

Application # _____
Fee Paid \$ _____

**Town of Hartland
Planning & Zoning Commission
Application for Development**

☐ Site Plan	☐ Zone Change
☐ Subdivision	☐ Zoning/Subdivision Regulation Change
☐ Resubdivision	☐ 8-24 Referral
☐ Special Permit	☐ Plan Modification Request
☐ Excavation Renewal	☐ POD Change
☐ Bonding Request	☐ Road Acceptance

Date Submitted: _____

Date Received: _____

1. PROJECT LOCATION: _____
PROJECT NAME: _____
2. ASSESSOR'S MAP: _____ BLK: _____ LOT(S): _____
3. LOT SIZE: _____
4. APPLICANT: _____
5. ADDRESS OF APPLICANT: _____
6. PHONE # OF APPLICANT: _____ FAX #: _____
7. APPLICANT E-MAIL: _____
8. OWNER: _____
9. ADDRESS OF OWNER: _____
9. PROPOSAL (Please attach supplemental application, if applicable):

10. ZONING DISTRICT: PRESENT _____ PROPOSED (ZONE CHANGE ONLY) _____
11. ZONING DISTRICTS OF ABUTTING PROPERTIES (ZONE CHANGE ONLY):
North: _____ South: _____ East: _____ West: _____
12. IS PROPERTY LOCATED 500 FT. OR LESS FROM TOWN LINE? YES [] NO []
IF YES, NAME OF ADJACENT TOWN(S): _____
13. ARE THERE WETLANDS ON THE PROPERTY OR IS PROPOSAL REGULATED BY WETLANDS COMMISSION? (See Wetlands Agent: 860-738-6980). NO [] YES []
SPECIFY DATE OF INLAND WETLANDS COMMISSION MEETING: _____
14. IS PROPERTY LOCATED IN A FLOOD ZONE? [] YES: ZONE _____ [] NO
15. IS PROPERTY SERVED BY: [] CITY SEWER [] ON-SITE SEPTIC
[] CITY WATER [] WELL

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

SIGNATURE OF APPLICANT: _____

DATE: _____

SIGNATURE OF OWNER: _____

DATE: _____

PLEASE READ THE FOLLOWING:

- A. Applications for ***Special Permits and Zone Changes*** require notification of the Public Hearing by ***Certified Mail***, to all property owners within 300 feet of any boundary of the subject property. Said notice shall be provided by the petitioner in the manner prescribed by the Zoning Regulations, Notice Requirements, as follows:

"In addition to any other notice provisions of local or State regulations, and statutes, applicants requesting a change in zone or a Special Permit shall notify by certified mail each property owner within ____ ft. of any point on the boundary of the subject property; of the date, and place of the public hearing, wherein such request is to be considered by the Commission. Such notice shall be mailed a minimum of 7 days prior to the date of Public Hearing. At the time of Public Hearing the applicant shall present receipts from the postal service to demonstrate compliance with this section. Return receipts are requested."

Note: The above notice requirement does not apply to applications initiated by the Commission.

- B. Written request: This application must be accompanied by a written description of the request. Please be as specific as possible.
- C. Maps & Plans: This original application must be accompanied by **10 copies** of the application, all relevant site and architectural plans drawn at an appropriate scale, and in a format not larger than 24" x 36". **All large drawings MUST be folded to 8 1/2 x 11 size. Rolled drawings will not be accepted.** Unless specifically waived by the Commission or Town staff, upon the request of the petitioner, the following information ***must be included*** on the maps and plans:

		<u>Existing conditions</u>
Waived	Submitted	
☐	☐	Location of all existing buildings
☐	☐	Existing topography
☐	☐	Major landmarks, such as rock outcroppings, rock walls, etc.
☐	☐	Wetland boundaries, ponds, watercourse locations & the 100-yr floodplain
☐	☐	Wooded areas/tree lines
☐	☐	Easements of rights-of-way
☐	☐	Zoning of adjacent properties

Site development information

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

Review Process. Completed applications shall be submitted to the Land Use Office, located at 22 South Road, East Hartland, CT 06027. The application will then be placed on the Planning & Zoning Commission agenda (as "New Business"), according to the meeting schedule filed in the Town Clerk's Office, and copies of the application will be distributed to Commission members and appropriate Town staff for their review.

The petitioner will be the contact person for both the Commission and the Town staff relative to the processing of this application. The petitioner is required to attend all Public Hearings regarding this application scheduled with the Commission.

If you should have any questions regarding this application, please contact the Land Use Administrator Scott Eisenlohr at 860-601-3622.