



Town of Preston
SITE PLAN APPLICATION

Site Plan Application # _____ Date Submitted _____ Amount Paid \$ _____ Check # _____

Please fill out this application completely. If the application is not properly completed with documentation submitted, as noted below, it will create unnecessary delays. Provide 10 copies of the plan with the application attached. In addition, provide the following:

- 1. Fee of \$110.00 (\$50.00 application fee - \$60.00 State fee plus cost to cover engineer reviews if applicable)
2. Site Plan at an appropriate scale (1" = 50')
3. Two copies of the bond estimate for all site work.
4. Two copies of the drainage calculations prepared by a professional engineer, if applicable.
5. A-2 survey or reference thereto with certification as to the accuracy of the survey information.
6. List of waivers being requested.
7. Coastal Site Plan application, if applicable.
8. Elevation drawings and floor plans of any proposed structures.
9. Letter from the Department of Transportation, if applicable.
10. Copy of property deed on file in the Town Clerk's Office.

Name of applicant _____ Telephone () _____

Address of applicant _____

Location of subject property _____

Owner of Property _____ Telephone () _____

Address of property owner _____

Please provide description of the project, including site improvements, drainage improvements, buildings and uses: (please use additional sheet(s) if necessary)

Zoning district of the lot _____ Lot size _____

Is the property within 500 feet of the town boundary? If so, what towns?

FOR TOWN USE:

Date of receipt _____ Date Commission Received _____

Time period(s) 1. _____ 2. _____ Request for extension _____

Public Hearing date _____ Date of Commission action _____ Date filed _____

Referral date _____ Sanitarian _____ 1st Selectman _____ IWC _____

Fire _____ Bldg. _____ PW _____ ZEO _____ Other _____ Cons. Comm. _____

Required Statutory Reviews: SCOG _____ DEP _____ Towns (list) _____



**Application signatures
and
Permission to access the site**

All owners of the property must sign the application, unless the property is owned by a corporation, in which case a corporate resolution authorizing the **signatory to execute any documents required** to be submitted with the application shall be attached to the application.

By signing this application permission is hereby granted by all owners of the property to file the attached application and authorizes Town of Preston representatives to enter onto the property at anytime during the application process or during construction of the project for inspections, and, if applicable, for other appropriate purposes, as outlined in the bond agreement.

Permits are not transferable unless the new property owner files all required permit transfer documents and/or applications which are available from the Town Planner.

Applicant _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Site Plan Application Procedure – See Section 16 of the Regulations for requirements:

A site plan application is required for all buildings and uses **other than** single-family detached dwellings, agricultural buildings (except Specialized Agricultural Buildings as defined in Section 23 of these Regulations), additions, minor accessory buildings on residential lots as determined by the ZEO, and minor additions to commercial/industrial development as defined in Section 16.11 of these regulations. Such applications are submitted to the Planning and Zoning Office for processing. The Planning and Zoning Commission will review and act on the applications. If there are any questions regarding the procedure, please contact the Town Planner at (860) 887-5581 ext. 109.

- a. **Pre-application meetings** are recommended to be held with the Town Planner to assist the process especially for larger development projects.
- b. **Wetlands:** If the site contains land designated as wetland soils by a Soil Scientist, and work is proposed within 100 feet of the wetland, including grading and drainage, an application must be submitted to the Inland Wetland and Watercourses Commission (IWWC). According to the Connecticut General Statutes the IWWC application must be submitted before or on the same day as submitted to the PZC. IWWC action is required prior to PZC taking action.
- c. **Application deadline and submission requirements:** *Site Plan Applications* are due 12 working days prior to the regularly scheduled Planning and Zoning Commission meeting. Please be sure to provide all required documentation with your application because it will hasten the process. Items to be submitted are as follows:
 - i. **Application** signed by the applicant and the land owner(s).
 - ii. **Application fee and engineering fee.** At the time of submission only the application fee is submitted which is \$80.00 (\$50 plus \$30 state fee). The plans are forwarded to the town engineer for a cost estimate for engineering fees. The Planning and Zoning Office will notify the applicant of the fee, which must be paid prior to the town engineer's review. Any of the engineering fee that is unused, will be returned to the applicant.
 - iii. **Copy of current deed.**
 - iv. **Letters from any agency having jurisdiction over the property and any portion thereof.**
 - v. **8 sets of plans including A-2 survey.** All plans must be prepared by a land surveyor and engineering design must be prepared by a professional engineer, both must be licensed in the State of Connecticut. Wetlands must be mapped by a Connecticut soil scientist.
 - vi. **2 sets of drainage calculations.**
 - vii. **2 copies of the cost estimate.**
 - viii. **List of abutting property owners**
 - ix. **List of any waivers,** if requested, from the site plan ingredients outlined in Section 16.1 of the Zoning Regulations.

- x. **Elevation drawings and floor plans** of all buildings being constructed.
 - xi. **Coastal Site Plan Application**, if applicable.
 - xii. **Copy of letter from DOT**, if applicable. If the site is located on a state highway, please submit the plan to the Department of Transportation or the State Traffic Commission, as applicable, for review. They will not issue a permit without local approval, but they will review and provide comments.
 - xiii. **Comments from the State Department of Health or the Department of Environmental Protection**, if the septic system exceeds the maximum size for local health department review.
- d. Staff Review.** The application and plan will be sent by the town planner to the various town staff for review and comment. Once completed, comments will be forwarded to the applicant's engineer or land surveyor. If there are any questions regarding any of the comments, please contact the Town Planner.
- e. Revised Plan and Town Planner meeting.** After the plans have been revised to address staff comments, a meeting will be held with the town planner and the applicant's engineer or land surveyor, and, if necessary, the town engineer to review the revised plans. The town planner will prepare a list of recommended modifications to the plan, as necessary, for the Commission to consider at the meeting.
- f. Agenda.** The application will be placed on the Commission's agenda for consideration. Statutorily, the Commission has 65 days to review and act on the application, but if the plan is complete, the Commission will act on it sooner.
- i. **Public Hearing.** The Commission has the **option** to schedule a hearing within sixty five (65) days. The hearing must be concluded within 35 days, unless an extension is agreed upon by both the Commission and the applicant. If a hearing is conducted, items in the file will be added into the record. At this time, the applicant will provide the Commission with certification that the abutters have been notified of the project. An applicant must notify abutters 12 days before the hearing of the pending project. This does not include the day of the mailing and the day of the hearing.
 - ii. The Chairman will allow the applicant to speak first, they are allowed time to thoroughly explain the application to the Commission. At the completion of the applicant's presentation, the town planner provides the commission with an overview of the departmental reviews and a list of recommended modifications. The public will then be permitted to speak. Rebuttals are permitted. The Chairman has the right to limit comment time, depending upon the number of people at the meeting. After all comments are received and everything is added into the record, the Chairman will close the hearing.
 - iii. The Commission has 65 days to review the plan and record after the close of the hearing.
- g. Commission Action.** The Commission has the 65 days to review the plan if a public hearing is not scheduled. At the time plans are completed, the Commission will

- h. Mylar Copies of the Plans.** Mylar plans, along with 5 paper copies, of the completed modified plan are to be provided to the PZC office within 35 days. In addition, a digital AutoCAD file of the project shall be provided that includes all dimensions, property lines, addresses acreage, wetland flags, survey lot numbers, easements or R.O.W.s, and any notable infrastructure.
- i. Bonding.** All projects that require improvements are required to post a bond in the amount acceptable to the town engineer. The cost estimate for the site work is prepared by the applicant's engineer and reviewed, modified as necessary, and approved. This is generally done during the review period. If a Certificate of Occupancy is required for the project, a bond valued at 50 percent of the cost estimate is required. If the project entails only site work, the bond is 100 percent of the cost of the site work. A bond, either an insurance bond or a passbook bond, in format approved by the Town Attorney is required to be posted before the mylars are signed by the chairman.
- j. Filing the Plans.** Once the bond is posted, the Chairman will sign the plans and mylars. The mylars will be given back to the applicant and are to be filed with the town clerk.
- k. Zoning Permit.** At this time a Zoning Permit can be issued by the ZEO and a Building Permit from the Building Inspector, after meeting all building requirements, and the site construction can begin.
- l. Construction Period.** Periodic inspections of the project will be conducted as outlined in the Commission's approval letter.
- m. Bond Reductions/releases and Project Completion.** As work is completed, the applicant may request bond reductions, a total release of the bond will not be given until the project is completed. The reduction/release requests are made to the Commission and should be made at least 2 weeks prior to the regular PZC meeting; this will give the staff time to inspect the site. As built plans are required after the completion of the project and prior to the total bond release. Also, digital AutoCAD file of the project shall be provided that includes all dimensions, property lines, addresses, acreages, wetland flag locations, easements or r.o.w.s and major infrastructure improvements. This may be required at the time the mylars are filed or at the time the as-built is completed, depending upon the type of improvements proposed as part of the application.

Site Plan No. _____

Date _____

PLANNING AND ZONING DEPARTMENT
SITE PLAN REVIEW CHECKLIST

Section 16 of the Zoning Regulations require that site plans submitted to the Planning and Zoning Commission for approval shall indicate or include the information listed below. Please note that the size of all plans shall be 24" x 36".

1. Scale, north arrow, date of drawing or its revision date, and name of person preparing the plan.
2. The subject lot and all buildings on adjacent lots within one hundred (100) feet of the lot lines of the subject lot.
3. Photographs, floor plans and scale drawings of all buildings and signs located or to be located on the subject lot.
4. Location of all existing and proposed buildings and outdoor signs.
5. Title Block containing the following information: legal name of owner; project name; zoning district of lot; use proposed; street address; and scale of plan.
6. Location of driveways, parking and loading areas, showing the number of stalls provided therewith (minimum requirements: parking spaces - 9' x 20' or 10' x 18'; loading spaces - 10' x 25').
7. Existing and proposed storm drainage, sanitary sewerage, water supply facilities, easements, and grading.
8. Location and dimensions of buffer strips and screening where necessary, and locations of all existing trees ten (10) inches or more in diameter.
9. Where the applicant wishes to develop in stages, an overall site plan indicating development shall be presented for approval.
10. In the case of uses requiring approval of any department of the State or City, the approval of said department shall be obtained. Simultaneous applications may be submitted to the Zoning Board of Appeals and the Inland Wetlands Watercourses Commission.
11. A key map, at a scale of 1"=800' or 1"=1000', showing the zoning and street pattern within five hundred (500) feet of the site.
12. Proper provisions for pedestrian traffic including sidewalks and/or easements where required by the Commission.

13. A boundary survey prepared by a land surveyor, showing exact distances and either bearings or interior angles, whenever considered necessary by the Commission. An A-2 survey or reference to an A-2 must be provided. The plan must be certified as to its accuracy by a land surveyor for filing purposes.
14. Such other information as may be required by the Commission including the information noted below.
15. Utility mains and services.
16. Limits and details of paving and bituminous lip curbing.
17. Location and detail of lighting standards.
18. Location of garbage dumpster or cans. Refuse area must be screened from public view. Concrete pad should be provided.
19. Building setback lines (front, side, and rear yards).
20. Zoning district boundary lines.
21. Seal and signature of Connecticut P.E. and L.S. - original signatures must be provided.
22. Curb cuts with standard ramps.
23. Overall measurements and square foot areas of all buildings.
24. Shortest distances from buildings to all property lines.
25. Estimate for surety bond.
26. Sediment and erosion control plan.
27. A legend giving the "Required" and "Provided" figure for each of the following: lot area; lot width; front yard setback; side yard setback; rear yard setback; lot coverage (%); building height (stories); parking spaces; and truck loading spaces.
28. Indication of any variance and/or special exception obtained from the Zoning Board of Appeals, and dates when obtained.
29. Location of floodplain.
30. Location of inland wetlands. Name of soil scientist who mapped wetland area.
31. Location in historic district. If site is located within historic district, letter from Historic District Commission must be submitted with the application.

32. Location within coastal area.
33. Symbol identification.
34. If property is located on a State of Connecticut highway, review by the Connecticut Department of Transportation is required.
35. If blasting is necessary for the development, a pre-blast survey will be required. If neighboring property owners do not allow the developer to enter onto the property this requirement may be waived.
36. Landscape plan; a variety of plantings must be provided. Plantings that are to be installed must be suitable for the on-site conditions and must be a hardy variety.
37. Design of signs should be aesthetically pleasing.
38. Building facades must be aesthetically pleasing and must complement the neighborhood in which the building is located. Provide colors and materials to be used.
39. Indicate building/lot street number on site plan per Public Works Dept. requirement.
40. Please provide State Plane Coordinates for each property corner.
41. Please note on plan that as-built plans will be required provided, and will include the following information: location of buildings and limits of parking area.
42. Provide a digital AutoCAD file of the project shall that includes all dimensions, property lines, addresses acreage, wetland flags, easements or R.O.W.s and any notable infrastructure. This should be done after approval by the Commission.
43. Additional comments.

SITE PLAN BOND (passbook bond)

BOND given by _____, as Obligor, to the TOWN OF PRESTON, as Obligee, on _____ 20__.

The Obligor is bound unto the Obligee, its legal representatives and assigns, in the penal sum of \$_____ for the payment of which the Obligor, its/his/her heirs, legal representatives, successors, and assigns, firmly binds itself/himself/herself.

The condition of the obligation is such that if the Obligor, in connection with **Site Plan #** _____

_____ as approved by the Preston Planning _____ and _____ Zoning _____ Commission on _____, shall satisfactorily complete, in conformity with the provisions of the Preston Zoning Regulations all drainage work and erosion and sediment control plan, as shown on said site plan entitled “_____”

”. If all improvements are completed to the satisfaction to the Planning and Zoning Commission, and after a release or reduction is approved by the Commission, this obligation shall be null and void; however, should the Obligor fail to perform the condition of this bond within five (5) years after execution hereof, or any approved extension, or if there is a problem at any time during the construction period with the installation of the erosion and sediment control, any of the drainage work, road work or any other required improvements completed by the Obligor, then the Obligor authorizes the Obligee to apply any collateral posted with the Obligee to secure the performance hereof for the purpose of completing or repairing the work guaranteed hereby, and further grants to the Obligee a license to enter upon premises covered by this bond for the purpose of completing or repairing the work guaranteed hereby. Said bond shall not expire until the approved site plan work is completed to the satisfaction of the Planning and Zoning Commission. If any portion of the bond is released without authorization by the Planning and Zoning Commission, it will be considered a violation of the Zoning Regulations and of this agreement and the site plan approval will become invalid.

IN WITNESS WHEREOF, the Obligor has executed this Bond under seal.

Witness

Obligor

Corporate Seal

Dated: _____

All bank book bonds, regardless of type, shall be accompanied by a letter addressed to PRESTON PLANNING AND ZONING COMMISSION and signed by an officer of the subject bank, and said letter shall state the following:

RE: **Site Plan #**

The **Name of the Bank** has placed on Assignment Hold on Account

#_____ , in the amount of \$_____ , effective
_____, 20__, for **Site Plan #**

_____ . Said

account shall not be reduced or withdrawn until such time as the bank is notified in writing by the Preston Planning and Zoning Commission as to the amount of the reduction or withdrawal.

The Town shall have the right to withdraw from the account at any time for the purpose of completing or repairing (in the event repair is required) required site work as shown on the approved site plan.

(signature)

(Type or print name of authorized bank official and title)

Consented by: (signature of account holder)

(Type or print name of account holder)

THIS IS NOT A FORM. LETTER MUST BE ON BANK LETTERHEAD.

Site Plan Insurance Bond Form

KNOW ALL PEOPLE BY THESE PRESENTS

THAT WE, _____, as principal and _____, a corporation existing under the laws of the State of Connecticut and duly authorized by law to become surety on bonds in the State of Connecticut, as surety, are held and firmly bound to the TOWN OF PRESTON, CONNECTICUT, in the sum of \$_____, to be paid to said Town of Preston Connecticut, its successors and assigns, for which payment will truly be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, firmly by these presents.

WHEREAS, the Principal has submitted to the Planning and Zoning Commission of the Town of Preston, Connecticut, for its approval Site Plan

WHEREAS, the Planning and Zoning Commission of the Town of Preston, Connecticut has approved **Site Plan #**_____ on condition that said Principal file with the Town of Preston, Connecticut, a bond in the amount of \$_____ with sureties and in form approved by the Town and with conditions satisfactory to the Planning and Zoning Commission securing to the Town that Site Plan #

is completed in accordance with the work approved by the Planning and Zoning Commission as more fully appears on the application, maps, plans and profiles filed by the Principal.

NOW, THEREFORE, if said Principal shall complete all work in accordance with the approved site plan and the Town of Preston’s Zoning Regulations to the satisfaction of the Planning and Zoning Commission, and after a vote by the Commission to release said bond, this obligation shall be null and void, otherwise to remain in full force and effect; the Principal, further, hereby grants to the Town of Preston a license to enter upon the premises covered by this bond for the purposes of completing the work guaranteed hereby.

FURTHER, if there is a problem with any work completed by the Principal and the Principal does not address said work in a manner acceptable to the Commission, the Commission may complete the work at the expense of the Principal to be paid for from this bond. The Principal, further, hereby grants to the Town of Preston a license to enter upon the premises covered by this bond for the purposes of completing the work necessary to resolve said problem(s).

IN WITNESS WHEREOF I, the principal, have hereunto set my hand and seal, and the surety has caused this instrument to be signed by _____, its attorney in fact, duly authorized in its behalf by power of attorney, a copy of which is hereto annexed, and its corporate seal to be hereunto affixed, at _____, Connecticut, this _____ day of _____ 20__.

Witness

By _____

_____ Company

By _____

Approved:

Town Counsel

(This is an insurance bond)

Certified Mail
Notice to Abutters
of pending
Site Plan Application
in the Town of Preston

Date

Name
Address
Preston, CT
Zip

Dear Neighbor:

In accordance with the requirements of the Preston Zoning Regulations, I hereby notify you, as an abutting property owner, of my submission of Site Plan application #

_____ *on my property located on*
_____ and more specifically identified as **Lot #** _____ on **Map**
_____, of the Preston Assessor's Maps.

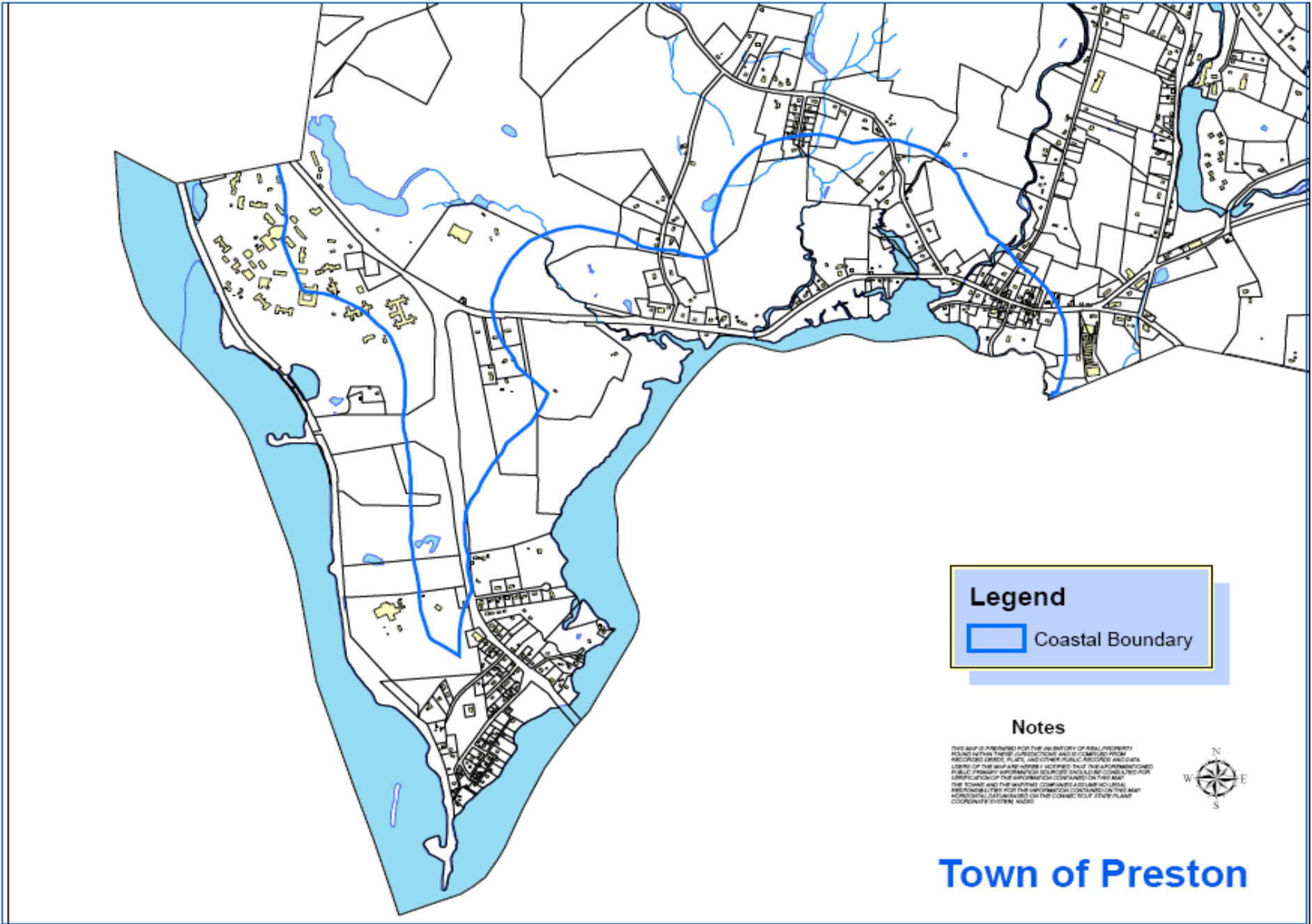
The Commission will consider this application at a **Public Hearing** to be held on

_____ at 7:30 p.m. at the Preston Town Hall, 389 Route 2.

You may appear at the Public Hearing and be heard, and written communications may be forwarded to the Planning and Zoning Commission.

Copies of this application are available for review at the Preston Town Hall between 9:00 a.m. and 4:30 p.m. Tuesday through Friday in the Planning and Zoning Office, 389 Route 2, Preston, CT 06365.

Sincerely,



Site Plan Application—Flow Chart

