



Town of Preston
Planning and Zoning Commission
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 eight (8) copies of the plan with the application attached. In addition, provide the following:

- 1. Fee:**
- a. Projects with buildings 5,000 square feet or less or with site work only:\$250
 - b. Projects with buildings over 5,000 square feet:\$500
 - c. State fee (all projects): \$60
 - d. Engineering or other consultant fees to be determined
 - e. Legal notice fee to be determined at the end of the project

ALL APPLICATIONS WILL REQUIRE A LEGAL NOTICE TO APPEAR IN THE PAPER AFTER THE COMMISSION TAKES ACTION. PLEASE NOTE THAT A PERMIT WILL NOT BE VALID UNTIL THE LEGAL NOTICE FEE IS PAID. THE AMOUNT OWED WILL BE NOTED IN YOUR ACTION LETTER FROM THE COMMISSION.

- ___ 2. **Site Plan at an appropriate scale.**
- ___ 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, if applicable.**
- ___ 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.**
- ___ 11. **Copies of variances, certificate of location, special exception, IWWC approval, or other letters from agency having jurisdiction over the project.**

Name of applicant _____

Telephone () _____ Cell () _____

Address for Applicant _____

Applicant Email _____

Location of subject property _____

Owner of Property _____

Telephone () _____ Cell () _____

Address for property owner _____

Please provide description of the project, including site improvements, drainage improvements, building and uses. Please use additional sheets as necessary.

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



Site Plan Application # _____

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 any time 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.

In the event an attorney represents the applicant or owner, please provide a signed letter that said attorney is authorized to represent the applicant or the owner.

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)

Revised November 2022

Site Plan Application Procedure – See Section 19 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 2 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 19.10 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 qualified Soil Scientist, and work is proposed within one hundred (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 the application is submitted to the PZC. IWWC action is required prior to PZC taking action.
- c. **Application deadline and submission requirements:** *Site Plan Applications* are due fifteen (15) business days prior to the regularly scheduled Planning and Zoning Commission meeting (please refer to the Planning and Zoning “Calendar of Meetings” that is on the town website or available in the Planning and Zoning Office. 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(s) and the land owner(s).
 - ii. **Application fee and engineering fee.** At the time of submission only the application fee is submitted. 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 of the application. 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.**
 1. **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.
 2. **Comments from the State Department of Health or the Department of Energy and Environmental Protection,** if the septic system exceeds the maximum size for local health department review.
 - v. **8 sets of plans including A-2 survey.** All plans must be prepared by a land surveyor licensed in the state of Connecticut. Drainage design and engineering details must be prepared by a professional engineer, licensed in the State of Connecticut. Wetlands must be mapped by a qualified 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 19.3 of the Zoning Regulations.
 - x. **Elevation drawings and floor plans** of all buildings being constructed.
 - xi. **Coastal Site Plan Application**, if applicable.
- 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 10 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 65 days to review the plan if a public hearing is not scheduled. At the time plans are completed, the Commission will approve, modify and approve or deny the application. A letter explaining the Commission's action will be forwarded to the applicant with copies to the applicant's engineer or land surveyor, explaining the Commission's action and any modifications that were required. This letter will be sent out within fifteen days of the Commission's action.
- h. **Mylar Copies of the Plans.** Mylar plans, along with 5 paper copies, of the completed modified plan should be provided to the PZC office within 35 days. Please keep in mind if the plan is not provided within this time period, you must request an extension or the plan will expire.

- 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. It is reviewed by the town engineer and modified as necessary. This is generally done during the Commission review period.

If a Certificate of Occupancy is required for the project, a bond valued at 50 percent of the cost estimate is required to be posted with the Planning and Zoning Commission. 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 in the office of the town clerk within 90 days. If the plans are not filed within 90 days, an extension must be requested or the approval will expire.
- k. **Zoning Permit.** At this time a Zoning Permit can be issued by the ZEO and a Building Permit from the Building Inspector.
- l. **Construction Period.** Periodic inspections of the project will be conducted as outlined in the Commission's approval letter.

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 submitted to the Planning and Zoning Office 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 showing location of all drainage, utilities, septic and well, buildings and parking areas prior to the total bond release.

The project must be completed within five years from the date the application is approved or an extension should be requested.