering a decision until these agencies act. State law prohibits a

"Conditional Approval" on CAM and/or Inland/Wetland approval. The action of these agencies must PRECEED Commission action.

In preparing a Site Plan application, the applicant is expected to submit the appropriate stamped plans to the Commission. The applicant should pay particular attention to the Zoning Regulations pertaining to "Stormwater Management" (Section 48) and "Sedimentation and Erosion Control" (Section 47) as well as the requirements of Sections 33 and 34. Developers are advised that the disturbance of one acre or more of land may necessitate a *General Permit for the Discharge of StormWater and DeWatering Waste Waters* from the Department of Energy and Environmental Protection (DEEP).

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 of East Haven 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. The 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. The **RECORD MAP** is required to be filed within **NINETY (90) DAYS** of approval.

# TOWN OF EAST HAVEN – PLANNING & ZONING SITE PLAN/MODIFIED SITE PLAN APPLICATION

- [ ] Application for **SITE PLAN** approval  
[ ] Application for **MODIFIED SITE PLAN** approval

Date of Submission: \_\_\_\_\_ Fee: \_\_\_\_\_

Before completing this application, please review all pertinent sections of the East Haven Zoning Regulations for compliance. The **APPLICANT** is solely responsible for the completeness and accuracy of this application, and the Commission reserves the right to **DENY** any application on the basis of an incomplete or inaccurate application.

Developers are advised that the disturbance of one acre or more of land may necessitate a *General Permit for the Discharge of StormWater and DeWatering Waste Waters* from the Department of Energy and Environmental Protection (DEEP).

The undersigned has filed an Application for a Zoning Permit (attached), and hereby makes application to the Planning & Zoning Commission of the Town of East Haven for approval of a Site Plan or Modified Site Plan under the terms of the East Haven Zoning Regulations.

[1] Name of Applicant: \_\_\_\_\_

[2] Applicant's Address & Phone: \_\_\_\_\_

[3] Site Location or Address: \_\_\_\_\_  
\_\_\_\_\_

[4] Assessor Card Info: (attach Assessor's card to this application)

Zoning District \_\_\_\_\_ Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Size of Parcel \_\_\_\_\_

[5] Provide a brief description of the proposed activity: \_\_\_\_\_  
\_\_\_\_\_

[6] Cite the particular use for which a Site Plan Approval is requested:

Schedule "A" (Permitted Uses). Line #: \_\_\_\_\_

[7] Is this application accompanied by the following:

[A] Statement of Use	[ ] YES	[ ] NO
[B] Site Development Plan	[ ] YES	[ ] NO
[C] Architectural (Building) Plans	[ ] YES	[ ] NO
[D] Traffic Report	[ ] YES	[ ] NO
[E] Stormwater Management Plan	[ ] YES	[ ] NO
[F] Sedimentation & Erosion Control Plan	[ ] YES	[ ] NO

Does the applicant request that the Planning & Zoning Commission waive the required submission of any of the above, or any other requirement of the regulations pertaining to Site Plans? ☐ YES ☐ NO

If YES, please specify and cite the reason. (Use additional sheets if necessary)

- [8] Is this application being filed in conjunction with any other applications for approval?  
☐ YES ☐ NO If YES, please specify: \_\_\_\_\_

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**NOTE:** The Planning & Zoning Commission will decide on this application. The applicant, or his/her agent(s) should make themselves available to the Commission in order to present information illustrating how the proposed Site Plan, Use, buildings and Structures and/or facilities conform to the general standards of the Regulations.

All standards specified in Sections 33 and 34 are *IN ADDITION* to all other requirements of the Zoning Regulations in the particular Zoning District in which the proposal is to be located. The Commission is deemed to be authorized, by this signed application, to inspect the site. The Commission is further authorized to obtain information on its own initiative, but will need to rely upon the data presented to it by the applicant and/or his/her staff or agent(s).

In certain instances, the applicant may be given "Administrative Approval" for a proposal, with the knowledge and consent of the Commission and subject to any conditions, modifications, or bonding deemed necessary by the Commission and/or its technical staff.

The undersigned applicant, by his/her signature, hereby attests that the information contained herein, with the appropriate attachments hereto, is correct and complete.

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

Printed Name of Applicant: \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**BOARD & STAFF USE ONLY**

Application: ☐ Granted ☐ Granted w/ Conditions ☐ Denied

Conditions Imposed: \_\_\_\_\_

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Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

(2015.12.18)