

# TOWN OF KENT PLANNING AND ZONING COMMISSION

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## 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 \$210.00 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.