



Town of Preston
Planning and Zoning Commission
Site Plan Exception - Minor Additions and Changes of Use: Section 19.10

ZP Application # _____	Date Submitted _____	Amount Paid \$ _____	Check # _____
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Noted below are the items necessary for submission of a Zoning Permit requiring administrative action by the Town Planner pursuant to Section 16.11 of the Zoning Regulations.

Please note that for any Exception to the Site Plan Application pursuant to Section 19.10 of the Zoning Regulations, the Town Planner may require improvements to the site to ensure the minor addition or change in use meets the Zoning Regulations. Improvements can include that a parking area be restriped, and handicap parking, lighting, sidewalks, and/or fencing be installed.

- _____ Plot/Site Plan prepared by the appropriate professional(s) – professional engineer and/or land surveyor. See below for plan component requirements.
- _____ Permit fee of \$20.00 plus any required engineering fee(s). The Town Planner may refer the application to the Town Engineer in the event there is a drainage issue or concern. The applicant will be required to pay all engineering fees.
- _____ State of CT fee of \$60.00.
- _____ Copy of Property Deed filed in the Town Clerk’s Office.
- _____ Corporate Resolution, as applicable.
- _____ If property is located on a State of Connecticut highway, review by the Connecticut Department of Transportation is required.
- _____ Copies of all Variances and/or Special Exceptions filed in the Land Records

Applicant _____ Phone _____
Address of applicant _____
Property owner _____ Phone _____
Property address _____
Email Address _____
Lot size _____ Zoning District _____ Deed Reference Vol. _____ Page _____
Is there an easement on the property; if so for what? _____
Provide a description of your application:

Plot/Site Plan Components Requirements:

A plot/site plan, which may require a boundary survey prepared by a Land Surveyor, is required, and shall include the following information:

1. Scale, north arrow, date of drawing or its revision date, and name of person preparing the plan. The plan shall contain 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. Seal and signature of Connecticut P.E. and L.S. - original signatures must be provided, as applicable, if required by the Town Planner.

2. The subject lot and all buildings on adjacent lots within one hundred (100) feet of the lot lines of the subject lot, zoning district boundary lines and building setback lines (front, side, and rear yards) shall be shown on the plan.
3. Title block containing the following information: legal name of owner; project name; zoning district of lot; use proposed; street address; and scale of plan.
4. Photographs and floor plans of all buildings with overall measurements and square foot areas of all buildings, all signs located or to be located on the subject lot.
5. 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, including parking calculations; and truck loading spaces.
6. Limits of paving and parking lots, location of driveways with curb cuts with standard ramps., 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, utilities, 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, as applicable.
9. Proper provisions for pedestrian traffic including sidewalks and/or easements.
10. Location and detail of lighting standards.
11. Location of garbage and recycling dumpsters or containers. Refuse area must be screened from public view. Concrete pad should be provided.
12. Shortest distances from buildings to all property lines.
13. Sediment and erosion control plan, as applicable.
14. Indication of any variance and/or special exception obtained from the Zoning Board of Appeals, and dates when obtained.
15. Location of floodplain, as applicable.
16. Location of inland wetlands, as applicable. Name of qualified soil scientist who mapped wetland area.
17. Location within coastal area, as applicable.



Town of Preston
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 signature to execute any documents required to be submitted with 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 any time during the application process or during construction of the project for inspections, and, if applicable, for other appropriate purposes.

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** _____

Print name

Owner _____ **Date** _____

Print name

Please note – If there is more than one owner; all owners must sign the application or use the standard signature page.

For Town Use:

Staff referral, date received: Fire Marshal _____ Town Engineer _____ IWWC _____ Building Inspector _____

1st Selectperson _____ ZEO _____ CAC _____

Town Planner Action and Conditions:

Town Planner _____ Date _____

Zoning Enforcement Officer _____ Date _____