



# SITE PLAN APPLICATION



**PLANNING AND ZONING COMMISSION**  
**41 Kent Green Blvd.**  
**P.O. Box 678**  
**Kent, CT 06757**

(FOR OFFICE USE ONLY)  
App. #: \_\_\_\_\_  
Fee received: \_\_\_\_\_  
Date of receipt: \_\_\_\_\_  
Official date of receipt: \_\_\_\_\_

Name of property owner: \_\_\_\_\_

Owner's mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

Applicant's telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Property address: \_\_\_\_\_

Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning regulation section: \_\_\_\_\_

Statement of use: \_\_\_\_\_

Cubic yards of fill to be deposited on the property (if any): \_\_\_\_\_

Yards of earth materials to be removed off the property (if any): \_\_\_\_\_

Is this property subject to a conservation or preservation restriction: Yes  No

If so, a written notice must be sent to the party holding such restriction sixty days prior to the submittal of this application. Proof of this notice shall be attached as per CT Public Act 05-124.

Has this case gone to the Zoning Board of Appeals?  Yes  No

If yes, please include the approval letter from the ZBA.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of property owner: \_\_\_\_\_ Date: \_\_\_\_\_

# TOWN OF KENT PLANNING AND ZONING COMMISSION

41 Kent Green Boulevard  
P.O. Box 678  
Kent, CT 06757  
Phone (860)927-4625 Fax (860)927-4541

## All Site Plan applications must include:

1. **Site plan application (12 copies)**
2. **Check for \$130.00 made payable to the Town of Kent**
3. **12 copies of all supporting information.**

## SITE PLAN APPLICATION CHECKLIST

(Keep for your own records)

A Site Plan shall be required for all proposed structures and uses other than single-family dwellings or additional or accessory structures thereto, unless the single-family or two-family dwelling or accessory structures are in the Horizon Line Conservation District, at which point a Site Plan is required. Such plans shall include the following:

### Section 4.3

- 4.3.1 Graphic scale, north arrow, date of drawing and of all revisions, name of person preparing the Site Plan.
- 4.3.2 Address of property, and name and address of owner of record.
- 4.3.3 A small scale map or insert on large scale map showing location of the property with respect to nearby streets and other landmarks.
- 4.3.4 Property boundaries, dimensions and area, as shown on an A-1 or A-2 survey.
- 4.3.5 Locations of all existing and proposed buildings and uses including, but not limited to, sidewalks, curbing, driveways, parking and loading areas, abutting streets, poles.
- 4.3.6 Dimensions of all yards as required by these Regulations.
- 4.3.7 Locations and descriptions of water supply and sewage disposal facilities.
- 4.3.8 Existing and proposed drainage structures on and off the property that may be affected by the proposed buildings or use.
- 4.3.9 A Soil Erosion and Sediment Control Plan in accordance with Section 17.1.
- 4.3.10 Existing and proposed contours drawn at two foot intervals.
- 4.3.11 Location of wetlands and watercourses.

- \_\_\_ 14.3.12. Where deemed necessary by the Commission for noise reduction, erosion control or to accompany orderly transition between areas of unlike character, a planting plan with plant list and sizes.
  
- \_\_\_ 4.3.13. Any other similar information determined necessary by the Commission in order to provide for the proper enforcement of these Regulations.

**WAIVER OF REQUIREMENTS.** Upon written request by the applicant, the Commission may waive one or more of the requirements of Section 4.2 if the applicant can show, to the satisfaction of the Commission, that the information is not needed to reach a decision on the application. Such waiver shall require an affirmative majority vote of all voting members of the Commission. **(SEE ATTACHED EXAMPLE).**

**SITE PLAN STANDARDS.** To ensure that structures and the uses of land are arranged in a manner that enhances the public health, safety, and general welfare, as a condition of approval, the Commission may require such modifications of the proposed plans as it deems necessary to comply with the spirit as well as the letter of these Regulations. The Commission shall take into account the following:

- \_\_\_ 1. Conformity with Section 1.
  
- \_\_\_ 2. Traffic Considerations. Vehicular access shall be provided to the lot in such a manner as to comply with State Standards and to safeguard against hazards to traffic and pedestrians in the street and on the lot to avoid traffic congestion on any street. At least the following items of the Site Plan shall be evaluated to determine the conformity of the Site Plan to this standard:
  - a. The effect of the proposed development on traffic conditions on abutting streets.
  - b. The number, locations and dimensions of vehicular and pedestrian entrances, exits, drives and walkways.
  - c. The visibility in both directions of all exit points of the site and the visibility of a vehicle entering or exiting the site to the driver of a vehicle traveling on the street.
  - d. The location, arrangement and adequacy of off-street parking facilities.
  - e. Interconnection of parking areas via access drives within and between adjacent lots, in order to provide maximum efficiency, minimize curb cuts, and encourage safe and convenient traffic circulation.
  - f. The location, arrangement and adequacy of truck loading and unloading facilities.
  - g. Patterns of vehicular and pedestrian circulation both within the boundaries of the development and in relation to the adjoining street and sidewalk system.
  - h. The location, arrangement and adequacy of facilities for the physically handicapped in accordance with State requirements.

- i. The location, arrangement and adequacy of landscaping within and bordering parking and loading facilities.

\_\_\_3. Environmental Considerations. For the protection of environmental quality and the preservation and enhancement of property values, at least the following items of a Site Plan shall be evaluated by the Commission to determine the conformity of a Site Plan to these standards:

- a. The location, height and materials of walls, fences, hedges and plantings so as to ensure harmony with adjacent development, the screening of parking and loading areas, and the concealment of storage areas, utility installations and other such features.
- b. The prevention of dust and erosion through the planting of ground cover or installation of other surfaces.
- c. The preservation of natural attributes and major features of the site such as wetlands, buffer strips, highly erodible areas, historic structures, major trees, scenic roads and scenic views both from the site and onto or over the site.
- d. The design and arrangement of buildings and necessary facilities and the installation of proper shielding so as to minimize noise levels at the property boundary.
- e. The provision of adequate storm and surface water drainage facilities to properly drain the site while minimizing downstream flooding.

\_\_\_4. Preparer. The Site Plan shall be prepared, signed and sealed by an engineer, surveyor, architect and/or landscape architect, whichever shall be appropriate. Each such professional shall be registered and licensed to conduct business in Connecticut.

\_\_\_5. Architectural Plans. The Commission may require the applicant to submit preliminary architectural drawings which show exterior wall elevations, roof lines, and facade materials of proposed buildings and structures.

\_\_\_6. Off-Site Information. The Commission may require the applicant to submit off-site information including but not limited to the location of: buildings, parking areas and curb cuts on adjoining properties, including those across the street; traffic lights and controls, public trees, catch basins, manholes, hydrants, utility poles and utility lines located in adjacent streets; and zoning district boundary lines.

\_\_\_7. Impact Analysis. In those cases where the Commission believes that public facilities or the environment may be adversely affected by the proposed development, the Commission may require the applicant to submit an impact analysis of the development upon water supply, storm drainage, sanitary sewerage, traffic with special emphasis on any scenic road impacted, site conditions and/or water, air or noise pollution.

ADDITIONAL STANDARDS OF APPROVAL. In reviewing and acting upon an application for Site Plan approval, the Commission shall take into consideration the health, safety and welfare of the public in general and the immediate neighborhood in particular, as well as the following factors:

- \_\_\_ 1. The general conformity of the Site Plan with the intent of the Town's Plan of Development; however, the Plan of Development shall not take precedence over specific provisions of these Regulations;
- \_\_\_ 2. The arrangement of buildings, structures and uses on the site;
- \_\_\_ 3. The adequacy of design of the interior vehicular circulation system to provide safe and convenient access to all structures, uses, parking spaces and loading spaces;
- \_\_\_ 4. Provision for safe pedestrian movement within and adjacent to the site;
- \_\_\_ 5. The adequacy of access for fire, police and ambulance services;
- \_\_\_ 6. The adequacy of design of the storm drainage system to accommodate any increase in storm water runoff and to minimize soil erosion and sedimentation;
- \_\_\_ 7. The adequacy of water, sewage disposal/ treatment and other public facilities to accommodate the development;
- \_\_\_ 8. The location, intensity and direction of outdoor lighting and the proposed times for its use;
- \_\_\_ 9. The size, location and type of any outdoor storage facilities, including dumpsters;
- \_\_\_ 10. The size, location and type of signs, and their appropriateness to the neighborhood;
- \_\_\_ 11. The adequacy of the landscaping treatment, including any buffers and other screening; and,
- \_\_\_ 12. The impact of noise, odors, lighting, dust and smoke.

# EXAMPLE OF WAIVER FOR SITE PLAN AND/OR HORIZON LINE REQUIREMENTS

Section 4.4 of the Kent Zoning Regulations allows the Commission to waive one or more of the requirements of Section 4.2 or 4.3 upon a written request from the applicant. For example, if the applicant feels they do not need to provide Section 4.3.9 A Soil Erosion and Sediment Control Plan then they would ask the Commission to waive that section.

If the applicant is applying for a Site Plan Application because their property is located in the Horizon Line Conservation District, then they may ask the Commission to waive requirements from Sections 4.2, 4.3 and 13 A.4.2 if the applicant can show that the information is not needed.

Below is an example for a waiver request:

Date

Kent Planning and Zoning Commission  
P.O. Box 678  
41 Kent Green Blvd.  
Kent, CT 06757

To Whom It May Concern:

I, Name, wish to request waivers from the following requirements of the Zoning Regulations for the Town of Kent:

1. Section 4.3.9-Soil Erosion and Sediment Control Plan in accordance with Section
2. Section 4.3.10-Existing and proposed contours drawn at two foot intervals.

Yours truly,

Name of Applicant

The requirements that may be waived are located within the Site Plan Check off List attached with the Site Plan application. For the Horizon Line Conservation District, those requirements are listed in Section 13A of the Kent Zoning Regulations.