



# TOWN OF NORTH CANAAN

## PLANNING AND ZONING APPLICATION

### **SPECIAL PERMIT APPLICATION**

(Please reference Zoning Regulations for fee)

1. Name of Applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

2. Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

3. Property Address: \_\_\_\_\_

4. Assessors Parcel Number \_\_\_\_\_ Size of Parcel \_\_\_\_\_

5. Zoning: Present \_\_\_\_\_ Proposed \_\_\_\_\_

6. Brief description of Application: \_\_\_\_\_  
(Attach full description on separate page)

7. Is parcel within 500 feet of the Town boundary? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, name of adjacent municipality: \_\_\_\_\_

8. Does parcel contain wetlands or watercourses? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If unsure, please contact the Inland/Wetlands Officer

9. Please indicate the adjoining property owner's and their mailing addresses as follows (attach separate sheet if necessary)

**This institution is an equal opportunity provider and employer**

Bounded Northerly by: Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Bounded Eastlery by: Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Bounded Southerly by Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Bounded Westlerly by: Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**10. All information submitted with this application is true and accurate to the best of my knowledge. I understand that this application is to be complete only when all information and documents required by the Commission have been submitted. I hereby grant permission to the Commissioners, Town staff, or there agents thereof, to inspect the property which is the subject of this application, at reasonable times both before and after a final decision has been made.**

Date: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Property Owner \_\_\_\_\_

**Application fees shall be paid at the time the application is submitted.**

**For Staff Use Only:**

Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Rec. by: \_\_\_\_\_

**PLEASE READ THE FOLLOWING:**

- A. Application for special permits, special uses, special exceptions and zone changes require notification of the public hearing by Certified Mail , to all property owners within 300 feet of any boundary of the subject property. Said notice shall be provided by the applicant.**
- B. Written request: This application must be accompanied by a written description of the request. Please be as specific as possible.**
- C. Maps & Plans: This application must be accompanied by 10 copies of all relevant site and architectural plans, drawn at an appropriate scale, and in a format not larger than 24" x 36" unless specifically waived by the commission or town staff upon the request of the petitioner, the following information must be included on the maps & plans.**

**Waived**

**Submitted**

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**Existing Conditions**

- Location of all existing buildings
- Existing topography.
- Major landmarks such as rock outcroppings, rock walls, etc.
- Wetland boundaries, ponds, watercourse locations & the 100-yr flood plain.
- Wooded areas/tree lines.
- Easements or rights-of-way.
- Zoning of adjacent properties.
- Accurate boundary survey.

**Waived**

**Submitted**

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**Site Development Information**

- Required front, side and rear yard setbacks.
- Proposed street lines and names (if any). Proposed easements or rights-of-way.
- Location of all proposed buildings, with first floor elevations noted.
- Indicate the square footage of all structures.
- Limits of pavement for driveways, roads, sidewalks and parking areas.
- Location, number & size of parking stalls (including ADA parking when required), and proposed surface treatment.
  
- Proposed grading-contours at no more than 2-foot intervals. Also indicate the overall limit of site disturbance.
- Landscape plan, including location of plantings, size at planting, common name and number of plants. Method of irrigation must also be indicated.
- Distance from structures and parking areas to property lines on all sides.
- Location of all utilities and associated structures, including gas, water and/or well, sewer (sanitary and storm), or private sewage disposal system, electric, telephone and cable TV.
- Architectural drawings (elevations of all sides).
- Exterior lighting-location, height, type (include cut sheet), intensity and quantity of fixtures.
- Location of fire lanes and hydrants.
- Loading areas (number and size of spaces).
- Refuse and recycling disposal areas (location and screening).
- An information table, indicating the following:
  - . Zone in which property lies;
  - . Site area, in square feet and acres;
  - . Gross floor area;
  - . Building coverage: existing and proposed;
  - . Building height in feet and number of stories;
  - . Number of parking spaces required and proposed; and
  - . Proposed density (number of dwelling units/acre).
- Erosion and sediment control measures.
- Any other information requested by the Commission.

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**Review Process - Completed applications shall be submitted to the Planning & Zoning Commission through the Zoning Enforcement Officer. The application will then be placed on the Planning & Zoning Commission agenda (as "New Business") and copies of the application will be distributed to the Commission members and appropriate town staff for their review.**

**The applicant will be the contact person for both the Commission and the town staff relative to the processing of this application. The applicant is required to attend all public hearings scheduled with the Commission, regarding this application.**

**If you should have any questions regarding this application, please contact the Zoning Enforcement Officer at (860) 824-3132.**