



The Litchfield Directory of Zoning and Land Use Application Forms

Town of Litchfield, Connecticut

Effective Date: May 20, 2016

Directory of Litchfield Zoning and Land Use Application Forms

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Town of Litchfield

Application for Zoning Permit

Permit fee with Declared construction cost not to exceed			
\$5,000 - \$90.00	\$100,000 - \$170.00		
\$20,000 - \$100.00	\$250,000 - \$260.00		
\$50,000 - \$125.00	\$500,000 - \$360.00		
For each \$100,000 thereafter			\$100.00
All fees Include State of Connecticut DEP Environmental Quality Fund Fee			

Applicant information: *Name on Check*

name <input type="text"/>	Fee <input type="text"/>	
street <input type="text"/>	Check # <input type="text"/>	
city <input type="text"/>	state <input type="text"/>	zip <input type="text"/> phone <input type="text"/>

Lot information:

street name <input type="text"/>	map block lot <input type="text"/>
Owner <input type="text"/>	Lot size <input type="text"/> Lot frontage <input type="text"/> Zone <input type="text"/>
If subdivision, name of map/lot# <input type="text"/>	

Proposed Activity:

Description of activity <input type="text"/>			
length <input type="text"/>	width <input type="text"/>	Height <input type="text"/>	SQ FT <input type="text"/>
other proposed structures <input type="text"/>		length <input type="text"/>	width <input type="text"/>

Approvals:

Driveway permit <input type="checkbox"/>	Special Exception <input type="checkbox"/>	Fire Marshal <input type="checkbox"/>	Flood Plain Permit <input type="checkbox"/>
TAHD <input type="checkbox"/>	Site Plan <input type="checkbox"/>	DRAC <input type="checkbox"/>	Sewer <input type="checkbox"/>
Historic <input type="checkbox"/>	Wetland <input type="checkbox"/>	DOT <input type="checkbox"/>	BHC <input type="checkbox"/>

Variance <input type="checkbox"/>	Date <input type="text"/>	Art/Sec No. <input type="text"/>	Name <input type="text"/>	description <input type="text"/>
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This permit, if issued, is based upon the plot plan submitted. Falsification, by misrepresentation or omission, or failure to comply with the conditions of approval of this permit shall constitute a violation of the Town of Litchfield Zoning Regulations.

Date

Office Use Only: Signature of Applicant Signature of Owner - Required

Property Use Type of permit approved:

Approved Date

Denied Remarks:

Signature of Zoning Enforcement Officer

Instructions for Completing Application for Zoning Permit

1. Fill out the application as completely and accurately. Incomplete or inaccurate applications will not be accepted. If an applicant is not the property owner, the application should be signed by the owner or written permission from the property owner must be obtained. If property is located in an approved subdivision, provide the lot number and map designation.
2. The applicable fee (see below) must be submitted with the application. Applications without fee payment will not be accepted. Checks should be made payable to the "Town of Litchfield."
3. For applications for building or development on a lot where the Commission or the Zoning Enforcement Officer questions whether the lot constitutes or is part of a subdivision, the applicant may be required to provide an affidavit issued by an attorney representing the land owner documenting that the proposed lot does not constitute a subdivision as defined in the Connecticut General Statutes.
4. All applications for a Zoning Permit which do not require site plan approval shall be accompanied by a plan, accurately drawn to scale or showing the actual dimensions or distances, and showing:
 - (a) The actual shape and dimensions of the lot.
 - (b) The location and size of all existing and proposed buildings, structures, water bodies and other significant features on the lot as are necessary to determine compliance with these regulations.
 - (c) The existing or intended use of each building or structure.
 - (d) Where applicable the location of subsurface sewage disposal systems, well, parking lots, and driveways, signs, landscape areas.
 - (e) Such other information as may be necessary to provide for the administration and enforcement of these regulations.
5. Wetlands. If the proposed construction is in or affects a regulated area of wetlands or watercourses, (100' of a wetlands soil type or 150' of a stream, lake or pond), a copy of a wetlands permit granted by the Litchfield Inland Wetlands Commission should accompany the application.
6. Driveway. If a driveway connecting to a town road is to be construction, it must comply with the driveway ordinance of the Town of Litchfield. Approval for the driveway connection must be obtained through the Public Works Department at 101 Russell St. between 7:00 a.m. and 3:30 p.m. (phone: 860-567-7575). If connecting to a State Highway, a permit must be obtained from the CT Dept. of Transportation. You may reach the DOT District Permit Inspector at 860-672-6671.
7. Health District/Sewer Authority/Aquarian Water Co. If the property is or will be serviced by a septic system, or a water supply a permit must be obtained from the Torrington Area Health District and a copy of such must accompany this application (*all new homes, additions, accessory buildings and swimming pools need approval from the Health District*). You may contact the Health District at 860-489-0436 between 9:00 a.m. and 4:00 p.m. located at 350 Main St. in Torrington. For properties serviced by the Litchfield Sewer Authority, you may contact The Litchfield Water Pollution Control Authority at 860-567-7580 between 8:00 a.m. and 4:30 p.m. The sewer department is located at 29 Stoddard Road, Bantam. For water supply you may contact Aquarian Water Co. between 8:00 a.m. and 4:00 p.m. at 800-732-9678.
8. New Dwelling Units. If the permit application is for a new residence, a street number should first be obtained from the Tax Assessor. The Tax Assessor is located at the Town Hall Offices at 74 West Street and may be reached between 9:00 a.m. and 4:30 p.m. at 860-567-7559.
9. Historic Districts. If the subject property is located in the Borough of Litchfield or Milton Historic District, a Certificate of Appropriateness must first be obtained prior to obtaining a building permit.

10. Taxes. Property taxes for the property must be current. A building permit cannot be issued if taxes are due. The Tax Collector may be reached between 9:00 a.m. and 4:30 p.m. at 869-567-7557.

Zoning Permit Fee Schedule	
Declared Construction Costs Note to Exceed:	
\$5,000	\$90.00
\$20,000	\$100.00
\$50,000	\$125.00
\$100,000	\$170.00
\$250,000	\$260.00
\$500,000	\$360.00
Every \$100,000 thereafter an additional:	\$100.00

**PLEASE NOTE THAT ADDITIONAL ZONING AND BUILDING PERMITS
MAY BE NEEDED BEFORE CONSTRUCTION CAN BEGIN**

ZONING PERMIT
SKETCH PLOT PLAN

A large rectangular area intended for a sketch plot plan. The area is mostly blank, with several labels and lines indicating dimensions and setbacks:

- Top:** "Rear Setback Ft." with a horizontal line for input.
- Left:** "Side Setback Ft." with a horizontal line for input.
- Right:** "Side Setback Ft." with a horizontal line for input.
- Bottom-Left:** "Depth Ft." with a vertical line for input.
- Bottom-Center:** "Frontage Ft." with a horizontal line for input.
- Bottom-Right:** "Front Setback Ft." with a horizontal line for input.

Information supplied by: _____
Name

APPLICABLE ZONING REGULATIONS

1. **Zoning Permits.** A Zoning Permit is required for the establishment of all uses, except for those uses identified with a "P," which shall not require a Zoning Permit, but shall require a Certificate of Zoning Compliance. A Zoning Permit is not required for normal maintenance, repairs, re-roofing, re-siding, or decorative changes to a building or structure.
 - a. Zoning Permit Required: All of the following require a Zoning Permit approved and issued by the Zoning Enforcement Officer:
 - i. New construction of buildings and structures subject to these regulations, including parking areas, sidewalks and similar structures.
 - ii. Alteration of a building or structure, or parts thereof.
 - iii. All buildings or structures which are removed from or moved onto, or moved around within a lot, or demolished.
 - iv. The change in use of any lot from one category of permitted land use to any other permitted land use.
 - v. Placement of signs, except temporary signs, as specified in these regulations.
 - vi. After receiving approval of a variance by the Zoning Board of Appeals and prior to commencement of construction or use.
 - b. Applying for a Zoning Permit:
 - i. All applications shall be submitted in writing to the Zoning Enforcement Officer on forms provided therefor.
 - ii. All applications shall be accompanied by a fee as established by Town Ordinance on Land Use Fees.
 - iii. All applications for a Zoning Permit which do not require site plan approval shall be accompanied by a plan, accurately drawn to scale or showing the actual dimensions or distances, and showing:
 - (a) The actual shape and dimensions of the lot.
 - (b) The location and size of all existing and proposed buildings, structures, water bodies and other significant features on the lot as are necessary to determine compliance with these regulations.
 - (c) The existing or intended use of each building or structure.
 - (d) Where applicable the location of subsurface sewage disposal systems, well, parking lots, and driveways, signs, landscape areas.
 - (e) Such other information as may be necessary to provide for the administration and enforcement of these regulations.
 - iv. For applications for building or development on a lot where the Commission or the Zoning Enforcement Officer questions whether the lot constitutes or is part of a subdivision, the applicant may be required to provide an affidavit issued by an attorney representing the land owner documenting that the proposed lot does not constitute a subdivision as defined in the Connecticut General Statutes.
 - c. Expiration of a Zoning Permit: A Zoning Permit shall expire twelve (12) months after the date of issuance unless construction is started within twelve (12) months of the date of issuance and diligently prosecuted to completion of unless the permittee submits a written statement to the Zoning Enforcement Officer requesting an extension of the expiration date and explaining the reason for such request. The Zoning Enforcement Officer shall approve one or more requests for extension but shall not extend the expiration date for a total of more than twelve (12) months. No additional fee shall be required for a request to extend the expiration date of a Zoning Permit.

**TOWN OF LITCHFIELD
APPROVALS NEEDED TO BE ISSUED A ZONING/BUILDING PERMIT**

Authority/Location	Contact	Phone	Hours Monday through Friday	Sign-Off and Date
Litchfield Historic P.O. Box 913, Litchfield	Glenn Hillman	860-567-8866	Call for information	
Milton Historic 632 Maple Street, Litchfield	Edward Weik	860-567-0503	Call for information	
Tax Collector Town Hall, 74 West Street, Litchfield	Nancy Southard	860-567-7557	9:00 am - 4:30 pm	
Assessor/911 Coordinator Town Hall, 74 West Street, Litchfield	Kathy Brown	860-567-7559	9:00 am - 4:30 pm	
Driveway Permit (Town Road) Public Works Department 101 Russell Street, Litchfield	Raz Alexe, P.E.	860-567-7575	7:00 am - 3:30 pm	
Driveway Permit (State Road) DOT Permit Inspector 359 S Main St, Thomaston	Thomas Murphy	203-591-3626	8:00 am - 4:00 pm	
Septic Approval Torrington Area Health District 350 Main Street, Torrington	Rich Rossi	860-489-0436	9:00 am - 4:00 pm	
Sewer Approval/Taxes Paid WPCA 29 Stoddard Road, Litchfield	Terrence Donoghue	860-567-7580	8:00 am - 4:30 pm	
Aquarian Water Co. 600 Lindley Street Bridgeport, CT 06606-5044	Steven Glowa	800-732-9678	8:00 am - 4:00 pm	
Fire Marshal Town Hall Annex, 80 Doyle Rd, Bantam (All but 1 and 2 family)	David Rogers	860-567-7568	8:00 am - 4:00 pm	
Land Use Administrator Planning/Zoning/Wetlands Aquifer Protection/Floodplain Zoning Board of Appeals Site Plan Review Special Exceptions Zoning Permits Land Use Complaints CGS 8-24 Applications Subdivision Applications Determining Regulatory Status in Aquifer Protection Areas Town Hall Annex, 80 Doyle Rd, Bantam	Dennis Tobin	860-567-7565	9:00 am - 4:30 pm	
Building Official Town Hall Annex 80 Doyle Road, Bantam	John Worthington	860-567-7567	8:00 am - 4:30 pm B.O. Office Hours 9:00 am - 10:30 am or Call for pm appointment	

Name of Applicant: _____

Location of Property: _____

Phone: () _____

Description of Project: _____

E-mail: _____



Town of Litchfield

Planning and Zoning Commission

Site Plan Review Application

Name and <u>Mailing</u> Address of Applicant: _____ _____ _____ Phone: () _____ Email: _____	Location of Property: _____ _____ _____
Name and Address of Owner _____ _____	District _____ Non-conforming? _____ Map _____ Block _____ Lot _____

Description of Existing Use and Property

Existing Use(s)	
Area of Property	
Number of Buildings	
Type of Parking	
Signs: Type, Size, Number	
Additional Relevant Features	

Description of Proposed Use

Proposed Use(s)	
Number of Buildings	
Type of Parking	
Signs: Type, Size, Number	
Number of Employees	
Number of Rooms/Units	
Number of Beds (if applicable)	
Water and Sewer Provided By:	
Number of Occupants	

Professional Engineer/Surveyor Name/Address: _____ _____ _____ Phone: () _____ E-mail: _____	Date Submitted	Date Rec'd by PZC	PH Date
	Project Number: _____		Fee: _____
_____ Signature of Applicant Date Signature of Owner Date			

Site Plan Submission Requirements

The following are required to be submitted with an application for either type of site plan review; provided, however that the Commission or Zoning Enforcement Officer, as the case may be, may waive certain requirements where it determines that such information is not necessary to determine compliance with the Zoning Regulations.

- i. A plan showing location and size of lot, location of building and buildings facilities, signs, parking and restricted areas; number of dwelling units proposed, where applicable; all statistical data to show that the requirements of the regulations have been carried out; and all the land in the lot together with such detail of adjacent properties as will relate the proposed development to the neighborhood and to the street pattern within 500 feet.
- ii. Proper and adequate provision for vehicular traffic, service roads, control of entrances and exits to highways, parking and loading.
- iii. Proper and adequate provision for a safe water supply, disposal of storm water, and proposed contours at intervals of two feet or less.
- iv. The relation of proposed buildings to the existing and estimated future development of the district.
- v. Proper provision for the protection of existing residences and districts through the use of landscaping, fencing or buffering, and planting and landscaping around buildings and in parking areas.
- vi. Floor plans of proposed apartments and recreation buildings, showing square feet of habitable floor area within each room, and the location of all recreation facilities, where applicable.
- vii. Illustrations, elevations, and renderings of the proposed buildings and project area sufficient to clearly show the proposed development.
- viii. Adequate sewage disposal provided through connection with a public sewer or through use of a private facility. Such private facility shall have been deemed adequate by the Torrington Area Health District when a site plan of the lot is approved. The plan shall show the location of the building or buildings, location of the well (if provided), extent of the existing sewage disposal facilities and extent of the enlarged and/or new facilities. Plans of underground utilities, electricity, telephone, private or public sewer and public water shall be submitted to the Commission and the WPCA.
- ix. Underground utilities (electric, telephone, private or public sewer, and public water) if required. All utilities in the MF district shall be underground. If the building(s) are to be connected to the public sewer, the site plans must be approved by the Litchfield WPCA.
- x. Proper provision for facilities required in order to prevent pollution of surface and groundwater as a result of activities on the lot, including refuse collection facilities, oil and grease traps where required, and appropriate sumps and points for sampling.
- xi. Location of wetlands, private and public drinking water supplies, and where appropriate, the boundary of the Wellfield Protection Zone and the boundaries of the aquifer/recharge areas as identified by Town maps.

Application Procedures for Site Plan Approval

1. The regular meeting of the Planning and Zoning Commission is the third Monday of each month. You must submit your application at least one week in advance of the meeting to ensure that your application will be placed on the agenda.
2. Fill out the application as completely and accurately and provide all required submissions. Incomplete or inaccurate applications will not be accepted. Make sure a correct **mailing** address is on the form for the **applicant** to ensure mailing of agendas and notices. If an applicant is not the property owner, the application should be signed by the owner or written permission from the property owner must be obtained.
3. The applicable fee (see below) must be submitted with the application. Checks should be made payable to the "Town of Litchfield."
4. The Planning and Zoning Commission will receive your application at the first meeting and then set a public hearing for a later date. You will be notified of the public hearing date, time and place. You are required to send a letter (example shown below) **by Certified Return Receipt Mail** to the owners of property, as shown on the Assessor's records, within 150 feet of all directions, including property located across the street. Notice shall be sent no later than ten (10) days prior to the hearing (the date of the hearing may be included in calculating). Prior to commencement of the public hearing, the applicant shall present the return receipts to the Commission as evidence of meeting this requirement.
5. It is requested that a copy of the land description of the property involved be obtained from the Town Clerk's office and submitted with this application.
6. You will be notified by certified mail of the Planning and Zoning Commission's decision.

Site Plan Fee Schedule

1. Site Plan Review - Residential (other than single-family dwellings and accessory apartments)	\$ 300
2. Site Plan Review - Non-Residential and Multi-Family	
- Up to \$100,000 value	\$ 500
- Up to \$500,000 value	\$ 1,000
- Above \$500,000 value	\$ 1,000 + \$300 per each additional \$100,000 value
3. Minor Modifications	\$ 100
4. State of Connecticut DEEP Environmental Quality Fund Fee:	\$ 60 (Per App.)

NOTE: Additional fees may be charged for outside consulting services required by the Commission.

Sample letter of notice to all property owners within 150 feet from the property boundary

Mr. John A. Smith
Main Street
Litchfield, CT 06759

Dear Mr. Smith:

I have applied to the Litchfield Planning and Zoning Commission for Site Plan Approval. I am requesting a _____
for property at _____
The public hearing will be at (Time) p.m. on (Date) at (Public Hearing Location).

Please note that additional zoning and building permits may be needed before construction can begin.

APPLICABLE ZONING REGULATIONS

1. **Site Plan Review and Approval.**

- a. When Required: Permitted uses identified with an "SP" shall not be established or re-established and no improvements shall be constructed, moved, enlarged, or substantially altered until a site plan has been approved and a Zoning Permit issued in accordance with the requirements of this section. Where site plan review is required, the Zoning Enforcement Officer shall not issue a Zoning Permit until the site plan has been reviewed and authorized by the Planning and Zoning Commission.
- b. Application for Site Plan Review: When applying for site plan approval, an applicant shall file four copies of the plan and one recording mylar with the Planning and Zoning Commission. The plan shall be at a scale of no less than one inch equals 40 feet and shall be certified correct by a Registered Land Surveyor licensed to practice in Connecticut. Where the site plan proposed changes in grading or construction of site improvements, including but not limited to drainage or storm water structures, parking lot or driveway improvements, the site plan shall be certified by an engineer licensed to practice in Connecticut.
- c. Submission Requirements: The following are required to be submitted with an application for either type of site plan review; provided, however that the Commission or Zoning Enforcement Officer, as the case may be, may waive certain requirements where it determines that such information is not necessary to determine compliance with these regulations.
 - i. A plan showing location and size of lot, location of building and buildings facilities, signs, parking and restricted areas; number of dwelling units proposed, where applicable; all statistical data to show that the requirements of the regulations have been carried out; and all the land in the lot together with such detail of adjacent properties as will relate the proposed development to the neighborhood and to the street pattern within 500 feet.
 - ii. Proper and adequate provision for vehicular traffic, service roads, control of entrances and exits to highways, parking and loading.
 - iii. Proper and adequate provision for a safe water supply, disposal of storm water, and proposed contours at intervals of two feet or less.
 - iv. The relation of proposed buildings to the existing and estimated future development of the district.
 - v. Proper provision for the protection of existing residences and districts through the use of landscaping, fencing or buffering, and planting and landscaping around buildings and in parking areas.
 - vi. Floor plans of proposed apartments and recreation buildings, showing square feet of habitable floor area within each room, and the location of all recreation facilities, where applicable.
 - vii. Illustrations, elevations, and renderings of the proposed buildings and project area sufficient to clearly show the proposed development.
 - viii. Adequate sewage disposal provided through connection with a public sewer or through use of a private facility. Such private facility shall have been deemed adequate by the Torrington Area Health District when a site plan of the lot is approved. The plan shall show the location of the building or buildings, location of the well (if provided), extent of the existing sewage disposal facilities and extent of the enlarged and/or new facilities. Plans of underground utilities, electricity, telephone, private or public sewer and public water shall be submitted to the Commission and the WPCA.
 - ix. Underground utilities (electric, telephone, private or public sewer, and public water) if required. All utilities in the MF district shall be underground. If the building(s) are to be connected to the public sewer, the site plans must be approved by the Litchfield WPCA.

- x. Proper provision for facilities required in order to prevent pollution of surface and groundwater as a result of activities on the lot, including refuse collection facilities, oil and grease traps where required, and appropriate sumps and points for sampling.
 - xi. Location of wetlands, private and public drinking water supplies, and where appropriate, the boundary of the Wellfield Protection Zone and the boundaries of the aquifer/recharge areas as identified by Town maps.
- d. Expiration of Site Plan Approval. All work in connection with either type of site plan shall be completed within the period provided for in the Connecticut General Statutes. Either type of site plan shall include an approval block which shall state the date on which such period expires in accordance with the requirement of the Connecticut General Statutes. Failure to complete all work within such period shall result in automatic expiration of the approval of any such site plan. "Work" for the purpose of this requirement means all physical improvements required by the approved plan.
- e. Prior Installation. All site development work and auxiliary facilities, sewer, parking area, landscaping and planting, and recreation areas and related facilities must be installed prior to the issuance of a Certificate of Zoning Compliance or, in the discretion of the Zoning Enforcement Officer, a signed document guaranteeing completion by a specified date. The Commission or the Zoning Enforcement Officer, as the case may be, may accept surety in a manner acceptable to the Town Attorney, guaranteeing completion of improvements, which because of weather or other conditions, cannot reasonably be completed before a Certificate of Compliance might otherwise be properly issued.
- f. As-Built Requirement. Before a Certificate of Compliance is issued or surety released "as built" drawing for underground utilities and lines shall be submitted to the Commission or the Zoning Enforcement Officer, as the case may be, and the Litchfield WPCA.
- g. Minor Modifications to Site Plan: The Zoning Enforcement Officer, after consultation with the Commission Chairman, may approve minor revisions to an approved site plan, provided such changes address unanticipated field conditions or improve safety or appearance. Examples of such minor modifications are revisions to architectural details or small changes to floor plans, parking lot layout, or utility pads. Any such minor modification shall meet the requirements of these regulations and any specific conditions of application approval. All such minor modifications shall be recorded on a form prepared for this purpose, which shall state the reasons for the request and provide details on the modification request. All minor modifications shall be reported to the Commission at its next regularly scheduled meeting.
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**TOWN OF LITCHFIELD
APPROVALS NEEDED TO BE ISSUED A ZONING/BUILDING PERMIT**

Authority/Location	Contact	Phone	Hours Monday through Friday	Sign-Off and Date
Litchfield Historic P.O. Box 913, Litchfield	Glenn Hillman	860-567-8866	Call for information	
Milton Historic 632 Maple Street, Litchfield	Edward Weik	860-567-0503	Call for information	
Tax Collector Town Hall, 74 West Street, Litchfield	Nancy Southard	860-567-7557	9:00 am - 4:30 pm	
Assessor/911 Coordinator Town Hall, 74 West Street, Litchfield	Kathy Brown	860-567-7559	9:00 am - 4:30 pm	
Driveway Permit (Town Road) Public Works Department 101 Russell Street, Litchfield	Raz Alexe, P.E.	860-567-7575	7:00 am - 3:30 pm	
Driveway Permit (State Road) DOT Permit Inspector 359 S Main St, Thomaston	Thomas Murphy	203-591-3626	8:00 am - 4:00 pm	
Septic Approval Torrington Area Health District 350 Main Street, Torrington	Rich Rossi	860-489-0436	9:00 am - 4:00 pm	
Sewer Approval/Taxes Paid WPCA 29 Stoddard Road, Litchfield	Terrence Donoghue	860-567-7580	8:00 am - 4:30 pm	
Aquarian Water Co. 600 Lindley Street Bridgeport, CT 06606-5044	Steven Glowa	800-732-9678	8:00 am - 4:00 pm	
Fire Marshal Town Hall Annex, 80 Doyle Rd, Bantam (All but 1 and 2 family)	David Rogers	860-567-7568	8:00 am – 4:00 pm	
Land Use Administrator Planning/Zoning/Wetlands Aquifer Protection/Floodplain Zoning Board of Appeals Site Plan Review Special Exceptions Zoning Permits Land Use Complaints CGS 8-24 Applications Subdivision Applications Determining Regulatory Status in Aquifer Protection Areas Town Hall Annex, 80 Doyle Rd, Bantam	Dennis Tobin	860-567-7565	9:00 am – 4:30 pm	
Building Official Town Hall Annex 80 Doyle Road, Bantam	John Worthington	860-567-7567	8:00 am - 4:30 pm B.O. Office Hours 9:00 am – 10:30 am or Call for pm appointment	

Name of Applicant: _____

Location of Property: _____

Phone: () _____

Description of Project: _____

E-mail: _____



Town of Litchfield

Planning and Zoning Commission

Special Exception Application

Name and Mailing Address of Applicant: _____ _____ _____ Phone: () _____ Email: _____	Location of Property: _____ _____ _____
Name and Address of Owner _____ _____	District _____ Non-conforming? _____ Map _____ Block _____ Lot _____

Description of Existing Use and Property

Existing Use(s)	
Area of Property	
Number of Buildings	
Type of Parking	
Signs: Type, Size, Number	
Additional Relevant Features	

Description of Proposed Use

Proposed Use(s)	
Number of Buildings	
Type of Parking	
Signs: Type, Size, Number	
Number of Employees	
Number of Rooms/Units	
Number of Beds (if applicable)	
Water and Sewer Provided By:	
Number of Occupants	

Professional Engineer/Surveyor Name/Address: _____ _____ _____	Date Submitted	Date Rec'd by PZC	PH Date
Phone: () _____ E-mail: _____	Project Number: _____		Fee: _____
Signature of Applicant	Date	Signature of Owner	Date

Application Procedures for Special Exception Approval

1. The regular meeting of the Planning and Zoning Commission is the third Monday of each month. You must submit your application at least one week in advance of the meeting to ensure that your application will be placed on the agenda.
2. Fill out the application as completely and accurately. Incomplete or inaccurate applications will not be accepted. Make sure a correct **mailing** address is on the form for the **applicant** to ensure mailing of agendas and notices. If an applicant is not the property owner, the application should be signed by the owner or written permission from the property owner must be obtained.
3. The applicable fee (see below) must be submitted with the application. Checks should be made payable to the "Town of Litchfield."
4. The Planning and Zoning Commission will receive your application at the first meeting and then set a public hearing for a later date. You will be notified of the public hearing date, time and place. You are required to send a letter (example shown below) **by Certified Return Receipt Mail** to the owners of property, as shown on the Assessor's records, within 150 feet of all directions, including property located across the street. Notice shall be sent no later than ten (10) days prior to the hearing (the date of the hearing may be included in calculating). Prior to commencement of the public hearing, the applicant shall present the return receipts to the Commission as evidence of meeting this requirement.
5. It is requested that a copy of the land description of the property involved be obtained from the Town Clerk's office and submitted with this application.
6. You will be notified by certified mail of the Planning and Zoning Commission's decision.

Fee Schedule

- | | | |
|---|-----------------|-------------------------|
| 1. Special Exceptions , plus other regular fees, if appropriate: | Residential | \$ 150 |
| | Non-Residential | \$ 250 |
| 2. State of Connecticut DEP Environmental Quality Fund Fee: | | \$ 60 (Per Application) |

NOTE: Additional fees may be charged for outside consulting services required by the Commission.

****Sample letter of notice to all property owners within 150 feet from the property boundary****

Mr. John A. Smith
Main Street
Litchfield, CT 06759

Dear Mr. Smith:

I have applied to the Litchfield Planning and Zoning Commission for a Special Exception. I am requesting a _____ for property at _____
The public hearing will be at (Time) p.m. on (Date) at (Public Hearing Location).

Please note that additional zoning and building permits may be needed before construction can begin.

APPLICABLE ZONING REGULATIONS

1. **Special Exceptions.** Those uses specified in each district as requiring a Special Exception require the review and approval of a Special Exception prior to their establishment or re-establishment on a lot. The Commission shall have the authority to approve, deny, or approve with conditions all applications for Special Exceptions.
 - a. General Standards of Review: All determinations of the Commission of Special Exceptions shall be made in accordance with the objectives of these regulations and in harmony with the purpose and intent expressed herein and upon a finding that in each case that the proposed building or structure or the proposed use of the land:
 - i. Will not aggravate a traffic hazard, fire hazard, or panic hazard;
 - ii. Will not block or hamper the town pattern of highway circulation;
 - iii. Will not tend to depreciate the value of property in the neighborhood or be otherwise detrimental to the neighborhood or its residents or alter the neighborhood's essential characteristics.
 - b. Additional Standards of Review: Uses identified in these regulations as Special Exceptions possess such special characteristics that each must be considered a special case. The following standards apply to all applications for a Special Exception and are to be considered in addition to the general standards of review set forth above.
 - i. Compatibility. Is the proposal in harmony with the neighborhood, accomplishes a transition in character between areas of unlike character, protects property values, preserves and enhances the appearance and beauty of the community, and provides a harmonious relationship between existing and proposed buildings in the vicinity, specifically with regard to the visual relationship in terms of scale, proportions and particularly, the historic significance of the existing buildings.
 - ii. Location. The location of the proposed Special Exception use is such that the proximity of the proposed Special Exception use will not have a detrimental effect upon any church, school, library, public playground or similar facility or use; and the number of similar existing Special Exception uses in the vicinity is such that the granting of the proposed Special Exception will not be detrimental to the public health, safety and welfare.
 - iii. Traffic. Vehicular and pedestrian traffic projected as a result of the use, including traffic to and from and in the vicinity of the use, will not be hazardous or detrimental to the character of the district or the neighborhood. In making its determination with respect to this criterion, the Commission shall consider the proposed location, the size and layout of the Special Exception use, its nature and the intensity of operations involved, and its relation to local streets providing access to the site and the adequacy of proposed traffic flow controls and emergency access. The commission shall give due consideration to any recommendation by the Town Engineer regarding the adequacy of any town road proposed to be used for access.
 - iv. Parking. The number, location and arrangement of off-street parking and loading spaces shall meet the requirements of these regulations and shall be adequate for the proposed use and shall consider the impact of parking location and design on adjoining properties.
 - v. Impact on Public Facilities. The commission shall be satisfied that the applicant has shown the adequacy of:
 - (a) proposed methods for disposal of wastes and provision for
 - (b) volume and quality of water supply,
 - (c) proposed measures for control of storm water run-off,
 - (d) proposed methods to foster an energy efficient layout and landscape plan,
 - (e) existing fire and police protection, transportation, water and sewer facilities, schools or other public facilities to meet the needs of the proposed use.

- (f) the existing power service to the site to provide for the power needs of the proposed use. Where a development application involves changes or upgrading of power service to the site the Commission may require that the applicant provide a letter from the power company or power distribution company that the existing power infrastructure in Litchfield is adequate to meet the new power demand.
- vi. Environmental Impacts: The Commission shall be satisfied that the applicant has shown the adequacy of proposed measures for prevention of pollution of surface water supplies and drinking water supplies. The commission shall consider the effect of the proposed activity on the quality and quantity of groundwater. The Commission may consider potential problems, including, but not limited to, the following:
- (a) Hazardous material and storage areas;
 - (b) Existence of underground fuel storage facilities;
 - (c) Location of floor drains;
 - (d) Size, location and quality of run-off from parking lot areas;
 - (e) Any other use that may adversely affect the quality or quantity of groundwater.

Note: Where hazardous materials may be used or generated or where the activity may otherwise threaten groundwater, the applicant must comply with the provisions of the Groundwater Protection Requirements, and the Commission may not approve any Special Exception for such activity unless it makes a finding that the Groundwater Protection Plan will adequately protect groundwater. Land uses normally associated with the use of hazardous materials or which otherwise pose a high risk to groundwater quality by the nature of their operation include but are not limited to: institutional uses such as schools, colleges, trade schools, hospitals, nursing homes, high density housing developments (more than one dwelling per 1/2 acre site); large scale retail commercial development; medical, veterinary and similar professional offices; commercial retail processors; furniture strippers; dry cleaners; photo processors, beauty shops; appliance repair shops; auto body and service stations; machine shops; industrial manufacturing, research and storage facilities; waste disposal practices utilizing land treatment including landfills, lagoons and bulky waste sites. If there will be discharges of hazardous materials associated with the Special Exception use such that a discharge permit will be required from the Connecticut Department of Environmental Protection, this Special Exception shall be valid only during the time that such a discharge permit is in effect.

- c. Procedures: The procedural requirements for considering Special Exception applications shall be as set forth in the Connecticut General Statutes, including the requirement for conducting a public hearing. The Commission may require the applicant submit a site plan with their application. No later than ten days prior to the date of the hearing (the date of the hearing may be included in calculating the ten-day notice requirement), the applicant shall send by certified return receipt mail a notice, in the form attached to the Special Exception application provided by the Planning and Zoning Commission, of the public hearing to the record owners of lots, as shown on the Assessor's records, within 150 feet in all directions from the subject lot's perimeter boundary, including lots located across the street. Prior to commencement of the public hearing the applicant shall present the return receipts to the Commission as evidence of meeting this requirement.
- d. Term of Special Exception: No Special Exception permit granted according to these regulations shall be effective until a copy of the Special Exception is certified by the Commission and is filed by the applicant in the Town Clerk's Office in accordance with state statutes. A Special Exception shall become null and void if all work in connection with the approved site plan, which is inseparable from and part and parcel of the Special Exception, is not completed within five (5) years after the date of the approval.

**TOWN OF LITCHFIELD
APPROVALS NEEDED TO BE ISSUED A ZONING/BUILDING PERMIT**

Authority/Location	Contact	Phone	Hours Monday through Friday	Sign-Off and Date
Litchfield Historic P.O. Box 913, Litchfield	Glenn Hillman	860-567-8866	Call for information	
Milton Historic 632 Maple Street, Litchfield	Edward Weik	860-567-0503	Call for information	
Tax Collector Town Hall, 74 West Street, Litchfield	Nancy Southard	860-567-7557	9:00 am - 4:30 pm	
Assessor/911 Coordinator Town Hall, 74 West Street, Litchfield	Kathy Brown	860-567-7559	9:00 am - 4:30 pm	
Driveway Permit (Town Road) Public Works Department 101 Russell Street, Litchfield	Raz Alexe, P.E.	860-567-7575	7:00 am - 3:30 pm	
Driveway Permit (State Road) DOT Permit Inspector 359 S Main St, Thomaston	Thomas Murphy	203-591-3626	8:00 am - 4:00 pm	
Septic Approval Torrington Area Health District 350 Main Street, Torrington	Rich Rossi	860-489-0436	9:00 am - 4:00 pm	
Sewer Approval/Taxes Paid WPCA 29 Stoddard Road, Litchfield	Terrence Donoghue	860-567-7580	8:00 am - 4:30 pm	
Aquarian Water Co. 600 Lindley Street Bridgeport, CT 06606-5044	Steven Glowa	800-732-9678	8:00 am - 4:00 pm	
Fire Marshal Town Hall Annex, 80 Doyle Rd, Bantam (All but 1 and 2 family)	David Rogers	860-567-7568	8:00 am – 4:00 pm	
Land Use Administrator Planning/Zoning/Wetlands Aquifer Protection/Floodplain Zoning Board of Appeals Site Plan Review Special Exceptions Zoning Permits Land Use Complaints CGS 8-24 Applications Subdivision Applications Determining Regulatory Status in Aquifer Protection Areas Town Hall Annex, 80 Doyle Rd, Bantam	Dennis Tobin	860-567-7565	9:00 am – 4:30 pm	
Building Official Town Hall Annex 80 Doyle Road, Bantam	John Worthington	860-567-7567	8:00 am - 4:30 pm B.O. Office Hours 9:00 am – 10:30 am or Call for pm appointment	

Name of Applicant: _____

Location of Property: _____

Phone: () _____

Description of Project: _____

E-mail: _____



Town of Litchfield

Zoning Board of Appeals Application

Name and <u>MAILING ADDRESS</u> of Applicant	
_____	Phone () _____

_____	email _____

STREET ADDRESS of Property _____

Owner name _____ Zone _____ Map, Block, Lot _____

Volume/Page _____ Date of Subdivision map _____

Check one of the following that apply:

<input type="checkbox"/>	From and Order or Decision made by the Zoning Enforcement Officer - Permit # _____ (If applicable)
<input type="checkbox"/>	For approval of a gasoline station or a motor vehicle dealer or repairer location.
<input type="checkbox"/>	For a variance from the Zoning Regulations (<i>complete next section</i>).

Description of Variance Request:

_____	variance of _____	feet from Article _____	Section _____	Subsection _____.
<i>(yard, height, use, other)</i>				
Of the zoning regulations for a _____.				
<i>(type of structure)</i>				

The variance is requested because literal enforcement of the regulation would result in **exceptional difficulty** or **unusual hardship** because:

The hardship created is **unique** and not shared by all properties because:

The variance would not change the **character of the neighborhood** and would be in **harmony** with the general purpose and **intent** of the regulations with due consideration for conserving the public health, safety, convenience, welfare and property values because:

The decision or order made by the Zoning Enforcement Officer is Appealed because:

Signature of Applicant	Date	Signature of Owner (if different)	Date
------------------------	------	-----------------------------------	------

Application Procedures for Variance from Zoning Regulations

1. The regular meeting of the Zoning Board of Appeals is the first Tuesday of each month. You must submit your application on the date that is at least three weeks in advance of the meeting to ensure that your application will be placed on the agenda.
2. Fill out the application as completely and accurately. Incomplete or inaccurate applications will not be accepted. Make sure a correct **mailing** address is on the form for the **applicant** to ensure mailing of agendas and notices. If an applicant is not the property owner, the application should be signed by the owner or written permission from the property owner must be obtained.
3. The applicable fee (see below) must be submitted with the application. Applications without fee payment will not be accepted. Checks should be made payable to the "Town of Litchfield." The original application and supporting materials plus eight (8) copies (in packet form) shall be submitted along with the fee.
4. You will be notified by mail of the public hearing date, time and place or by e-mail if you elect instead to receive e-mail service. Applicants are required to send a letter (example shown below) **by Certified Return Receipt Mail** to the owners of property, as shown on the Assessor's records, within 200 feet (200') of all directions, including property located across the street. Notice shall be sent no later than five (5) days prior to the hearing (the date of the hearing may be included in calculating). Prior to commencement of the public hearing, the applicant shall present the return receipts to the Commission as evidence of meeting this requirement.
5. It is requested that a copy of the land description of the property involved be obtained from the Town Clerk's office and submitted with this application.
6. You will be notified by certified mail of the Boards decision.

Fee Schedule

1. Request for Variance from Zoning Regulations	\$250
2. State of Connecticut DEEP Environmental Quality Fund Fee	<u>\$ 60</u>
	\$310

****Sample letter of notice to all property owners within 200 feet from the property boundary****

Mr. John A. Smith
Main Street
Litchfield, CT 06759

Dear Mr. Smith:

I have applied to the Litchfield Zoning Board of Appeals for a variance from the Zoning Regulations. The variance requests permission to (purpose of Variance request) The public hearing will be at (Time) p.m. on (Date) at (Public Hearing Location).

Please note that additional zoning and building permits may be needed before construction can begin.

APPLICABLE ZONING REGULATIONS

1. **Variations and Appeals.** A Zoning Board of Appeals shall be formed and shall serve as provided by the General Statutes of the State of Connecticut to review, consider and determine whether to grant variances from these regulations and appeals of any order or decision made by the Zoning Enforcement Officer. The Board has the authority to adopt rules and procedures for all matters under its authority not otherwise in conflict with these regulations.
 - a. Variations. The Zoning Board of Appeals may approve, deny, or approve with conditions applications for variances from these regulations where for reasons of exceptional slope, size or topography of the lot or other exceptional situation or condition of the building or land, practical difficulty or unnecessary hardship would result to the owners of said lot from a literal enforcement of regulations. All determinations of the Board shall be made in accordance with the objectives of these regulations and in harmony with the purpose and intent expressed herein. Before any variance is granted, the Board must make a written finding in its minutes as part of the records in the case:
 - i. That special circumstances described in detail exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same district.
 - ii. That relief can be granted without detriment to the public welfare or impairment to the integrity of these regulations.
 - iii. That the special circumstances do not result from the actions of the applicant.
 - b. Appeals. The Zoning Board of Appeals may affirm, reverse, or modify any order or decision made by the Zoning Enforcement Officer upon petition for appeal by an aggrieved person.
 - c. Applications to the Board. Applications for variances or appeals to the Board are administered by the Zoning Enforcement Officer and shall be accompanied by a true and accurate list of lot owners within 200 feet from any boundary of the lot which is subject to the application. The petitioner shall notify each of the lot owners by certified mail no later than five days prior to the hearing and shall present the return receipts to the Board.
 - d. Hearings. The Zoning Board of Appeals shall hold public hearings on all appeals and applications for variances and shall publish a notice of said hearing in a newspaper of general circulation within the Town in accordance with the General Statutes of the State of Connecticut.

**TOWN OF LITCHFIELD
APPROVALS NEEDED TO BE ISSUED A ZONING/BUILDING PERMIT**

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Driveway Permit (State Road) DOT Permit Inspector 359 S Main St, Thomaston	Thomas Murphy	203-591-3626	8:00 am - 4:00 pm	
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Sewer Approval/Taxes Paid WPCA 29 Stoddard Road, Litchfield	Terrence Donoghue	860-567-7580	8:00 am - 4:30 pm	
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Building Official Town Hall Annex 80 Doyle Road, Bantam	John Worthington	860-567-7567	8:00 am - 4:30 pm B.O. Office Hours 9:00 am - 10:30 am or Call for pm appointment	

Name of Applicant: _____

Location of Property: _____

Phone: () _____

Description of Project: _____

E-mail: _____

Elmhurst Planning and Zoning Commission

Design Review Advisory Committee

Design Review Form

Name and Address of Applicant: _____ _____ _____ Phone: ()	Address of Project: _____ _____ _____ _____ Zone: _____ Map: _____ Block: _____ Lot: _____
Name and Address of Owner: _____ _____ _____ Phone: ()	

Existing/Previous Use of Property:

Gross square footage:	_____
Previous Occupant/Use:	_____
Other tenants/use of building:	_____

Proposed Use of Property

Proposed use of Floor Space:

*Describe the scope of the project, including all changes to the exterior, with proposed exterior materials/colors and alterations detailed. (attach materials schedule if necessary)***

Planning and Zoning Status, (If applicable)

Has a Site Plan been submitted to Planning and Zoning for this project?
 Has this project been reviewed by the DRAC prior to this submission? If yes, Date(s):

Signature of Applicant	Date	Signature of Owner	Date
Date Submitted	Date of Meeting	Project#	

**See reverse side of form for information checklist

Existing Features

Proposed Features

SITE PLANNING-

Existing Footprint:

Proposed changes to footprint:

<i>Placement on site</i>	
<i>Green space</i>	<i>Green space</i>
Existing Parking:	Proposed parking:
<i>#Spaces</i>	<i>#Spaces</i>
<i>Traffic flow</i>	<i>Traffic flow</i>
<i>Pedestrian access</i>	<i>Pedestrian access</i>

LANDSCAPING-

Existing Plantings(&non-plant features)

Proposed Plantings(&non-plant features)

<i>Grading</i>	
<i>Wetlands</i>	
<i>Fence</i>	
<i>Berm</i>	
<i>Fountain/furniture</i>	
<i>Other</i>	

ARCHITECTURE-

Existing building features

Proposed building features

<i>Scale/massing</i>	<i>Scale/massing</i>
<i>Materials</i>	<i>Materials</i>
<i>Colors</i>	<i>Colors</i>
<i>Roof</i>	<i>Roof</i>
<i>Fenestration scale</i>	<i>Fenestration scale</i>
<i>Windows</i>	<i>Windows</i>
<i>Doors</i>	<i>Doors</i>
<i>Misc/mechanicals</i>	<i>Misc./mechanicals</i>

SIGNAGE-

Size of existing sign(s)

Proposed signs

<i>sq. ft.</i>	<i>sq. ft.</i>
<i>Distance from other signs</i>	<i>Distance from other signs</i>
<i>Location</i>	<i>Location</i>
<i>Lighting</i>	<i>Lighting</i>
<i>Lettering size</i>	<i>Lettering size</i>

LIGHTING-

Existing Lighting

Proposed Lighting

<i>Type/color</i>	<i>Type/color</i>
<i>Location</i>	<i>Location</i>
<i>Height</i>	<i>Height</i>
<i>Brightness level</i>	<i>Brightness level</i>

Other Existing Features

Other Proposed Features

APPLICABLE ZONING REGULATIONS

1. Design Review.

- a. Committee: The Litchfield Design Review Advisory Committee is an advisory body charged with the duty to review and offer design recommendations on applications for properties located in the following districts: MF, C-202, RC, and in residence districts with nonconforming commercial properties. The Committee shall review and make written recommendations on:
 - i. All site plans;
 - ii. All new construction;
 - iii. Any substantial modification to a site that requires changes to the following: paved areas, traffic flow, landscaping, lighting, site mechanicals and signage; and
 - iv. All exterior additions or modifications to structures that require a building permit and a zoning permit.

- b. Review Considerations: In acting on any application, the Committee shall consider those factors affecting the external appearance of the site. These factors include the design of the building and other structures; landscaping, lighting, signs, utilities, parking, and other objects visible to the public. The criteria used by the Committee are intended to assist the Commission and the applicant in achieving a design that is both functional and visually pleasing. The criteria are not intended to restrict imagination, innovation or variety.

- c. Relationship of Building to Site:
 - i. The site should be planned to accomplish a desirable transition with the streetscape and to provide for adequate buffers between incompatible land uses, and safe vehicle and pedestrian movement.
 - ii. The visibility of parking areas from streets should be restricted by means of plantings, berms, decorative walls, building, or other means.
 - iii. Large contiguous expanses of parking should be avoided. Plantings, walls, berms and sidewalks should be placed within parking areas to control traffic and to reduce the parking area's visual impact.

- d. Relationship of Buildings and Site to Adjoining Area:
 - i. Adjacent buildings of different architectural styles should be separated by means of buffers and plantings.
 - ii. A harmonious transition from the site to adjoining properties should be provided by landscaping or other means.
 - iii. Harmony in texture, lines and masses is recommended. Monotony should be avoided.

- e. Landscape and Site Treatment:
 - i. Where existing topographic patterns and vegetation contribute to the beauty of a development, they should be preserved.
 - ii. Service yards, dumpsters, utility structures, loading areas and other places that tend to be unsightly should be screened from public view by landscaping, berms, fencing or other means. The screening should be effective year round.
 - iii. In areas where plantings will not thrive other materials such as fences, berms or walls should be used.
 - iv. Exterior lighting should enhance building design. Lighting standards and building fixtures should be of a design and size compatible with the building and adjacent areas. Lighting should be restrained and excessive brightness should be avoided. The lighting shall comply with these regulations.

- f. Building Design:
- i. Architectural style is not restricted. Evaluation of the appearance of a project shall be based on the quality of its design and its relationship to its surroundings.
 - ii. Buildings should have a good scale and be in harmony with the neighboring development.
 - iii. Materials should be selected so that the proposed structure is in harmony with the adjoining structures.
 - iv. Materials should be of a durable quality.
 - v. Building components, such as windows, doors, eaves and parapets, should have good proportions and relationships to one another.
 - vi. Colors should be harmonious and should use only compatible accents.
 - vii. Mechanical equipment or other utility hardware on the roof, ground or buildings should be screened from public view with materials harmonious with the building. Alternatively, they should be located so as not be visible from public areas.
 - viii. Monotony of design in single or multiple building projects should be avoided. Variation in detail, form, and siting should be used to provide visual interest.
- g. Signs:
- i. Every sign should have good scale and proportion in its design and in its visual relationship to buildings and surroundings.
 - ii. Every sign should be designed as an integral architectural element of the building and site on which it is located.
 - iii. The colors, materials, and lighting of every sign should be restrained and harmonious with the building, the site, and the adjoining properties.
 - iv. The number of graphic elements on a sign should be held to the minimum needed to convey the signs principal message.
 - v. Each sign should be compatible with signs on adjoining buildings and sites and should not compete for attention.
- h. Applications: In addition to any requirements for a site plan application or a Special Exception application, the applicant should submit the following information to the Committee:
- i. A plot plan done by a professional architect, land surveyor or professional engineer. This plan should show landscaping, parking, utilities, sidewalks, lighting and building location.
 - ii. Fully dimensioned exterior elevations should be presented of all sides of every building. In the case of an enlargement of a building, the existing building as well as the proposed addition should be shown.
 - iii. Samples of exterior building materials including sample colors.
 - iv. The size, colors, location, and lighting should be shown for all signs.
 - v. Information should be presented on how the proposed building or sign will complement the existing neighboring structures.
 - vi. The applicant should present any other information that the applicant deems necessary to aid the Committee in evaluating the design.
-
- i. Waiver: The Planning and Zoning Commission, on written request by the applicant, may by resolution, waive the required submission of that part of the information as specified under subsection 4 hereof, if the Commission finds that the information is not necessary in order to determine compliance with these regulations. The Commission may require the applicant to provide additional information and data for clarification purposes and to implement the purpose of the required architectural review by the Committee.

Town of Litchfield

Zoning Map Amendment Application

NAME AND ADDRESS OF APPLICANT: Phone: () _____ E-mail: _____	Names and addresses of property owners within 500 feet of property: 		
Date Received	Hearing Date:	Action taken/date	Filing Date

DESCRIPTION OF PROPERTY TO BE REZONED:

Current District:		District Requested:	
Area to be rezoned:		Acres	
Existing Lots			
Existing Structures, if any			
Map provided by Land Surveyor/Name:			
Map Date (6 copies & mylar)			
Name and Date of Map on Record, if any:			

MAP DATA CHECKLIST

Area affected?		Area of Inland Wetlands	
Area Adjacent within 500 feet?		Owners of all parcels	
Lots, Property lines, Streets		Delineation of proposed change area	
Application to Conservation Commission/Date:		Referral to Regional Planning Agency where applicable/Date:	
/ /			
Signature of Applicant	Signature of Owner	Date	

Fee for Change in Zoning Districts:
 Boundary to become any new residence or multifamily district: **\$750.00**
 All other Zoning District Boundary Changes: **\$300.00**
All permit applications shall be subject to the current State of Connecticut DEEP Environmental Quality Fund Fee in addition to the municipal fee.

Town of Litchfield

Zoning Regulations Text Amendment Application

NAME AND ADDRESS OF APPLICANT: 			
Phone: () _____ E-mail: _____			
Date Received	Hearing Date:	Action taken/date	Filing Date

EXISTING REGULATION:

Section:	
Subsection:	
Existing Language (<i>attach additional sheets if necessary</i>):	

PROPOSED REGULATION:

Section:	
Subsection:	
Proposed Language (<i>attach additional sheets if necessary</i>):	

		/ /
Signature of Applicant	Signature of Owner	Date

Fee for Changes to Zoning Regulations: \$500.00 (Note: Additional fees may be charged for outside consulting services)

All permit applications shall be subject to the current State of Connecticut DEEP Environmental Quality Fund Fee in addition to the municipal fee.

Town of Litchfield
Flood Hazard Development Permit Application

NAME OF APPLICANT/ADDRESS: _____ _____ _____ Phone: (____) _____ E-mail: _____	PROPERTY ADDRESS: _____ _____ _____
---	--

NAME/ADDRESS OF OWNERS: _____ _____	Total acreage of property: _____ Map _____ Block _____ Lot _____
---	---

Description of proposed development (*attach letter if require more room*):

Flood Plain Zone Designation
 Zone: _____ Map Title/Panel No.: _____

Base Flood Elevation	Feet: _____
----------------------	-------------

Elevation in relation to mean sea-level of the lowest floor of all structures	Feet: _____
---	-------------

Elevation in relation to mean-sea-level to which any structure has been or will be flood-proofed	Feet: _____
--	-------------

Any necessary permits from Federal, State, or Local Government from which prior approval is required:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
---	--

Certification by a registered Professional Engineer that the flood-proofing methods for any structure meet criteria set forth in the Litchfield Floor Plan Regulations included with the Permit.	Date: _____
--	-------------

Site Plan; Engineer: _____	Date: _____
----------------------------	-------------

Comments:

Application Review by Town Engineer: _____ Name Date: _____	Signature of Owner: _____ Name Date: _____
--	---

Approved:

_____ Zoning Enforcement Officer	_____ Date	*Fee: \$210
-------------------------------------	---------------	-------------

APPLICABLE ZONING REGULATIONS

1. **Flood Hazard Permits.** A Flood Hazard Permit shall be required for all construction or earth moving activities or other improvements within the 100 year flood plain designated on the Flood Insurance Rate maps published by the Federal Emergency Management Agency and as provided for in these regulations.

* * *

FP-O Flood Plain Overlay District

The FP-O district shall be superimposed over existing districts. The regulations applicable to the underlying districts shall continue to apply.

1. **Designated Areas.** The FP-O district boundaries shall be the special flood hazard areas designated as District A, A1-30 on the Litchfield Flood Insurance Rate Maps (FIRM), and the Flood Boundary and Floodway maps, dated June 15, 1992 on file with the Planning and Zoning Office. These maps as well as the accompanying Litchfield Flood Insurance Study or any revisions thereto are incorporated herein by reference. The areas of special flood hazard are identified and defined on the following documents prepared by the Federal Emergency Management Agency:
 - a. Flood Insurance Rate Map (multiple panels) Nos. 8 and 13, whose effective date is 1/2/92.
 - b. Flood Insurance Rate Map (multiple panels) No. 11, whose effective date is 7/3/90.
 - c. Flood Insurance Rate Map (multiple panels) Nos. 1, 2, 3, 4, 6, 7, 9, 10, 12, 14, 15, 16, 17, 18, whose effective date is 6/15/82.
 - d. Flood Insurance Rate Map (single panel) Index No. 090047 0001- 0018, whose effective date is 1/2/92.
 - e. A scientific and engineering report entitled "Flood Insurance Study, Town of Litchfield, Litchfield County" dated 1/2/92.
 - f. Flood Boundary and Floodway Map (single panel) Index No. 0900470001-0018 whose effective date is 1/2/92.
 - g. Flood Boundary and Floodway Map (multiple panels) No. 8, and 13, whose effective date is 1/2/92.
 - h. Flood Boundary and Floodway Map (multiple panels) No. 1, 6, 10, 15, 17, whose effective date is 6/15/82.
 - i. The above documents are hereby adopted and declared to be a part of these regulations. The Flood Insurance Study and/or maps are on file at: Litchfield Town Clerks Office.
2. **General Provisions.** All revisions to the National Flood Insurance Program through November 1, 1989, shall supersede all previous laws adopted for the purpose of flood damage prevention. In their interpretation and application, the provisions of

these regulations shall be held to be minimum requirements, adopted for the promotion of the public health, safety, and welfare. Whenever the requirements of these regulations are at variance with the requirements of any other lawfully adopted rules, regulations, or ordinances, the most restrictive, or that imposing the higher standards, shall govern. The invalidity of any section or provision of this regulation shall not invalidate any other section or provision thereof. The degree of flood protection required by this regulation is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. These regulations do not imply that land outside the area of special flood hazards to uses permitted within such areas will be free from flooding or flood damages. These regulations shall not create liability on the part of the Town of Litchfield, any officer or employee thereof, or the Federal Emergency management Agency, for any flood damages that result from reliance on this regulation or any administrative decision lawfully made there under.

3. **Purposes and Objectives.** These regulations are intended to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by:
 - a. Regulating uses that are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood velocities;
 - b. Requires uses vulnerable to floods, including facilities which serve such uses, to be protected against flood damage at the time of initial construction;
 - c. Controlling the alteration of natural floodplains, stream channels, and natural protective barriers that are involved in the accommodation of flood waters;
 - d. Controlling the filling, grading, dredging and other development that may increase erosion or flood damages;
 - e. Regulating the construction of flood barriers that will unnaturally divert flood waters or that may increase flood hazards to other lands;

4. **Special Administration.**
 - a. Designation of the Local Administrator. The Commission is hereby appointed Local Administrator to administer and implement these regulations.
 - b. The Floodplain Development Permit. A floodplain development permit is hereby established for all construction and other development to be undertaken in the FP-O district Application for a permit shall be made on forms furnished by the Local Administrator and may include, but not be limited to: plans, in duplicate, drawn to scale and showing: the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing.
 - c. Application for a Permit. The applicant shall provide at least the following information, where applicable; additional information may be required on the permit application form:
 - i. The proposed elevation, in relation to mean sea level, of the lowest floor (including basement or cellar) of any new or substantially improved structure to be located in Districts A1-A30, AE or AH, or District A if base flood

elevation data are available. Upon completion of the lowest floor, the permittee shall submit to the Local Administrator the as-built elevation, certified by a licensed professional engineer or surveyor.

- ii. The proposed elevation, in relation to mean sea level, to which any new or substantially improved non-residential structure will be flood-proofed. Upon completion of the flood-proofed portion of the structure, the permittee shall submit to the Local Administrator the as-built flood-proofed elevation, certified by a professional engineer or surveyor
- iii. A certificate from a licensed professional engineer or architect that any utility flood-proofing will meet the criteria herein to utilities.
- iv. A certificate from a licensed professional engineer or architect that any nonresidential flood-proofed structure will meet the criteria herein for non-residential structures.
- v. A description of the extent to which any watercourse will be altered or relocated as a result of proposed development. Computations by a licensed professional engineer must be submitted that demonstrate that the altered or relocated segment will provide equal or greater conveyance than the original stream segment. The applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the documents enumerated in section 1 herein, when notified by the Local Administrator, and must pay any fees or other costs assessed by FEMA for this purpose. The applicant must also provide assurances that the conveyance capacity of the altered or relocated stream segment will be maintained.
- vi. A technical analysis, by a licensed professional engineer, if required by the Local Administrator, which shows whether proposed development to be located in an area of special flood hazard may result in physical damage to any other property.
- vii. In District A, when no base flood elevation data are available from other sources, base flood elevation data shall be provided by the permit applicant for subdivision proposals and other proposed developments (including proposals for manufactured home and recreational vehicle parks and subdivisions) that are greater than either 50 lots or 5 acres.

5. Duties and responsibilities of the Local Administrator. Duties of the Local Administrator shall include, but not be limited to the following:

- a. Permit Application Review. The Local Administrator shall conduct the following permit application review before issuing a floodplain development permit:
 - i. Review all applications for completeness, particularly with the requirements here for an application for a permit, and for compliance with the provisions and standards of these regulations.
 - ii. Review subdivision and other proposed new development, including manufactured home parks to determine whether proposed building sites will be reasonably safe from flooding. If a proposed building site is located in an area of special flood hazard, all new construction and substantial improvements shall meet the applicable standards for construction and subdivision proposals herein.

- iii. Determine whether any proposed development in an area of special flood hazard may result in physical damage to any other property (e.g., stream bank erosion and increased flood velocities). The Local Administrator may require the applicant to submit additional technical analyses and data necessary to complete the determination.
- iv. If the proposed development may result in physical damage to any other property or fails to meet the requirements of the construction standards herein, no permit shall be issued. The applicant may revise the application to include measures that mitigate or eliminate the adverse effects and re-submit the application.
- v. Determine that all necessary permits have been received from those governmental agencies from which approval is required by State or Federal law.

6. Use of Other Flood Data.

- a. When the Federal Emergency Management Agency has designated areas of special flood hazard on the community's Flood Insurance Rate Map (FIRM) but has neither produced water surface elevation data (these areas are designated District A on the FIRM) nor identified a floodway, the Local Administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a Federal, State or other source, including data developed pursuant to the application requirements for a permit, as criteria for requiring that new construction, substantial improvements or other proposed development meet the requirements of these regulations.
- b. When base flood elevation data are not available, the Local Administrator may use flood information from any other authoritative source, such as historical data, to establish flood elevations within the areas of special flood hazard, for the purposes of these regulations.

7. Alteration of Watercourses.

- a. Notification to adjacent communities and the Connecticut State Department of Environmental Protection prior to permitting any alteration or relocation of a watercourse, and submittal of evidence of such notification to the FEMA Regional Director.
- b. Determine that the permit holder has provided for maintenance within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.

8. Construction Stage.

- a. In Districts A, AI-A30, AE and AH, if base flood elevation data are available, upon placement of the lowest floor or completion of flood-proofing of a new or substantially improved structure, obtain from the permit holder a certification of the as-built elevation of the lowest floor or flood-proofed elevation, in relation to mean sea level. The certificate shall be prepared by or under the direct supervision of a licensed land surveyor or professional engineer and certified by same. For manufactured homes, the permit-holder shall submit the certificate of elevation upon placement of the structure on the site. A certificate of elevation

- must also be submitted for a recreational vehicle if it remains on a site for 180 consecutive days or longer (unless it is fully licensed and ready for highway use).
- b. Any further work undertaken prior to submission and approval of the certification shall be at the permit holder's risk. The Local Administrator shall review all data submitted. Deficiencies detected shall be cause to issue a stop work order for the project unless immediately corrected.
9. **Inspections.** The Local Administrator and/or the developer's engineer or architect shall make periodic inspections at appropriate times throughout the period of construction in order to monitor compliance with permit conditions and enable said inspector to certify, if requested, that the development is in compliance with the requirements of the floodplain development permit and/or any variance provisions.
10. **Cease and Desist Orders.**
- a. The Local Administrator shall issue, or cause to be issued, a cease and desist order for any floodplain development found ongoing without a development permit. Disregard of a cease and desist order shall subject the violator to the penalties described in these regulations.
 - b. The Local Administrator shall issue, or cause to be issued, a cease and desist order for any floodplain development found non-compliant with the provisions of this law and/or the conditions of the development permit. Disregard of a cease and desist order shall subject the violator to the penalties described in these regulations and in accordance with Connecticut State Statutes.
11. **Certificate of Compliance.**
- a. In areas of special flood hazard, as determined by documents enumerates in Section 1 hereof, it shall be unlawful to occupy or to permit the use or occupancy of any building or lot, or both, or part thereof hereafter created, erected, changed, converted or wholly or partly altered or enlarged in its use or structure until a certificate of compliance has been issued by the Local Administrator stating that the building or land conforms to the requirements of this regulation.
 - b. A certificate of compliance shall be issued by the Local Administrator upon satisfactory completion of all development in areas of special flood hazard. Issuance of the certificate shall be based upon the inspections conducted prescribed herein, and/or any certified elevations, hydraulic data, flood-proofing, anchoring requirements or encroachment analyses which may have been required as a condition of the approved permit.
12. **Information to be Retained.** The Local Administrator shall retain and make available for inspection copies of the following:
- a. Floodplain development permits and certificates of compliance;
 - b. Certifications of as-built lowest floor elevations of structures, required pursuant to the construction state requirements herein and whether or not the structures contain a basement;
 - c. Flood-proofing certificates, required pursuant to the construction stage requirements herein, and whether or not the structures contain a basement;
 - d. Any variances issued as allowed herein; and

- e. Notices required for the alteration of watercourses.

13. Construction Standards. The following standards apply to new development, including new and substantially improved structures, in the FP-O district.

- a. Subdivision Proposals. The following standards apply to all new subdivision proposals and other proposed development in areas of special flood hazard (including proposals for manufactured home and recreational vehicle parks and subdivisions):
 - i. Proposals shall be consistent with the need to minimize flood damage;
 - ii. Public utilities and facilities such as sewer, gas, electrical and water systems shall be located and constructed so as to minimize flood damage; and,
 - iii. Adequate drainage shall be provided to reduce exposure to flood damage.
- b. Encroachments. Within Districts A1, A30, AH and AE, on streams without a regulatory floodway, no new construction, substantial improvements or other development (including fill) shall be permitted unless:
 - i. the applicant demonstrates that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any location;
 - ii. the Town agrees to apply to a conditional FIRM revision, approval is received and the applicant provides all necessary data, analyses and mapping and reimburses the Town of Litchfield for all fees and other costs in relation to the application. The applicant must also provide all data, analyses and mapping and reimburse the Town for all costs related to the final map revision.
 - iii. On streams with a regulatory floodway, as shown on the Flood Boundary and Floodway Map or the Flood Insurance Rate Map, no new construction, substantial improvements or other development (including fill) shall be permitted unless:
 - a. A technical evaluation by a licensed professional engineer shows that such an encroachment shall not result in my increase in flood levels during occurrence of the base flood, or,
 - b. The Town agrees to apply to a conditional FIRM and floodway revision, approval is received and the applicant provides all necessary data, analyses and mapping and reimburses the Town for all fees and other costs in relation to the application. The applicant must also provide all data, analyses and mapping and reimburse the Town for all costs related to the final map revisions.

14. Standards for All Structures.

- a. Anchoring. New structures and substantial improvement to structures in the FP-O district shall be anchored to prevent flotation, collapse, or lateral movement during the base flood. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.
- b. Construction Materials and Methods.
 - i. New construction and substantial improvements to structures shall be constructed with materials and utility equipment resistant to flood damage.

- ii. New construction and substantial improvements to structures shall be constructed using methods and practices that minimize flood damage.
- iii. For enclosed areas below the lowest floor of a structure within Districts AI-A30, AE or AH, and also District A if base flood elevation data are available, new and substantially improved structures shall have fully enclosed areas below the lowest floor that are useable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding, designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting this requirement must either be certified by a licensed professional engineer or architect or meet or exceed the following minimum criteria:
 - a a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding; and
 - b the bottom of all such openings no higher than one foot above the lowest adjacent finished grade.
- iv. Openings may be equipped with louvers, valves, screens or other coverings or devices provided they permit the automatic entry and exit of floodwaters.

15. Utilities.

- a. Machinery and equipment servicing a building must either be elevated to or above the base flood level or designed to prevent water from entering or accumulating within the components during a flood. This includes heating, ventilating, and air conditioning equipment, hot water heaters, appliances, elevator lift machinery, and electrical junction and circuit breaker boxes. When located below the base flood elevation, a professional engineer's or architect's certification of the design is required;
- b. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;
- c. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters. Sanitary sewer and storm drainage systems for buildings that have openings below the base flood elevation shall be provided with automatic backflow valves or other automatic backflow devices that are installed in each discharge line passing through a building's exterior wall; and,
- d. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

16. Residential Structures. The following standards, in addition to the standards for subdivision proposals, encroachments and for all structures, apply to structures located in the FP-O district as follows:

- a. Within Districts AI-A30, AE and AH and also District A if base flood elevation data are available, new construction and substantial improvements shall have the lowest floor (including basement) elevated 1 foot above the base flood level.
- b. Within District A, when no base flood elevation data are available, new and substantially improved structures shall have the lowest floor (including basement) elevated at least three feet above the highest adjacent grade; or
- c. Within Districts AH, adequate drainage paths are required to guide flood waters around and away from proposed structures on slopes.

17. Non-Residential Structures. The following standards apply to new and substantially improved commercial, industrial and other non-residential structures, in addition to the requirements for subdivision proposals, encroachments, and all structures:

- a. Within Districts AI-A30, AE and AH, and also District A if base flood elevation data are available, new construction and substantial improvements of any non-residential structure, together with attendant utility and sanitary facilities, shall either:
 - i. have the lowest floor, including basement or cellar, elevated to 1 foot above the base flood elevation; or
 - ii. be flood-proofed so that the structure is watertight below base flood level with walls substantially impermeable to the passage of water. All structural components located below the base flood level must be capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy.
- b. If the structure is to be flood-proofed, a licensed professional engineer or architect shall develop and/or review structural design, specifications, and plans for construction. A Flood-proofing Certificate or other certification shall be provided to the Local Administrator that certifies the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of Subsection 3, including the specific elevation (in relation to mean sea level) to which the structure is to be flood-proofed.
- c. Within Districts AH, adequate drainage paths are required to guide flood waters around and away from proposed structures on slopes.
- d. Within District A, when no base flood elevation data are available, the lowest floor (including basement) shall be elevated at least three feet above the highest adjacent grade.

18. Manufactured Homes and Recreational Vehicles.

- a. The following standards in addition to the standards in general standards, standards for all structures, apply in areas of special flood hazard to manufactured homes and to recreational vehicles which are located in areas of special flood hazard. Recreational vehicles placed on sites within Districts AI-A30, AE, AH, shall either:
 - i. be on site fewer than 180 consecutive days;
 - ii. be fully licensed and ready for highway use; or
 - iii. meet the requirements for manufactured homes set forth herein.A recreational vehicle is ready for highway use if wheels or jacking system, is attached to the site disconnect type utilities and security devices and has no permanently attached additions.
- b. A manufactured home that is placed or substantially improved in Districts AI - A30, AE, AH, that is on a site either:
 - i. outside of an existing manufactured home park, or subdivision;
 - ii. in a new manufactured home park or subdivision as herein defined;
 - iii. in an expansion to an existing manufactured home park subdivision as herein defined; or
 - iv. in an existing manufactured home park or subdivision as herein defined on which a manufactured home has incurred substantial damage as the result of

a flood; shall, within Districts AI, A30, AE, and AH, be elevated on a permanent foundation such that the lowest floor is elevated one foot above the base flood elevation and is securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

- c. A manufactured home to be placed or substantially improved in District AI, A30, AE, or AH, in an existing manufactured home park or subdivision that is not to be placed on a site on which a manufactured home has incurred substantial damage shall be:
 - i. elevated in a manner such as required herein; or
 - ii. elevated such that the manufactured home chassis is support by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and are securely anchored to an adequately anchored foundation system to resist flotation, collapse or lateral movement.
- d. Within District A, when no base flood elevation data are available, new and substantially improved manufactured homes shall have the floor elevated at least three feet above the highest adjacent grade.



Town of Litchfield

Planning and Zoning Commission
Application for Subdivision and
Re-Subdivision of Land

Name and <u>mailing</u> address of Applicant _____ _____ _____ Phone: () Email address:	Location of property to be divided: _____ Map . Block . Lot .
Owner name and address _____ _____ _____ Phone: ()	Professional Engineer/Surveyor name and address _____ _____ _____ Phone: ()

Description of Lots to be created:

Total Acreage of property		Subdivision		Zone:
Number of Lots to be created		Resubdivision*		Road Frontage:
Acres each lot:				Interior lots? Yes / No

Information Checklist

Does property to be divided abut property within another municipality? Yes / No			
Description of new streets to be created(circle): <i>(Town road / common drive / shared drive)</i> <i>(gravel / paved)</i>			
TAHD approval date:		WPCA approval date:	
Wetlands approval date:		DOT approval date:	
*If resubdivision – Title and Date of Subdivision map on record: _____ _____			
Erosion and Sediment Control Plan if cumulative area to be disturbed is greater than ½ acre: _____ _____			
Description of sanitary storm sewer lines to be created: _____ _____			

Signature of Applicant	Date	Signature of Owner	Date
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Date submitted	Date Rec'd by Comm.	Public Hearing Date	Fee	Project No.
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Application Procedures for Subdivision or Re-Subdivision of Land

1. The regular meeting of the Planning and Zoning Commission is the third Monday of each month. Submit your application at least one week in advance of the meeting to ensure that your application will be placed on the agenda.
2. Fill out the application as completely as possible. Make sure a correct **mailing** address is on the form for the **applicant** to ensure mailing of agendas and notices. If an applicant is not the property owner, the application should be signed by the owner or written permission from the property owner must be obtained.
3. The applicable fee (see below) must be submitted with this application. Checks should be made payable to the "Town of Litchfield."
4. *If the application includes an interior lot which requires a Special Exception, an application for Special Exception must also be filed with the Planning and Zoning Commission.* The Commission will receive your application at the first meeting and then set a public hearing for a later date. You will be notified of the public hearing date, time and place. ****Special Exception applicants are required to send a letter (see example bellow) by Certified Return Receipt Mail** to the owners of property, as shown on the Assessor's records, within 150' of all directions, including property located across the street. Notice shall be sent no later than ten (10) days prior to the hearing (the date of the hearing may be included in calculating). Prior to commencement of the public hearing, the applicant shall present the return receipts to the Commission as evidence of meeting this requirement.
5. It is requested that four copies of proposed subdivision be submitted with this application. If there are wetlands on the property, map should include soil types.
6. Within 7 days of the receipt of your application by the Commission you must post the property with a sign provided by the Commission and place it in view from a public street which states the property is subject to a pending subdivision or resubdivision with the Litchfield Planning and Zoning Commission
7. You will be notified by certified mail of the Planning and Zoning Commission's decision.

Fee Schedule	
For 1 or 2 lots	\$250. per lot
For more than 2 lots	\$700. per lot
State of Connecticut DEP Environmental Quality Fund fee	\$ 60. per application
<i>NOTE: Additional fees may be charged for outside consulting services required by the Commission.</i>	

****Sample letter of notice to all property owners within 150 feet from the property boundary****

Date:
 Mr. John A. Smith
 Main Street
 Litchfield, CT 06759

Dear Mr. Smith:
 I have applied to the Litchfield Planning and Zoning Commission for Subdivision/Re-Subdivision. I am requesting a _____ lot subdivision/resubdivision with _____ Interior lot(s) for property at _____.
 The public hearing will be at 7:00 p.m. on (Date) at (location).

6189974.1

Determining Regulatory Status in Aquifer Protection Areas

This form will help you determine your regulatory status under the Aquifer Protection Area Program.

Certain facilities that are located in Aquifer Protection Areas are required to register their regulated activities with either the local Aquifer Protection Agency or the Connecticut Department of Environmental Protection (DEP).

AGENCY/DEP USE ONLY

Application No.: _____

APA Name: _____

Date of Receipt: _____

Date of Review: _____

Facility is regulated

Facility is not regulated

Date: _____

Facility Information

Name of facility: _____

Street Address or Description of Location: _____

City/Town: _____ State: _____ Zip Code: _____

Facility Owner/Operator Contact Information

Name (printed): _____

Name (signature): _____

Title: _____

Phone: _____

Email: _____

Description of business or activity:

SIC: _____

Please submit this Determining Your Regulatory Status in Aquifer Protection Areas Form to:

[AQUIFER PROTECTION AGENCY]
[TOWN HALL]
[STREET NAME] [PO BOX]
[CITY/TOWN NAME] [STATE] [ZIP CODE]

Disclaimer: This checklist is a tool to help you determine whether your facility will be a non-regulated facility. It is not a complete list of all regulations that may apply to your business. You are responsible for knowing and complying with all applicable state, federal, local and tribal requirements.

Regulated Activity List

From the following list, check **all** regulated activities being conducted at the facility or activities proposed for the facility.

Regulated Activity: There are exceptions within each regulated activity. For a full description of each regulated activity see Section [NUMBER] of the Aquifer Protection Area Regulations of the [TOWN/CITY NAME].

- (A) Underground storage or transmission of oil or petroleum
- (B) Oil or petroleum dispensing for the purpose of retail, wholesale or fleet use
- (C) On-site storage of hazardous materials for the purpose of wholesale sale
- (D) Repair or maintenance of vehicles or internal combustion engines of vehicles
- (E) Salvage operations of metal or vehicle parts
- (F) Wastewater discharges to ground water other than domestic sewage and stormwater
- (G) Car or truck washing (unsewered)
- (H) Production or refining of chemicals
- (I) Clothes or cloth cleaning service (dry cleaner)
- (J) Industrial laundry service (unsewered)
- (K) Generation of electrical power by means of fossil fuels (power plants)
- (L) Production of electronic boards, electrical components, or other electrical equipment
- (M) Embalming or crematory services (unsewered)
- (N) Furniture stripping operations
- (O) Furniture finishing operations
- (P) Storage, treatment or disposal of hazardous waste under a RCRA permit
- (Q) Biological or chemical testing, analysis or research (unsewered)
- (R) Pest control services
- (S) Photographic finishing (unsewered)
- (T) Production or fabrication of metal products
- (U) Printing, plate making, lithography, photoengraving, or gravure
- (V) Accumulation or storage of waste oil, anti-freeze or spent lead-acid batteries (recycling facility under a state DEP General Permit)
- (W) Production of rubber, resin cements, elastomers or plastic
- (X) Storage of de-icing chemicals
- (Y) Accumulation, storage, handling, recycling, disposal, reduction, processing, burning, transfer or composting of solid waste (under a state DEP permit; a solid waste facility, landfill, transfer station, composting facility, processing center)
- (Z) Dying, coating or printing of textiles, or tanning or finishing of leather
- (AA) Production of wood veneer, plywood, reconstituted wood or pressure-treated wood
- (BB) Pulp production processes

If you checked a listed activity above, indicate if you meet one of the following exclusions.

1. The following are not regulated activities:

Any activity conducted at a residence without compensation

any activity involving the use or storage of no more than two and one-half (2.5) gallons of each type of hazardous material on-site at any one time, provided the total of all hazardous materials on-site does not exceed fifty-five (55) gallons at any one time

any agricultural activity regulated pursuant to section 22a-354m(d) of the Connecticut General Statutes

any activity provided all the following conditions are satisfied:

1. such activity takes place solely within an enclosed building in an area with an impermeable floor,
2. such activity involves no more than 10% of the floor area in the building where the activity takes place,
3. any hazardous material used in connection with such activity is stored in such building at all times,
4. all waste waters generated by such activity are lawfully disposed through a connection to a publicly owned treatment works, and
5. such activity does not involve (i) repair or maintenance of internal combustion engines, including without limitation, vehicles, or equipment associated with such vehicles, (ii) underground storage of any hazardous material, or (iii) above ground storage of more than one hundred and ten (110) gallons of hazardous materials

any activity solely involving the use of lubricating oil provided all the following conditions are satisfied:

1. such activity does not involve cleaning of metals with chlorinated solvents at the facility,
2. such activity takes place solely within an enclosed building in an area with an impermeable floor,
3. any hazardous material used in connection with such activity is stored in such building at all times, and
4. such activity does not involve (i) repair or maintenance of internal combustion engines, including without limitation, vehicles, or equipment associated with such vehicles, (ii) underground storage of any hazardous material, or (iii) above ground storage of more than 110 gallons of such lubricating oil and associated hazardous waste

any activity involving the dispensing of oil or petroleum from an above-ground storage tank or tanks with an aggregate volume of 2000 gallons or less provided all the following conditions are satisfied:

1. such dispensing activity takes place solely on a paved surface which is covered by a roof,
2. the above-ground storage tank (or tanks) is a double-walled tank with overfill alarms, and
3. all associated piping is either above ground, or has secondary containment

2. Provide further explanation why activity is or is not regulated.



Town of Litchfield

Planning and Zoning Commission

Ph: (860) 567-7565
Fax: (860) 567-7573

Mailing Address: P.O. Box 12
Bantam, CT 06750

APPLICATION FOR IMPROVEMENT, RECONDITION, OR CONSTRUCTION ON PROPERTY SUBJECT TO REQUIREMENTS OF STATUTES OF STATE OF CONNECTICUT 8-24

Submission Date: _____

1. Name of applicant: _____
Address: _____ Phone: _____

2. Name of owner: _____
Address: _____ Phone: _____

3. Property Map on file: Yes _____ No _____ If yes, Vol. & Page No. _____
Deed: Volume and Page No.: _____

4. Purpose

5. Description of proposed activity (including appropriate maps, reports, etc.)

6. (A) Date expected start of work: _____
(B) Date expected for completion _____

7. Name and address of outside architect, engineer, consultant, if any:

Department Head

1st Selectmen or Committee Chairman

ACTION TAKEN:

- By Planning Commission: Favorable Report _____ Non Favorable Report _____ Date _____
- 35 Day automatic approval: _____
- No action deemed necessary by Planning and Zoning Chairman

Chairman

Date



**Town of Litchfield
Land Use Office
Town Hall Annex
80 Doyle Rd. Bantam, CT**

Ph: (860) 567-7565
Fax: (860) 567-7573

Mailing Address: P.O. Box 12
Bantam, CT 06750

Land Use Complaint Form

Person making complaint: _____

Mailing address: _____

Phone: _____ Date: _____

Name and Address of Violator/Property Location

Name: _____

Location: _____

Nature of Complaint:

Date of second complaint forwarded: _____

Zoning
 Wetlands

Zoning _____
 Wetlands _____

Signature of person filing complaint

Date

Please specify nature of complaint and address of violation(s) and mail or drop off this form to the Land Use Office.

**TOWN OF LITCHFIELD
APPROVALS NEEDED TO BE ISSUED A ZONING/BUILDING PERMIT**

Authority/Location	Contact	Phone	Hours Monday through Friday	Sign-Off and Date
Litchfield Historic P.O. Box 913, Litchfield	Glenn Hillman	860-567-8866	Call for information	
Milton Historic 632 Maple Street, Litchfield	Edward Weik	860-567-0503	Call for information	
Tax Collector Town Hall, 74 West Street, Litchfield	Nancy Southard	860-567-7557	9:00 am - 4:30 pm	
Assessor/911 Coordinator Town Hall, 74 West Street, Litchfield	Kathy Brown	860-567-7559	9:00 am - 4:30 pm	
Driveway Permit (Town Road) Public Works Department 101 Russell Street, Litchfield	Raz Alexe, P.E.	860-567-7575	7:00 am - 3:30 pm	
Driveway Permit (State Road) DOT Permit Inspector 359 S Main St, Thomaston	Thomas Murphy	203-591-3626	8:00 am - 4:00 pm	
Septic Approval Torrington Area Health District 350 Main Street, Torrington	Rich Rossi	860-489-0436	9:00 am - 4:00 pm	
Sewer Approval/Taxes Paid WPCA 29 Stoddard Road, Litchfield	Terrence Donoghue	860-567-7580	8:00 am - 4:30 pm	
Aquarian Water Co. 600 Lindley Street Bridgeport, CT 06606-5044	Steven Glowa	800-732-9678	8:00 am - 4:00 pm	
Fire Marshal Town Hall Annex, 80 Doyle Rd, Bantam. (All but 1 and 2 family)	David Rogers	860-567-7568	8:00 am – 4:00 pm	
Land Use Administrator Planning/Zoning/Wetlands Aquifer Protection/Floodplain Zoning Board of Appeals Site Plan Review Special Exceptions Zoning Permits Land Use Complaints CGS 8-24 Applications Subdivision Applications Determining Regulatory Status in Aquifer Protection Areas Town Hall Annex, 80 Doyle Rd, Bantam	Dennis Tobin	860-567-7565	9:00 am – 4:30 pm	
Building Official Town Hall Annex 80 Doyle Road, Bantam	John Worthington	860-567-7567	8:00 am - 4:30 pm B.O. Office Hours 9:00 am – 10:30 am or Call for pm appointment	

Name of Applicant: _____

Location of Property: _____

Phone: () _____

Description of Project: _____

E-mail: _____
