

Application No. _____

**CITY OF TORRINGTON
PLANNING AND ZONING COMMISSION
SPECIAL EXCEPTION APPLICATION**

Fee: \$210.00 (includes \$60.00 state tax)

Date of Application: _____ Hearing: _____ Decision: _____

Location of Property:

Is this property within 500 feet of another municipality? _____ Yes _____ No

Name of Municipality: _____

Assessor's Map: _____ Block: _____ Lot: _____ Zone: _____

Area: _____

Applicant: _____

Applicant's Address _____

Applicant's Signature: _____

Phone: _____ Fax: _____ email: _____

Owner: _____

Owner's Address: _____

Phone: _____ Fax: _____

Owner's Signature:** _____

If the owner and the applicant are different entities, a written authorization letter from the owner must be attached to this application.

Describe the Proposed Project:

Section(s) of the Zoning Regulations giving the Planning and Zoning Commission authority to grant the Special Exception(s): _____

Describe the Special Exception(s) sought:

Is there a conservation or preservation restriction on the property?

_____ Yes _____ No

Conservation and/or Preservation Restrictions:

If the property subject to site plan approval has a conservation or preservation restriction on the land, the holder of the restriction is required to be noticed of the application. The applicant must notify the holder of the land restriction regarding the application by certified mail, return receipt requested, no later than 60 days prior to the filing of the application. In lieu of such notice the applicant may submit a letter from the holder of such restriction (or their agent) verifying that the application is in compliance with the terms of the restriction.

Are there wetlands on the property or construction or drainage within a regulated wetlands area? (75 feet from wetlands and 100 feet from watercourse or water body)

_____ Yes _____ No

If yes, has an application been submitted to the Inland Wetlands Commission?

_____ Yes _____ No

Explain reasons for granting this special exception. List any proposed safeguards and conditions:

Is a site plan application being filed for this project at the same time as this Special Exception application?

_____ Yes _____ No

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Important Information for the Applicant

1. **Application:** The applicant must submit eight copies of this application.
2. **Survey:** The application must submit eight copies of an up-to-date Class A-2 survey of the property and improvements prepared by a land surveyor registered in the State of Connecticut.
3. **Site Plan:** The applicant must submit eight copies of a site plan. All plans shall be prepared, signed and sealed by a professional engineer, landscape architect, land surveyor or architect - whichever is appropriate. The professional engineer, landscape architect, land surveyor or architect must be registered in the State of Connecticut. All plans shall be based on an A-2 survey. The scale of the plans shall be a minimum of inch equals forty feet. The plans shall include the following information:
 - A. Date, north arrow, and scale;
 - B. Existing and proposed contours at two foot intervals;
 - C. Existing major landmarks such as inland wetlands, streams, floodplains, rock outcropping, tree lines, etc;
 - D. Construction limit line identifying all those areas to remain undisturbed and in their natural state;
 - E. The location, size and species of significant trees and all specimen trees as required in Section 5.15;
 - F. Proposed parking and loading areas including stalls, driveways, and aisles; dimensions, curbing, landscaping, turning radii and identification of proposed surface material shall be shown;
 - G. The sight distance for proposed driveways;
 - H. Proposed lighting plan including the location, size, height, and intensity of all lighting fixtures;
 - I. Proposed landscaping plan showing the Latin and common name of the species used,

quantity of each plant species and the size and height of the plants at the time of planting; the landscaping plan shall be signed by a landscape gardener or landscape architect;

- J. The location and design of all existing and proposed sanitary sewer, storm drainage, water, electrical, natural gas and other utilities; all engineering improvements shall be accompanied by appropriate data in accordance with good engineering practice;
- K. Proposed location and screening of all trash receptacles;
- L. The proposed size, colors, location and lighting of all signs;
- M. Architectural plans as described in Section 8.5.10;
- N. An informational table showing:
 - a. existing use of the property;
 - b. proposed use of the property;
 - c. zone in which the property is located;
 - d. size of the property in square feet or acres;
 - e. gross floor area of existing structures;
 - f. gross floor area of proposed structures;
 - g. total impervious surface;
 - h. building height in feet and number of stories;
 - i. number of parking spaces required;
 - j. number of parking spaces provided;
 - k. number of loading spaces required;
 - l. number of loading spaces provided;
- O. A vicinity map at a scale sufficient to show:
 - a. parking areas and driveways on all properties within 100 feet of the site;
 - b. all streets within 100 feet of the site; and
 - c. all zone boundaries within 100 feet of the site;
- P. Any information needed by the Commission to determine compliance of the plan with the zoning regulations.

4. Public Notice Sign:

The applicant shall obtain from the Planning and Zoning Department a sign notifying the public of the hearing. A \$120.00 refundable deposit shall be made by the applicant to cover the cost of the sign. The sign shall conform to the following requirements:

- a. The applicant shall post the sign in a conspicuous location on the property affected by the application;
- b. The sign shall give the information on the reason for the hearing (e.g. special exception) and the time, date and location of the public hearing;
- c. The sign shall be clearly legible from a street;
- d. The sign shall be posted at least ten consecutive days before the public hearing; and
- e. The sign shall not be removed until after the close of the public hearing.

Failure to post and maintain this sign shall be grounds for the denial of the application.

5. Letter to Surrounding Property Owners

At least 10 days prior to the public hearing, the applicant shall send a notice of the public hearing to persons who own land that is adjacent to the land that is subject of the hearing. The proof of mailing shall be evidenced by a certificate of mailing and the person who owns land shall be the owner indicated on the property tax map or on the last completed grand list as of the date such notice is mailed. This information is available in the Torrington Tax Assessor's Office. The notice shall indicate the reason for the hearing, hearing date, time and location of the hearing. Evidence of mailing shall be presented to the Planning and Zoning Commission at or before the public hearing.

6. Questions regarding this application can be directed to the Planning and Zoning Department at 489-2221 or 489-2220.

(Office Use Only)

Is this property within 500 feet of another municipality? Yes No

If yes, the town(s) is: _____

Date town(s) was notified of public hearing: _____

Previous ZBA and P&Z applications at this location:

Departmental Comments:

If this application meets with your approval, please sign and date. If it does not, please attach a separate sheet with your comments:

Traffic Department: _____

Fire Department: _____

City Planner: _____

Inland Wetlands: _____

Building Department: _____

Engineering Department: _____

Rev. 10/1/09