



PETITION TO THE ZONING COMMISSION
TOWN OF STRATFORD, CONNECTICUT

PETITION FOR SPECIAL CASE, SITE PLAN REVIEW OR APPROVAL OF SOIL REMOVAL

DATE: _____

INSTRUCTIONS

READ CAREFULLY BEFORE FILLING OUT THIS PETITION!

1. Petition must be typed or printed.
2. Nine (9) sets of all required paperwork must be folded to 8" X 12" or smaller and collated into separate packets, and be a part of this petition. (9) copies of the application, plans and all support documents are to be included as a portion of the sets.
3. The plans, drawn to scale, shall show size of lot, buildings, and other data to clearly present pertinent information. In the case of soil removal, such plot plan shall show, by 20-foot contour intervals, the existing and proposed finish grades of the entire disturbed area; the estimate of materials removed shall be made by a registered civil engineer or land surveyor.
4. **All commercial applications relating to new construction or renovation of existing or proposed commercial structures must be submitted to the Architectural Review Board** (ARB) for review and comment prior to a formal submission to any land use boards and Town agencies. Please contact the Stratford Town Planner for scheduling your application's placement on the ARB Agenda.

SUBMIT COMPLETE APPLICATION. DO NOT DETACH.

SITE VISITS

After the submission of this application, the Zoning Commission members and /or staff may decide to carry out informal, independent site visits to the subject property. These visits would take place prior to the Public Hearing at which the application is scheduled.

Answer the following two questions if petition is for APPROVAL OF SOIL REMOVAL

1. _____ CU. YDS. of topsoil, and/or _____ CU. YDS. of clay, sand, or gravel will be removed and the operation will be completed by _____

2. Reason for requesting Soil Removal Approval _____

Answer the following two questions if this petition is for a SPECIAL CASE

1. The proposed use is named as a special case under Sections _____ of the Zoning Regulations.

2. Brief description of project and specific use proposed: _____

PRINT NAME _____ SIGNATURE _____

If signed by agent, state capacity
(lawyer, builder, etc.)

THE APPLICATANT IS REQUIRED TO NOTIFY NEIGHBORING PROPERTY OWNERS
PURSUANT TO THE ATTACHED INSTRUCTIONS

APPROVAL OF SOIL REMOVAL SPECIAL CASE/ APPLICATION PURSUANT TO
8-30(g) of CGS

\$10.00 first 1,000 cu. yds.	0-2,000	sq. ft. bldg. \$360
2.50 ea. additional 1,000 cu. yds.	2,001-10,000	sq. ft. bldg. \$560
	10,001-25,000	sq. ft. bldg. \$760
	Over 25,000	sq. ft. bldg. \$960

MULTI FAM. RES. \$150/UNIT (additional to base fee)
(more than 2 units)

\$ _____ FEE RECEIPT # _____ DATE _____ CLERK _____

**Zoning Commission
Additional Required Information**

Additional Instructions:

- All items must be submitted in **sets of nine (9)**.
- A **written statement** citing the specific provision(s) of the Regulations from which the proposed request is sought.

- All plans & drawings must be full size (24" x 36") unless specifically requested and/or approved by staff. Plans must be drawn to scale and in a professional manner and must include a title block, noting the name, address and telephone number of the preparer. **All sets FOLDED DOWN to 8" x 12" or smaller.**
- Include the District Development Standards table indicating the required, existing and proposed Standards as provided in the Zoning Regulations
- Elevation views of a proposed new structure or elevation views of an existing building where an addition or change is proposed.
- Floor plan of building(s) or section of building(s) being considered by the Board. **(All sets FOLDED DOWN to 8" x 12" or smaller)**
- All applications must include the following:
 - a) Mailing address & zip code of petitioner or authorized agent.
 - b) Daytime telephone number of petitioner or authorized agent.
 - c) Signature of owner(s) & applicant(s)
 - d) Fees – Cash or check payable to the TOWN OF STRATFORD

- The Office of Planning & Zoning requires a digital copy to be submitted with the application on a **USB flash drive**. The information on the USB flash drive must include the application, site plans, and all other hard copy information (landscaping, floor elevations, etc) that will be submitted. It also must be labelled with the property address and the date of hearing.
- All plans and paper work that is submitted to the zoning office must be FOLDED (8"x12" or smaller) and **collated into nine (9) separate packets.**

- Applications that do not provide ALL of the above required information will be considered "incomplete" and will be not be accepted.

SPECIAL CASE

ZONING COMMISSION REQUIRES THAT ALL PLOT PLANS SUBMITTED WITH SPECIAL CASE APPLICATIONS CONFORM TO THE FOLLOWING LIST. PLANS WILL NOT BE ACCEPTED UNLESS THESE ITEMS ARE CHECKED.

CLASS A-2 SURVEY REQUIRED (EXCEPT FDR SATELLITE ANTENNA APPLICATIONS)

1. Lot area (including and excluding wetlands) _____
2. District Development standards table indicating both required as well as the proposed standards as provided in the Zoning Regulations. _____
3. Zone designation of property _____
4. Zone designation of adjoining properties _____
5. All existing buildings on property and uses _____
6. All proposed buildings on property and uses _____
7. Existing and proposed parking areas _____
8. Driveways (location & calculations of), impervious and open space areas _____
9. Sidewalks and curbs, existing / proposed _____
10. Existing and proposed landscaped areas (specific species and size are not required at this time). _____
11. Contours where applicable _____
12. Amount and location of all wetlands, water bodies, water courses, coastal bluffs/ escarpments and beaches/dunes _____
- 12a. Existing drainage/sanitary _____
- 12b. Conceptual drainage/sanitary (show areas to be drained/served, direction of flow and calculations to show capacity. Specific details/sizes are not required at this time) _____
13. Easements _____
14. Floor plan of buildings _____
15. Buffer areas _____
16. Building elevation where applicable _____
17. Size and location of signs, lighting of signs _____

- 18. Site rendering must be supplied where applicable _____
- 19. ADDITIONAL ITEMS TO BE ADDED
 - 1. Copy of deed for property _____
 - 2. Check (undated) in the amount of \$ 60.00 _____
 - 3. Letter of authorization from owner is required _____

In reviewing this site plan, the Commission has relied upon information provided by the applicant; and, if such information subsequently proves to be false, incomplete and/or inaccurate, any approvals given may be modified, suspended, and/or revoked.

I certify that the above items are shown on the proposed plans submitted.

APPLICANT'S SIGNATURE _____ DATE _____

An As-Built Survey will be required for all new building construction prior to the issuance of a certificate of occupancy.

SPECIAL INSTRUCTIONS

I. PRELIMINARY CONCEPT REVIEW (Optional)

For significant size developments or developments requesting significant variances, a preliminary concept review is available to the developer prior to submitting a formal application. The preliminary concept review is an informal meeting designed to allow the developer an opportunity to discuss their development concept with Town officials in relation to the current Zoning Regulations and the Town's Plan of Development and to explore alternative development options. A written request must be submitted for a preliminary concept review. A meeting will be scheduled within 45 days of receipt of the request. Preliminary plans should contain enough detail so as to allow commission members and staff to adequately respond to the proposed concept, there shall be no fee for the preliminary concept review. Participants in the preliminary concept review, in addition to the developer and staff, shall include no less than one nor more than two current members or alternates of the Zoning Commission and one or more staff representatives of the Planning and Zoning Department. Depending on the specific circumstances of the development plan, representatives of other Town departments may be invited to participate as well. It is hoped that the preliminary concept review will prove useful to the developer in obtaining general Commission and Town input on the

proposed development and assist in shaping the final design of the project.

IN NO WAY SHALL THE RESULTS OF THE PRELIMINARY CONCEPT REVIEW BE BINDING UPON THE COMMISSION

II. WETLANDS

Before submitting the application, the applicant must contact the Inland/Wetlands Officer to determine if the subject property contains inland wetlands or watercourses. If a site plan application involves an activity regulated pursuant to Sections 22a-36 to 22a-45 of the General Statutes, inclusive, the applicant shall submit an application for a permit to the Stratford Inland Wetlands Agency not later than the day such application is filed with the Zoning Commission.

- A. Does this application involve an activity regulated pursuant to Section 22a-36 to 22a-45 of the General Statutes?
(If yes, an application must be submitted to the Inland Wetlands Agency in order for this application to be considered complete and accepted.) _____
- B. Does this application involve any proposed structure, impervious area, or alteration of existing contours within 50 feet of the mean high water line of any water body, watercourse or inland wetland? _____

Inland Wetlands Department

III. SUBMISSION OF TRAFFIC STUDIES

All petitioners who chose to have a traffic study performed for submission to the Zoning Commission in order to satisfy the requirements as set forth in Section 20 of the Zoning Regulations shall provide to the Zoning Office, the dates and times of all new traffic or parking counts taken prior to the new traffic or parking counts being obtained. Failure to provide the Zoning Office with this information prior to the new traffic or parking counts being obtained will void all information contained in said traffic study.

IV. SATELLITE TELEVISION ANTENNAS

In lieu of an A-2 Survey, the following shall be submitted.

- 1. Six (6) plot plans drawn to scale showing the following:
 - A. All existing and proposed buildings on property.
 - B. Any buildings within 35 feet and street numbers on all adjoining property lines.

- C. Location of existing and proposed streets, sidewalks and curbs
 - D. Location of existing or proposed driveways, parking areas, impervious areas and open space areas.
(Include area calculations.)
 - E. Building setback line as required by applicable zoning.
 - F. Width and location of all easements, if any.
 - G. Amount and location of all wetlands, water bodies and watercourses and distance of any land elevation change from wetlands.
 - H. Location of the following coastal resources: tidal wetlands, coastal bluffs and escarpments and beaches and dunes.
 - I. Private restrictions, if any.
 - J. Trees and wooded area affecting application.
2. All other information from the Special Case list as deemed important by the Planning and Zoning Administrator.

FOR FOOD ESTABLISHMENTS

The Stratford Health Department requires a copy of your floor plan indicating location of equipment, dry storage area and a copy of the menu when you apply to Planning & Zoning for approval. Should you need to talk with the inspectors, they can be reached at 385-4090

August 17, 2004

NOTICE TO DEVELOPERS AND CONTRACTORS

With the advent of stormwater permit regulations from the Connecticut Department of Environmental Protection, the Town of Stratford is making an effort to educate prospective developers, contractors, and others involved in construction activities regarding the various requirements associated with the stormwater permit.

A.) As of March 10, 2003, in order to discharge stormwater from a construction site, all construction projects that disturb 1 acre or more of land must have either:

- an individual stormwater permit from the DEP, or
- coverage under one of Connecticut's general permits.

A DEP permit application form can be obtained from this website <http://www.dep.state.ct.us/pao/download/htm>
Disturbance includes, but is not limited to soil disturbance, clearing, grading, and excavation. Operators of sites disturbing less than one acre are also required to obtain a permit if their activity is part of a "larger common plan of development or sale" with a planned disturbance of one acre or greater.

B.) Discharges of stormwater from a property within 500 feet of tidal wetlands may be required to flow through a system designed to retain 1" (one inch) of rainfall.

C.) Conform to the regulations recommended or developed as part of the Town's Stormwater Management Plan or other Town regulations regarding construction and stormwater as may be amended from time to time. These regulations include but are not limited to the following:

- a. Soil and Erosion Control regulations-contact Zoning Office at 385-4017
- b. Inland Wetland regulations- contact I-W Office at 385-4006
- c. Other stormwater related ordinances as they may be amended.

OTHER REQUIREMENTS

Stormwater discharges shall not contain visible floating scum, oil or other matter (except for naturally occurring substances such as leaves and twigs), provided that no person has placed such substances in or near the discharge.

Stormwater discharge shall not result in pollution due to acute or chronic toxicity to aquatic and marine life, impair the biological integrity of aquatic or marine ecosystems, or result in an unacceptable risk to human health.

SITE VISITS

After the submission of this application, the Zoning Commission members and /or staff may decide to carry out informal, independent site visits to the subject property. These visits would take place prior to the Public Hearing at which the application is scheduled.

We thank you for your cooperation.

Please feel free to contact the Planning and Zoning Office if you have any questions or there are any special circumstances which might affect site visits. (203) 385-4017.

Instructions to the Applicant for Notification of Neighboring Property Owners

1. Letters must be sent to each adjoining property owner and those directly across the street explaining the requested petition (see sample letter below). Names of neighboring property owners may be found in the Assessor's Office.
2. Certificates of Mailing must be obtained from the U.S. Post Office for each letter and presented to the Zoning Commission.
3. These letters must be mailed no later than fourteen (14) days prior to the public hearing date.
4. Sign this form below and present to the Commission at the public hearing along with the Certificates of Mailing.

SAMPLE LETTER

TO WHOM IT MAY CONCERN:

I have petitioned the Zoning Commission for approval to

Located at _____ in a _____ District.

Copies of the plans are on file in the Planning and Zoning Office, Room 113, Town Hall, Stratford,

This application will be heard on _____ at 6:00 P.M. in the Council
(Date)

Chamber, Town Hall.

Very truly yours,

Signed

The undersigned has complied with the Zoning Commission requirement of notification of neighboring property owners of the property on which the petition has been requested. Certificates of such mailing are attached hereto.

Signed _____