

Section 175-020 Site Plan Application Requirements

In order to provide the Zoning Commission with a basis for evaluating whether the proposed project is in compliance with all of the requirements of the Zoning Regulations of the Town of New Milford an application for site plan approval must be submitted to the Zoning Commission for review. The following information and documentation must be submitted as part of a site plan application package, and such information provided and design standards used must comply with the noted standards:

1. **Site Plan Application:** A completed site plan application form prescribed by the Commission must be submitted. All site plan applications must include the signature of the applicant as well as the property owner. A letter may be submitted by the property owner authorizing the applicant to submit the subject application in lieu of the property owner's signature on the application. The Commission, in its sole discretion, may require the property owner's signature to be notarized if there is any question with regard to its validity.
2. **Application Fee:** An application fee as prescribed by the Town Ordinance which can be found in Appendix B of these regulations must be submitted.
3. **Supporting Documentation:** A site plan application package, composed of one (1) or more sheets measuring 24" x 36", folded to a size of approximately 12" x 9", and if the submission consists of more than 3 sheets, each sheet must be individually folded. The submission must also contain a transmittal form or cover letter indicating a listing of all documents which have been submitted. The site plan submittal shall conform to the following requirements, and contain the following information:
 - a. **Property Survey**

A property survey prepared and sealed by a Connecticut Licensed Land Surveyor, which survey shall be drawn at a scale of not smaller than forty feet to one inch (1"=40'), and which survey shall be certified to conform to the standards of map and survey accuracy, respectively, for Class A-2 as defined in the "Recommended Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyor, Inc. on September 26, 1996, or as the same may be amended from time to time. Said survey shall include the dimensions of the subject property, and its acreage and square footage. If the subject property exceeds an area of 5 acres, an additional survey map shall be provided at a scale of one hundred feet to one inch (1"=100').
 - b. **Location Map**

A location map, at a scale of one inch equals one thousand feet (1"=1,000'), showing the location of the site in relation to existing roads, major watercourses, and adjoining properties, and other features which

would assist the Commission and the public to orient themselves to the site and its boundaries.

c. General Information

- i. The name and address of the applicant, property owner of record, the name of the development, and the names and addresses of the owners of record of all properties adjacent to, or across any street from, the subject property.
- ii. Zoning classification.
- iii. The name, address and professional seal of each design professional responsible for, or participating in, the design of the site.
- iv. The date of the site plan, a north arrow, and the scale of the plan.

d. Site Features, Existing

An existing conditions map showing conditions on the site, including but not limited to the following:

- i. All existing uses of land, including uses not requiring buildings or structures, such as outside storage, property lines, streets, utility lines, ledge outcrops, specimen trees, major tree or shrub areas, and other significant features of the site, both natural and manmade.
- ii. Wetlands and Watercourses.
- iii. Topographic contours of the land at intervals of two feet (2') or less.
- iv. Flood Hazard areas as designated on the most current Federal Flood Insurance Rate Map.
- v. Stream Channel Encroachment Areas.
- vi. Existing structures and their uses.
- vii. The location of wells, public water supply watersheds, and other public or private water supplies and fire protection facilities.
- viii. Soil Classifications as per the U.S. Soil Conservation Service, and a statement indicating the erodibility of the soils and a general indication of the need for erosion and sedimentation control.
- ix. Existing roads, paths, major and unique natural, scenic, historic and open space features of the parcel.
- x. Existing location of gas, electric, sewer and water pipes, subsurface sewerage disposal systems, wells, and other utilities, as may be determined.

e. Site Features, Proposed

A map depicting all proposed site improvements and any area off the site where any alteration is proposed. Such map shall include, but is not limited to the following:

- i. Proposed uses of land, including uses not requiring a structure or building; the amount of land and/or buildings dedicated to each use; proposed grades at two (2') contours or less; any signs, accessory structures, fences, walls, sidewalks or other similar structures; location and details for the collecting and handling of refuse; the proposed location of gas, electric, and other utilities to be provided, and whether utility lines shall be placed above or beneath the ground, as well as sewer and water connections, wells, and subsurface sewerage disposal systems.
- ii. The location, dimensions, square footage (both ground floor and total), height, and type of construction of all buildings or structures, including fences, walls, signs, lighting fixtures, flagpoles, and the like.
- iii. The location of any proposed well and septic system.
- iv. Any regrading, excavation, filling and the volumes of material to be brought onto or removed from the site. If earth materials to be removed from the site exceed 700 cubic yards the applicant must also submit a special permit application in accordance with the provisions of Chapters 140 and 180 of these regulations regarding Excavation of Earth Products.
- v. The percentage of lot coverage, lot coverage with outside storage, and percentage of lot to be left in a natural state and/or landscaped.
- vi. Proposed alterations to property boundary lines, easements, utilities, and the like.
- vii. The location of any roads, curbs, sidewalks, driveways, parking and loading areas, paths, and similar improvements and any tie-ins to existing Town or State facilities.
- viii. In any site plan requiring the erection of any structures, grading, drainage work, paving or other improvements, those aspects of the plan shall be prepared, signed, and sealed by a Connecticut Registered Professional Engineer.
- ix. The areas of wooded portions of the site, or specimen trees, to be removed or retained, and the location, design, and content of landscaping to be created, including the size, number, and type of all landscaping material to be planted in accordance with Chapter 130 of these regulations.
- x. Delineation of the following must also be overlaid on the proposed site plan: wetlands and watercourses, flood hazard areas, stream channel encroachment areas, and required yard setbacks.

f. Building Floor Plans and Renderings

Plans must be submitted which clearly depict the height, bulk, use and location of all buildings; typical floor plans or other plans for the use of interior spaces of proposed buildings; the exterior appearance of proposed buildings, including exterior elevations, roof plan, designation of materials, colors, and textures of exterior finishes, doors, windows,

roofing, trim and the like; location of heating, air conditioning, ventilation, and similar equipment; and special exterior features, such as building-mounted signs, drive-in windows, building or roof lighting, roof drainage/gutters, and features on the interior of the building designed to be capable of being seen from the exterior.

g. Off-Site Parking and Loading:

- i. The site plan shall include all information necessary to establish conformance with the requirements of Chapter 135, Off-Street Parking and Loading Regulations, and shall also include the calculations utilized to determine the parking and loading areas as depicted on the site plan.
- ii. The site plan shall depict the dimensions of all parking and loading spaces, the total number of such spaces, and any proposed future or expansion parking or loading spaces.
- iii. The Commission, in its sole discretion, may require a turning radius plan.

h. Stormwater Management:

Information and reports showing the method for managing the stormwater quantity and quality shall be presented and such methods shall be consistent with the 2004 Connecticut Stormwater Quality Manual, and as may be amended from time to time. It shall be demonstrated that the proposed conditions will not increase the peak flow of stormwater from the site in comparison to existing conditions for the 2 year, 5 year, 10 year, and 25 year storm events. Provisions shall be made to adequately handle the 50 year and 100 year storm events such that flows from the site will not adversely affect downstream properties. The site plan shall include the location, invert elevations, pipe sizes adequately sized for a 10 year storm event, flow calculations, and other similar information as may be required by the Commission, Town Engineering Staff, or the Commission's consulting engineering staff to properly evaluate the stormwater management plan for the site.

i. Lighting plan

A lighting plan in compliance with the provisions of Chapter 131 of these regulations shall be submitted.

j. Landscaping Plan

A landscaping plan indicating the type, species, size, numbers and location of all proposed plantings, including tree planting details, meeting the purpose and requirements of Chapter 130 of these regulations shall be submitted.

k. Traffic Report

A comprehensive traffic impact report prepared by a professional engineer experienced in traffic engineering shall be submitted. Such comprehensive traffic study shall include a speed and safety analysis, including accident data and overall how the proposed project will affect traffic conditions on area roadways and at major intersections. A level of service analysis must be prepared and submitted as part of the report.

l. Soil Erosion and Sediment Control Plan

A Soil Erosion and Sediment Control Plan consistent with the Connecticut Guidelines for Soil Erosion and Sediment Control, 2002, and as may be amended from time to time shall be submitted.

4. **Access Review:** Any proposed development which creates a new access from a town road must have such access reviewed by the New Milford Department of Public Works and a statement from the DPW must be provided indicating review of such access. Any proposed development which creates a new access from a State Road must have such access reviewed by the State of Connecticut Department of Transportation or the State Traffic Commission and a statement must be provided in written form to the Zoning Commission indicating that at least preliminary discussions with the DOT/STC have occurred, or that an application to the DOT/STC is pending. The Commission, in its sole discretion, may make this item a condition of approval if it cannot be obtained prior to approval.
5. **Numbers of Copies:** A minimum of 9 copies of all items noted in subsection (3) above must be submitted as part of the application, unless the Zoning Enforcement Officer or her designee specifically allows fewer copies. The Zoning Enforcement Officer reserves the right to request additional copies of any items noted in subsection (3) above if additional copies are needed for consultants, commissioners, or staff review.
6. **Waiver of Required Information:** The Commission, upon written request by the applicant may, by resolution, waive the required submission of part of the information specified under subsection 175-020(3), if the Commission finds that the information is not necessary to determine compliance with the Zoning Regulations and render a decision on the site plan application. Procedure: Waivers must be submitted in writing on a form prescribed by the Commission, or in letter form. The request must include the specific item to be waived and/or reference the corresponding subsection number of these regulations where that item is indicated, as well as the signature of the applicant.
7. **Additional Data:** The Commission may require the applicant to provide additional information and data for clarification purposes and to implement the purposes of the Zoning Regulations as set forth in Chapter 10 of these regulations.