



Town of Warren

Land Use Office
50 Cemetery Rd
Warren CT 06754
860-868-7881

PLANNING AND ZONING COMMISSION

APPLICATION# _____ DATE: _____

() ZONE CHANGE () SPECIAL EXCEPTION () SITE PLAN APPROVAL

1. APPLICANT

NAME: _____ PHONE#: _____

ADDRESS: _____

EMAIL: _____

Interest in property if not owner: _____

2. OWNER(S) OF RECORD

NAME: _____ PHONE#: _____

ADDRESS: _____

3. DESCRIPTION OF PARCEL

Location _____

Size _____ Lot Frontage _____

Assessor's Map# _____ Parcel# _____ Zone _____

Present Use: _____

Within 500 feet of Town border? _____ Yes _____ No

Has approval been received from the Torrington Area Health District (if applicable)? Yes No

Has approval been received by the Inland Wetlands & Conservation Commission (if applicable)? Yes No

Is the proposed use to occur within a Regulated Flood Plain Area? Yes No

OFFICE USE ONLY

Date submitted to adjacent town(s): _____

Date submitted to Regional Planning Association: _____



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4. REQUESTED ACTION

A. () **ZONE CHANGE:** This applicant hereby requests that said premises be changed from Zone _____ to Zone _____.

B. () **SPECIAL EXCEPTION:** This applicant hereby requests a Special Permit to: _____

C. () **SITE PLAN APPROVAL:** This applicant hereby requests Site Plan Approval to: _____

Agents (if any) are representing the applicant who may be directly contacted regarding this application:

NAME: _____ PHONE#: _____

ADDRESS: _____

EMAIL: _____

Involvement (Legal, Engineering, etc...) _____

NAME: _____ PHONE#: _____

ADDRESS: _____

EMAIL: _____

Involvement (Legal, Engineering, etc...) _____

The undersigned applicant hereby consents to necessary and proper inspections of the above mentioned property by the members and/or representatives of the Warren Planning and Zoning Commission, at reasonable times, both before and after the permit in question has been granted by said Commission. ***In addition, the applicant is solely responsible to know, understand and adhere to the requirements of the Zoning Regulations for the Town of Warren.*** The undersigned attest that the information supplied in this application is accurate and complete to the best of his/her knowledge and belief.

APPLICANT

DATE

PROPERTY OWNER

DATE



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The following requirements have been excerpted from §29.0 – Site Plans from §31.0 – Special Exception Application - §33.0 – Notification requirements and §34.0 – Amendments. Please review the requirements before submitting an application.

29.3.1 and 31.1 - Prior to submission of a formal site plan application or special exception application, the Commission recommends that the applicant meet with the Zoning Enforcement Officer to discuss the application requirements and review preliminary plans.

SPECIAL EXCEPTION APPLICANTS

31.2 The applicant shall submit:

- A. a formal Special Exception application on forms prescribed by the Commission
- B. a Site Plan as described in Section 29; and
- C. the application fee. (Check the Schedule of Fees for Planning & Zoning and Inland Wetlands)

31.4 Applicability of the Inland Wetlands & Watercourses Act

If a Special Exception application involves an activity regulated pursuant to the Inland Wetlands and Watercourses Act, the applicant shall include with their application, evidence of the approval of the Town of Warren Inland Wetlands Commission.

31.6 Conditions of Approval

31.6.1 In approving a special exception, the Commission may impose conditions to minimize any potential adverse impacts:

- A. on surrounding properties;
- B. on the natural, scenic, archaeological or historic features of the property
- C. on water quality and/or water supply; and
- D. on the public health, safety and welfare.

31.6.2 These conditions include, but are not limited to, landscaping buffers, location and size of structures, and limitations on hours of operation.

29.7 Performance Bond

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.



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SITE PLAN APPROVAL

29.0 Site Plans

29.3.2 The applicant must 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 §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.

29.5.1 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;



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- 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.

DISCLAIMER: This list is intended only as a guide and does not replace or supersede the provisions contained in the land use regulations. It is the responsibility of the applicant to review the regulations to determine their applicability to your application which is subject to review by the respective land use commissions and/or Town staff. The Town may require that plans be reviewed by the Towns' Engineer Consultants at the expense of the applicant. The costs of these reviews vary based on the complexity of the proposals and review time.