



TOWN OF WARREN
PLANNING AND ZONING COMMISSION
50 Cemetery Road
Warren, Connecticut 06754
860 868 7881
landuse@warrenct.org

SPA# _____ - _____

Rec'd _____ Next PZC Mtg _____

Richelle Hodza, Land Use Officer

Application for Special Exception with Site Plan Approval

This form must be completed in full and received with supporting documents and payment by the Land Use Office or Town Clerk no later than 1:00 p.m. the Monday before the next regularly scheduled Planning and Zoning Commission meeting, usually held the 2nd Tuesday of each month. To best serve you, the Land Use Office prefers to receive applications one week in advance of the hearing. Form PZC 003. Updated 5/19/2021 (Supersedes previous versions.)

SUBJECT PROPERTY

1. Street Address _____
2. Map _____ Lot _____ No. of Acres _____ Frontage _____ feet Zone: North _____ South _____ Center _____
3. Per CT Gen Stat § 8-7d, is the property 500 feet or less from a town line? ____ Yes ____ No
If yes, which Town? _____
4. Attach a copy of the Assessor's field card, which can be found here
<https://beacon.schneidercorp.com/Application.aspx?AppID=996&LayerID=20303&PageTypeID=2&PageID=8837>

APPLICANT OR AGENT (primary contact)

5. Name _____
6. Cell phone _____ 7. Email _____
8. Address _____

PROPERTY OWNER OF RECORD

9. Name _____
10. Cell phone _____ 11. Email _____
12. Address _____

AUTHORIZATION TO ACT ON BEHALF OF PROPERTY OWNER

13. If the applicant is not the owner, state the applicant's role _____
14. Choose one ☐ Included herewith is a signed letter authorizing me to act on behalf of the owner.
☐ I have instructed the owner to send a direct email to landuse@warrenct.org authorizing me to act to obtain the permit herein applied for.

REQUESTED ACTION

15. Brief description of the special exception sought _____

16. I have attached a letter addressed to the Planning & Zoning Commission describing the proposal in full. ☐

SITE PLAN APPROVAL

17. Include site plan(s) with this application form as required per Sec. 29 of the Zoning Regulations (following).
Title and date of site plan(s). Attach separate list if necessary. _____

SIGNATURE OF APPLICANT OR AGENT

_____ Date _____ Fee **\$200** Check No _____ attached.

**Excerpt from
TOWN OF WARREN ZONING REGULATIONS (11/24/2018)**

§ 29.0 SITE PLANS

29.1 Site plan approval from the Commission shall be required for

- A. the construction, expansion, outside alteration, or change of use of any building or structure other than one or two family dwellings;
- B. any use that requires a special exception;
- C. any alteration of expansion of a parking area; and
- D. any change of use of a parcel.

Site plan approval shall be obtained prior to obtaining a Zoning Permit.

29.2 A site plan shall be approved, approved with conditions, approved subject to modification, or denied. A site plan may be modified or denied only

- A. if it fails to comply with the requirements of these regulations;
- B. if, in the case of a special exception or variance, the plan does not conform to the uses or conditions imposed as part of the special exception or variance; or
- C. if the location or design of proposed storm drainage, water, electrical, or other utilities are not in keeping with good engineering practice.

29.3 Application Procedure

29.3.1 Prior to submission of a formal site plan application, the Commission recommends that the applicant meet with the Zoning Enforcement Officer to discuss the application requirements and review preliminary plans.

29.3.2 The applicant shall submit

- A. a formal site plan application on forms prescribed by the Commission;
- B. five (5) paper copies and one electronic copy of the plans with the information as described in Section 29.5 below; and
- C. the application fee.

29.3.3 For an application for change of use, the applicant must provide information to demonstrate that the property will be in conformance with all requirements of the proposed new use.

29.4 The Commission may refer the application for comment and review to any Town department or other organization that the Commission deems appropriate.

29.5 Site Plan

29.5.1 All plans shall be prepared, signed, and sealed by a professional engineer, landscape architect, land surveyor or architect, whichever is appropriate. The professional engineer, landscape architect, land surveyor or architect shall be registered in the State of Connecticut. All plans shall be based on an A-2 survey. The scale of the plans shall be a minimum of inch equals forty feet. The plans shall include the following information

- A. date, north arrow, and scale;
- B. existing and proposed contours at two-foot intervals;
- C. existing major landmarks such as inland wetlands, streams, floodplains, rock outcropping, tree lines, etc.;
- D. construction limit line identifying all those areas to remain undisturbed and in their natural state;
- E. proposed parking and loading areas including stalls, driveways, and aisles; dimensions, curbing, landscaping, turning radii and identification of proposed surface material;
- F. the sight distance for proposed driveways;
- G. the location, size, height, and intensity of all proposed lighting fixtures;
- H. proposed landscaping plan showing the Latin and common name of the species used, quantity of each plant species and the size and height of the plants at the time of planting; the landscaping plan shall be signed by a landscape architect;

- I. the location and design of all existing and proposed sanitary sewer, storm drainage, water, electrical, and other utilities; all engineering improvements shall be accompanied by appropriate data in accordance with good engineering practice;
- J. proposed location and screening of all trash receptacles;
- K. the location of all existing and proposed fire ponds and fire hydrants;
- L. the proposed size, colors, location and lighting of all signs;
- M. architectural plans;
- N. an informational table showing
 - i. existing use of the property;
 - ii. proposed use of the property;
 - iii. zone in which the property is located;
 - iv. size of the property in square feet or acres;
 - v. gross floor area of existing structures;
 - vi. gross floor area of proposed structures;
 - vii. building height in feet and number of stories;
 - viii. number of parking spaces required;
 - ix. number of parking spaces provided;
 - x. number of loading spaces required;
 - xi. number of loading spaces provided;
 - xii. a vicinity map at a scale sufficient to show
 - a. parking areas and driveways on all properties within 200 feet of the site;
 - b. all streets within 200 feet of the site; and
 - c. all zone boundaries within 200 feet of the site;
- O. Any additional information needed by the Commission to determine compliance of the plan with the zoning regulations.

29.6 Waiver

Upon written request of the applicant, the Commission may waive any of the items required for a site plan application if the Commission determines that the information is not needed to determine compliance with these regulations.

29.7 Performance Bond

29.7.1 As a condition of approval, the Commission may require the applicant to post a performance bond to cover all improvements in the public right of way and any on-site improvements needed to ensure that the site is maintained and/or restored in a satisfactory manner. The bond shall be in an amount and form that is acceptable to the Commission and is in accordance with the requirements of the Connecticut General Statutes.

29.7.2 The applicant shall make a written request to the Commission for any release or reduction of the performance bond. The developer shall indicate the value of the improvements completed and the value of the improvements that remain to be completed. The Commission shall make the decision on whether or not to release or reduce the bond within sixty-five days of receiving the applicant's written request. If the Commission does not release the amount requested, the Commission shall provide the applicant with a written explanation as to the additional modifications that must be completed before the amount requested is released.

29.7.3 Within sixty days of the date of approval, the applicant shall deliver to the Town Zoning Enforcement Officer the following one paper copy of the approved plans, one Mylar copy of the approved plans and one electronic version of the approved plans. Upon written request of the applicant, the Commission may extend the sixty days for an additional sixty days.

29.8 Modifications

Site improvements and development, including architectural design, shall be carried out in strict compliance with the site plan approved by the Commission. If an applicant determines that minor modifications to the approved plan are needed because of unanticipated site conditions, the applicant shall request, in writing, approval of those modifications. The Zoning Enforcement Officer may approve, in writing, minor modifications. The Zoning Enforcement Officer shall notify the Commission of any request for modification and the action taken. All other modifications to the approved site plan shall be referred to the Commission for approval or denial.

29.9 Expiration of Approved Site Plan

30.9.1 All work in connection with a Site Plan shall be completed within five (5) years after the date of approval of the Site Plan (unless otherwise provided for in the Connecticut General Statutes).

30.9.2 Failure to complete all work within such required time for completion shall result in automatic expiration of the approval of such Site Plan. "Work" for the purpose of this requirement means all physical improvements required by the approved plan.

30.9.3 The Commission may grant one (1) or more extensions of the time to complete all or part of the work in connection with the Site Plan provided the total extension or extensions shall not exceed ten (10) years from the date of such Site Plan.

30.9.4 The Commission may condition the approval of any such extension on a determination of the adequacy of any Performance Bond.