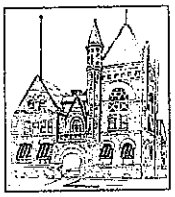
CITY OF WEST HAVEN, CONNECTICUT

Planning and Zoning Commission

City Hall | 355 Main Street | Third Floor West Haven, Connecticut 06516-0312
Phone 203.937.3580 Fax 203.937.3742



CITY HALL 1898-1967

APPLICATION

APPLICATION FOR:

- ☐ **SUBDIVISION**
- ☐ **RESUBDIVISION:**
- ☐ **SPECIAL PERMIT**
- ☐ **SITE PLAN REVIEW**
- ☐ **COASTAL SITE PLAN REVIEW**
- ☐ **EROSION AND SEDIMENT CONTROL PLAN**
- ☐ **RESOURCE REMOVAL, FILLING OR GRADING**
- ☐ **CERTIFICATE OF APPROVAL OF LOCATION FOR AUTOMOTIVE**
- ☐ **APPLICATION FOR LIQUOR PERMIT**

APPLICANT
NAME _____
ADDRESS _____

PROPERTY OWNER
NAME _____
ADDRESS _____

PARTY TO BE NOTIFIED
ATTORNEY OR AGENT _____
ADDRESS _____
TELEPHONE NUMBER _____

SITE ENGINEER _____
ADDRESS _____
_____
TELEPHONE NUMBER _____

ARCHITECT _____
ADDRESS _____
_____
TELEPHONE NUMBER _____

LOCATION OF PROPERTY _____

ZONE _____

PLANNING & ZONING APPLICATION
PAGE TWO

RELEVANT SECTION(S) OF ZONING REGULATIONS _____

IS THE PROPERTY LOCATED WITHIN 500 FEET OF ANOTHER TOWN?

☐ YES ☐ NO

DOES THIS PROPOSAL INVOLVE A BUILDING OR USE IN A HISTORIC DISTRICT

☐ YES ☐ NO

DOES THIS PROPOSAL REQUIRE THE APPROVAL OF THE INLAND WETLAND AGENCY? ☐ YES ☐ NO IF YES, PROVIDE A COPY OF THE APPROVAL

BRIEFLY DESCRIBE THIS APPLICATION _____

_____

_____

_____

HAS A PREVIOUS APPLICATION BEEN FILED FOR THIS PROPERTY?

☐ YES ☐ NO

IF YES, WHEN _____ ATTACH COPY OF DECISION LETTER

PROVIDE FEES AS DETERMINED BY THE STAFF OF THE PLANNING & DEVELOPMENT DEPARTMENT

PROVIDE A DESCRIPTION OF THE CONSTRUCTION ACTIVITIES.

_____

_____

_____

PROJECT IS TO BE STARTED ON _____ COMPLETED BY _____

LIST FEDERAL AND STATE PERMITS REQUIRED AND THEIR STATUS.

_____

_____

_____

INCLUDE SPECIFIC USE STANDARDS FOR THE SPECIFIC APPLICATION WITH THIS FORM

PLANNING & ZONING APPLICATION
PAGE THREE

CERTIFICATION

I/WE CERTIFY THAT ALL OF THE ABOVE INFORMATION AND STATEMENTS CONTAINED IN ANY DOCUMENTS SUBMITTED WITH THIS APPLICATION ARE TRUE TO THE BEST OF MY/OUR KNOWLEDGE.

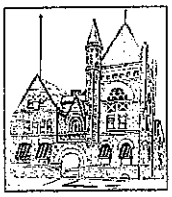
I/WE FULLY UNDERSTAND THAT THE PLANNING AND ZONING COMMISSION RESERVES THE RIGHT TO REVOKE ANY PERMIT SHOULD THE INFORMATION CONTAINED HEREIN NOT BE TRUE AND CORRECT OR THAT INFORMATION REQUESTED BY THIS APPLICATION HAS NOT BEEN FULLY DISCOLSED.

SIGNATURE OF OWNER	**SIGNATURE OF APPLICANT**
DATE	**DATE**

NOTICE: BY FILING THIS APPLICATION, OWNER AND APPLICANT CONSENT TO SITE INSPECTIONS BY CITY STAFF AND/OR COMMISSIONERS

Rev 5-10-12

CITY OF WEST HAVEN, CONNECTICUT
PLANNING AND ZONING COMMISSION
c/o Planning & Development Department, Third Floor, City Hall, 355 Main Street,
West Haven, Connecticut, 06516-0312 Phone 203.937.3580, Fax 203.937.3742



CITY HALL 1898-1967

APPLICATION PROCEDURE FOR SPECIAL PERMIT

1. **All applications for Special Permits must be accompanied by an A-2 survey showing:**
   a. **The name and address of the applicant**
   b. **A Site Plan showing the subject property, a Location Map and North Arrow, the square feet of the property, square feet and percent coverage of building, parking and open space, setbacks, building location, parking layout, drainage and contour elevations, wetland or C.A.M. boundaries (if applicable), landscaping.**

2. **Applicants should review the requirements shown on the attached Site Plan Requirements.**

3. **Applicants should be aware that the Planning and Zoning Commission must make the findings shown in Article 10, Section 85 of the Zoning Regulations.**

4. **Should a review of the Inland Wetland Agency be required, that approval must be granted before the Planning and Zoning Commission can act upon an application.**

5. **The applicant must submit sixteen (16) copies of the application and other data, collated, before submission or the application will not be accepted for processing.**

6. **The application must be legible, typewritten or printed, contain correct information, and be signed by the applicant who attests to the validity of the application.**

7. **The application must also be signed by the owner who thus indicates that the application is made with the consent of the owner of the property.**

8. **The applicant must post the Notice of Public Hearing sign in the front of the property so that it is visible from the street.**

9. **Should the applicant or his/her representative be unable to attend the meeting without withdrawing the application or requesting an extension of time for the Public Hearing, the application may be denied.**

10. **Applications must be filed with the Planning and Development Department by 3:00 P.M. of the due date as shown on the attached schedule.**

11. **All applications for a Special Permit shall be accompanied by a fee of $460.00 made payable to the City of West Haven.**

12. **Regular meetings are held on the second and fourth Tuesday of each month at 6:30 P.M. in the Harriet North Community Room, Second Floor, City Hall 355 Main Street, West Haven, CT.**

13. **If the application is approved, the applicant is required to submit a fixed Mylar site plan for signature by the Chairman and filed on the land records of the City of West Haven before site work or building permits will be authorized**

14. **If the application is approved, a Certificate of Decision will be sent to the Applicant, who is then required to file the Certificate with the West Haven City Clerk before a Building Permit will be issued.**

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CITY HALL 1898-1967

SITE PLAN CHECKLIST

1. **APPLICATION**
   - ☐ **SIGNED APPLICATION**
   - ☐ **FEE**
2. SITE PLAN
   - ☐ **SCALE – 1" = 20' (OR SCALE TO FIT 24" X 36" SHEET**
   - ☐ **CERTIFIED SURVEY TO A-2 STANDARDS**
   - ☐ **NAME OF DEVELOPMENT**
   - ☐ **ADDRESS OF DEVELOPMENT**
   - ☐ **ASSESSIR'S MAP AND PARCEL NUMBER**
   - ☐ **NAME AND ADDRESS OF DEVELOPER**
   - ☐ **NAME AND ADDRESS OF OWNER, IF DIFFERENT FROM DEVELOPER**
   - ☐ **NORTHPOINT**
   - ☐ **DATE OF PLAN PREPARATION**
   - ☐ **SIGNATURE AND SEAL OF CONNECTICUT LICENSED LAND SURVEYOR**
   - ☐ **SMALL LOCATIONAL KEY MAP**
   - ☐ **NAMES, ADDRESSES AND ZONING CLASSIFICATIONS OF ABUTTING PROPERTY OWNERS**
   - ☐ **DISTANCE TO NEAREST STREETS IN ALL DIRECTIONS**
   - ☐ **EXISTING ZONING CLASSIFICATION OF PROPERTY**
   - ☐ **SQUARE FOOTAGE OF PROPETY**
   - ☐ **PERCENTAGE OF EXISTING BUILDING COVERAGE**
   - ☐ **PERCENTAGE OF EXISTING LOT COVERAGE**
   - ☐ **PERCENTAGE OF EXISTING OPEN SPACE**
   - ☐ **SURVEY DISTANCES, ANGLES AND BEARINGS**
   - ☐ **LOCATION OF EXISTING BUILDINGS**
   - ☐ **EASEMENTS, RIGHTS OF WAY**

- ☐ EXISTING CONTOURS AT TWO FOOT INTERVALS
- ☐ LOCATIONS OF WETLANDS AS MAPPED BY A CERTIFIED SOIL SCIENTIST
  - ☐ SOIL TYPES
- ☐ LOCATIONS OF EXISTING TREES OVER EIGHT (8) INCHES IN DIAMETER AT BREAST HEIGHT
- ☐ C.A.M. BOUNDARIES
- ☐ FLOOD MAP DESIGNATION
- ☐ DEVELOPMENT NARRATIVE
  - ☐ NATURE OF THE DEVELOPMENT
  - ☐ USE OF THE BUILDING
  - ☐ DEVELOPMENT TIMETABLE
  - ☐ PHOTOGRAPHS OF EXISTING BUILDING AND SITE
- ☐ PROPOSED BUILDING
  - ☐ SQUARE FOOTAGE OF ANY PROPOSED BUILDING
  - ☐ PERCENTAGE OF BUILDING COVERAGE
  - ☐ PERCENTAGE OF OPEN SPACE
  - ☐ YARD SETBACKS
  - ☐ DISTANCE BETWEEN BUILDINGS
  - ☐ NUMBER OF PARKING SPACES
  - ☐ NUMBER OF LOADING DOCKS
- ☐ ENGINEERING DATA
  - ☐ GROUND ELEVATION AT EACH CORNER OF THE BUILDING
  - ☐ LOCATION OF CONCRETE CURBS
  - ☐ DIRECTION OF TRAFFIC FLOW
  - ☐ CATCH BASINS, DRYWELLS, UNDERGROUND STORM WATER STORAGE TANKS, PIPE TYPES AND SIZES AND DRAINAGE CALCULATIONS
  - ☐ PARKING LOT AND DRIWEAY SLOPES
  - ☐ FIRE HYDRANTS AND FIRE LANES
  - ☐ LOCATIONS OF BUILDINGS ON ADJACENT AND ABUTTING LOTS
  - ☐ STREET NAMES
  - ☐ LOCATION OF UTILITIES ON AND ADJACENT TO THE SITE
  - ☐ CURB CUT WIDTH AND RADII

- ☐ PARKING LOT ISLANDS AND PEDESTRIAN WAYS
- ☐ METHOD OF SANITARY SEWAGE DISPOSAL
- ☐ LOCATION AND ELEVATION OF STORM WATER SEWERS
- ☐ LOCATION AND ELEVATION OF SANITARY SEWERS AND MANHOLES
- ☐ PROPOSED CONTOURS AT TWO FOOT INTERVALS
- ☐ SIGNATURE AND SEAL OF CONNECTICUT LICENSED ENGINEER

☐ ELEVATION DRAWINGS

- ☐ RENDERING OF BUILDING
- ☐ FRONT, SIDE AND REAR ELEVATIONS
- ☐ FAÇADE MATERIAL AND ORNAMENTATION
- ☐ CONCRETE SIDEWALKS AND PEDESTRIAN WAYS
- ☐ SIGNATURE AND SEAL OF CONNECTICUT REGISTERED ARCHITECT

☐ SIGNAGE

- ☐ LOCATION, SIZE, HEIGHTMESSAGE OF BUILDING SIGNAGE
- ☐ LOCATION, SIZE, HEIGHT, MESSAGE OF POLE SIGN
- ☐ LOCATION OF DIRECTIONAL SIGNS

☐ LANDSCAPING PLAN WITH PLANT MATERIAL LIST

- ☐ LIST OF PLAN SPECIES AND SPECIFICATIONS
- ☐ EXAMPLE OF TREE AND SHRUB PLANTING DETAILS
- ☐ LOCATIONS OF TREES AND SHRUBS
  - ☐ PARKING LOT SHADE TREE LOCATIONS
- ☐ LOCATION AND DETAILS OF RETAINING WALLS AND FENCES
- ☐ LOCATION AND DESIGN OF BERMS AND BUFFERS
- ☐ LOCATION, TYPE, SPECIES AND SIZE OF EXISTING AND PROPOSED STREET TRES
- ☐ LOCATION, HEIGHT, DESIGN AND DETAILS OF OUTSIDE STORAGE OR DUMPSTER ENCLOSURE

☐ SITE LIGHTING

- ☐ LOCATION, TYPE AND SIZE OF EXTERIOR BUILDING LIGHTING
- ☐ PARKING LOT LIGHTING
  - ☐ LIGHT DISPERSAL DIAGRAM
  - ☐ HEIGHT OF LIGHT POLES (MAXIMUM TWENTY FOUR (24) FEET)

- ☐ TYPE OF LIGHT FIXTURE
- ☐ SKETCH OF LIGHT FIXTURE
- ☐ COPY OF "LIGHT THE NIGHT" PROPOSAL, IF ANY

☐ OTHER INFORMATION, IF NECESSARY

- ☐ TRAFFIC IMPACT STUDY
  - ☐ FIFTY (50) OR MORE NEW PARKING SPACES
  - ☐ TWO HUNDRED (200) VEHICLE TRIPS PER DAY
- ☐ EROSION AND SEDIMENT CONTROL PLAN
- ☐ C.A.M. APPLICATION

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CITY HALL 1898-1967

PUBLIC HEARING AND NOTICE REQUIREMENTS

The West Haven Zoning Regulations require that applicants mail a Notice of Public Hearing to properties within 200 feet of the location of the application by U.S. Mail. You must prepare your own notice, which must summarize your request and state the date, time and place of the Public Hearing. You must obtain a Certificate of Mailing from the U.S. Postal Service and bring the Certificate to your Public Hearing and give it to the Clerk at the meeting.

REGULAR MAIL LIST – NOTICE TO PROPERTY OWNERS WITHIN 200 FEET
You are required to mail notice to all property owners within 200 Feet of the property that is the subject of your application by U.S. Mail. You will be furnished mailing labels for all property owners within 200 Feet of your application's location. The Mailing shall be made not less than 10 or more than 15 days prior to the Public Hearing.

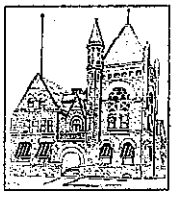
CERTIFICATE OF MAILING
The applicant shall furnish a Certificate of Mailing to the Board at the Public Hearing that the individual notices were sent by U.S. Mail in accordance with the requirements.

PUBLIC HEARING REQUIRED
A public hearing will be held. At such public hearing, the applicant may be heard and any other person may be heard to speak in favor of or against the application.

LEGAL NOTICE
Notice of the time and place of such hearing will be published by the Department of Planning and Development in the New Haven Register.

PUBLIC HEARING SIGN – Please post the enclosed sign so that it may be read from the streetface not less than 10 days before the Public Hearing date.

CITY OF WEST HAVEN, CONNECTICUT
Planning and Development Department
Offer to P. Barrett
City Hall | 355 Main Street | Third Floor West Haven, Connecticut 06516-0312
Phone 203.937.3580 Fax 203.937.3742



CITY HALL 1898-1967

SPECIAL PERMIT FINDINGS

1. That the proposed use is in the best interest of the city as a whole, and that the following criteria set forth in §85.4 of the Zoning Regulations have been satisfied:

   85.4.1 IN THAT: is not a minor street.

   85.4.2 IN THAT: Such use is located as to draw a minimum of vehicular traffic to and through local streets within any surrounding residential development.

   85.4.3 IN THAT: The architectural and landscaping treatment of such use will blend harmoniously with the rest of the area.

   85.4.4 IN THAT: Provisions have been made to minimize any disturbance or nuisance to surrounding properties arising out of the creation of such use.

   85.4.5 IN THAT: Reservoir space at vehicular entrances and exits are provided to prevent traffic congestion.

   85.4.6 IN THAT: Provision is made with respect to drainage, outside lighting or illumination and signs so as to minimize any adverse effect on the character of the surrounding area.

   85.4.7 IN THAT: Provision is made with respect to requirements for soundproofing, construction of fences, barriers, or other safety devices.

2. In accordance with § 75.5 of the Regulations, the Commission establishes the following conditions to protect and minimize the adverse effect of the proposed use in the surrounding area, and to have the special permit use blend into the neighborhood as unobtrusively as possible.

   Conditions:
   1. Standard conditions.
   2.

2014	City of West Haven, Connecticut Planning and Zoning Commission	2014

Meeting Schedule

Ads: New Haven Register

Month	*Application Deadline*	Meeting Date	Legal Ad 1st Date	Drop Date 1st Ad	Legal Ad 2nd Date	Drop Date 2nd Ad
January	*12/06/13*	**1/14/14**	1/3/14	1/2/14	1/10/14	1/9/14
	12/22/13	**1/28/14 ***	1/17/14	1/16/14	1/24/14	1/23/14
February	*01/10/14*	**2/11/14**	1/31/14	1/30/14	2/7/14	2/6/14
	01/17/14	**2/25/14**	2/14/14	2/13/14	2/21/14	2/20/14
March	*02/7/14*	**3/11/14**	2/28/14	2/27/14	3/7/14	3/6/14
	02/28/14	**3/25/14**	3/14/14	3/13/14	3/20/14	3/19/14
April	*03/7/14*	**4/8/14**	3/28/14	3/27/14	4/4/14	4/3/14
	03/21/14	**4/22/14**	4/11/14	4/10/14	4/18/14	4/17/14
May	*04/11/14*	**5/13/14**	5/2/14	5/1/14	5/9/14	5/8/14
	04/18/14	**5/27/14 ***	5/16/14	5/15/14	5/23/14	5/22/14
June	*05/9/14*	**6/10/14**	5/30/14	**5/29/14**	6/6/14	**6/5/14**
	05/23/14	**6/24/14**	6/13/14	**6/12/14**	6/20/14	**6/19/14**
July	*06/6/14*	**7/8/14**	6/27/14	**6/26/14**	7/5/14	**7/3/14**
	06/20/14	**7/22/14**	7/11/14	**7/10/1**	7/18/14	**7/17/14**
August	*07/4/14*	**8/12/14**	8/1/14	**7/31/14**	8/8/14	**8/7/14**
	07/18/14	**8/26/14**	8/15/14	**8/14/14**	8/22/14	**8/21/14**
September	*08/8/14*	**9/9/14**	8/29/14	**8/28/14**	9/5/14	**9/4/14**
	08/22/14	**9/23/14**	9/12/14	**9/11/14**	9/19/14	**9/18/14**
October	*09/5/14*	**10/7/14**	9/26/14	**9/25/14**	10/03/14	**10/2/14**
	09/19/14	**10/21/14**	10/10/14	**10/9/14**	10/17/14	**10/16/14**
November	*10/10/14*	**11/11/14 ***	10/31/14	**10/30/14**	11/7/14	**11/6/14**
	10/24/14	**11/25/14**	11/14/14	**11/13/14**	11/21/14	**11/20/14**
December	No Meetings					
January 2014	*12/12/14*	**01/13/15**	1/1/14	**1/2/14**	1/9/14	**1/8/14**
	12/26/14	**01/27/15**	1/16/14	**1/15/14**	1/23/14	**1/22/14**

The Commission generally meets on the second and fourth Tuesday of each month.**Public Hearings** and regular meetings are held at **6:30 PM**, in the Harriet North Room, 2nd Floor, City Hall, 355 Main Street, West Haven, Connecticut 06516 unless otherwise posted.