



SPECIAL PERMIT 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: _____

Applicant's telephone: _____ 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

SPECIAL PERMIT CHECKLIST

The Special Permit regulations as set forth in the Kent Planning and Zoning Regulations are deemed to be permitted uses in their respective districts when granted by the Commission, subject to compliance with the requirements and standards set forth in Section 4.9 in addition to all other requirements of the regulations. All such uses are hereby declared to possess such special characteristics that each shall be considered as an individual case.

The following checklist is to be used as a guide when completing a special permit application for the Kent Planning and Zoning Commission.

- ___ 1. Special Permit Application (12 copies)
 - ___ 2. Check for \$180.00 made payable to the Town of Kent.
 - ___ 3. The application submission shall address all off-site and on-site impacts, requirements, improvements and considerations including but not limited to: building location, traffic, storm drainage, sanitary sewerage, water supply, parking and circulation, landscaping and other environmental and aesthetic considerations. Sufficient information to address these major impacts shall be provided by the applicant, but such information may be generalized or shown in preliminary form except as hereafter noted. Detailed plans for facilities, structures and improvements shall not be required at this time.
 - ___ 4. Need for Site Plan Approval. Any Special Permit approved by the Commission shall require a Site Plan application to be submitted and approved in accordance with the provisions of Sections 4.3 through 4.8 prior to the issuance of a Building Permit. The applicant may choose to submit the Site Plan Application concurrently with, or subsequent to, the Special Permit application.
- ***** Expiration of Special Permit. A Special Permit shall expire if the Site Plan associated therewith is not submitted and accepted within 12 months following approval of the Special Permit. However, an extension of not more than six months may be granted by the Commission upon written request by the applicant prior to the expiration date.

- ___ 5. Traffic study prepared by a traffic engineer—All applications for a Special Permit involving the construction of more than 25 dwelling units, 50 parking spaces, or 20,000 square feet of gross floor area, or any proposal which, in the Commission's judgment would generate high levels of traffic.
- ___ 6. The location and size of the proposed use and the nature and intensity of the operations associated with the proposed use.
- ___ 7. The location, type, size and height of buildings and other structures associated with the proposed use in relation to one another and in relation to nearby development.
- ___ 8. The adequacy of water supply, sewer or septic facilities, drainage and other public facilities to accommodate the proposed use.
- ___ 9. Where the proposed use involves the conversion of a structure designed and built originally for other uses, the adaptability of the structure to the proposed use, particularly in relation to the public health and safety.
- ___ 10. Compliance with section 4.11-Outdoor lighting.
- ___ 11. Compliance with section 17.4-Environmental and Performance Standards.
- ___ 12. Number of proposed employees.
- ___ 13. Hours of proposed operation.
- ___ 14. Soil erosion and sediment control measures in accordance with the provisions of Section 17.1.