

ADOPTED 11/1/21

SPECIAL PERMIT AND SITE PLAN REQUIREMENTS IN THE VILLAGE DISTRICT

1.0 APPLICABILITY

- (a) **Special Permit and Site Plan Approval.** All uses in the Village District are subject to the approval by the Planning and Zoning Commission of a special permit and, where applicable, approval of a site plan, and shall meet the application requirements specified herein. These requirements are in addition to the requirements set forth in Section 330 of these Regulations.
- (b) **Statement of Use.** A written Statement of Use identifying the existing and the proposed uses of the property, expected hours of operation, anticipated time for completion of construction, and how the proposed use is consistent with the Plan of Conservation and Development.
- (c) **Review of Plans and Reports.** Pursuant to Section 8-2j (d) of the Connecticut General Statutes, the plans and reports submitted as part of the application shall be reviewed by an architect, landscape architect, or certified planner, as appropriate, prior to the Commission taking action on the application for approval of a special permit and site plan. In addition, the Commission may seek the review by other professionals on the technical aspects of the plans including, but not limited to, stormwater management, water supply, sewage disposal, traffic, and other environmental issues.

2.0 SITE DEVELOPMENT AND ARCHITECTURAL PLANS

- (a) **General.** Site development and architectural plans and reports shall be submitted for the proposed development and shall be in sufficient detail to show the existing conditions and proposed improvements proposed to be erected on the site, the open spaces to be provided and natural features to be preserved and maintained, the nature and location of the proposed use or uses, the relationship of the proposed development to surrounding properties and other pertinent information that the Commission deems to be relevant in assessing consistency of the proposed development with the Plan of Conservation and Development and conformance with these Regulations.. The plans shall be prepared and certified by an architect, professional engineer, and landscape architect licensed to practice in the State of Connecticut.
- (b) **Site Development Plans.** The site development plans shall include the following information:

- (i) Existing conditions survey, including a boundary map with an accuracy meeting or exceeding standards for a Class A-2 Boundary Survey and topography meeting or exceeding the T-2 standards, both of which as defined by the Connecticut Department of Consumer Protection.
- (ii) Existing and proposed buildings and structures including use, dimensions and locations of each.
- (iii) Existing and proposed grading showing contours having a contour interval of 2 feet including spot elevations.
- (iv) Drainage plans showing the location of pipes and structures including slopes and elevations, and supporting engineering computations
- (v) Present and proposed vehicular and pedestrian circulation patterns, both on-site and connections to off-site facilities, including locations and dimensions of private and public streets and common drives, and pedestrian walkways.
- (vi) Location of proposed off-street parking facilities with dimensions, including location, size and number of parking spaces, and plans for shared parking, if applicable.
- (vii) Proposed provisions for lighting on the site, to be designed and located in such a manner and of such amount as to ensure sufficient visibility at all times to maximize pedestrian and vehicular safety without undue adverse effect on the use and enjoyment of neighboring properties.
- (viii) Proposed open area including natural features to be preserved and maintained on the site.
- (ix) Existing and proposed landscaping including a plant list, screening and buffer areas between abutting properties.
- (x) Utility information including water supply, sewage disposal, and other utility services
- (xi) Erosion and sediment control plans meeting the Connecticut Department of Energy and Environmental Protection (CTDEEP) *2002 Guidelines for Erosion and Sedimentation Control*

(c) Technical Reports. In addition to the information shown on the site plans, the following technical information shall be provided unless the Commission explicitly determines that such information is not applicable to the proposed use or site improvements:

- (i) Traffic impact analysis identifying existing traffic conditions in the vicinity of the site, the impacts that the proposed development may have on the surrounding road network, and off-site improvements that may be required to mitigate the anticipated impacts.
- (ii) Stormwater management analysis that addresses existing site hydrology and hydraulic conditions of the site and in the immediate vicinity of the site, identifies the impacts of the proposed improvements, and how the improvements are consistent with the CTDEEP *2004 Water Quality Manual*.

- (iii) A water supply report identifying how water will be supplied to the development, the potential impact of such wells on water supply systems of surrounding properties, permits required from local and state health departments, and how the water supply system will be managed. Where the development will be accessing water provided by the Town, the report shall provide details of such arrangement, including the location of any water lines connecting the development to the Town's water system.
- (iv) Where a community sewage disposal system is proposed, a report identifying the method of sewage disposal, the permits required from local or state agencies having jurisdiction over the system, and how the system will be managed, and if necessary, repaired or replaced.

(d) Architectural Plans. The architectural plans shall include the following information:

- (i) Building floor plans drawn at a minimum scale of $1/8'' = 1'-0''$
- (ii) Building elevations drawn at a minimum scale of $1/8'' = 1'-0''$
- (iii) Typical exterior details including enlarged elevations with color and material call-outs for signage
- (iv) Illustrations including but not limited to perspective renderings, color drawings, and material boards to convey the proposed design's compliance with the Design Standards and Guidelines
- (v) Cut sheets and material samples of principal exterior finishes, fixtures, and furnishings, or as requested by the Commission