

**CITY OF TORRINGTON  
PLANNING & ZONING COMMISSION  
SITE PLAN APPLICATION**

Application # \_\_\_\_\_

Date: \_\_\_\_\_

Property Location/Address: \_\_\_\_\_

Assessor's Map: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Zoning District: \_\_\_\_\_

Project: \_\_\_\_\_

Is a Special Exception application being filed for this property at the same time as this Site Plan application? \_\_\_\_ Yes \_\_\_\_ No

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

If yes, give name of municipality: \_\_\_\_\_

Are there wetlands on the property or construction or drainage within a regulated wetlands area? \_\_\_\_ Yes \_\_\_\_ No  
(75 feet from wetlands and 100 feet from watercourse or water body)

If yes, has an application been submitted to the Inland Wetlands Commission? \_\_\_\_ Yes \_\_\_\_ No

Is there a conservation or preservation restriction on the property? \_\_\_\_ Yes \_\_\_\_ No

*I, the undersigned applicant, understand that this application is based on the information submitted by me and that falsification by misrepresentation, omission, or failure to comply with the Zoning Regulations shall constitute a violation of the Zoning Regulations.*

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone # \_\_\_\_\_ FAX # \_\_\_\_\_ E-mail \_\_\_\_\_

I, the undersigned owner, authorize the City's agents to enter my property during and after construction for the purpose of inspection with regards to this application.

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone # \_\_\_\_\_ FAX # \_\_\_\_\_

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Six (6) copies of the site plan must be submitted at time of application.

For site plans with no new construction, the application fee is \$135.00. For new construction with gross floor areas 5,000 square feet or less, the application fee is \$135.00. For new construction with a gross floor area greater than 5,000 square feet, the application fee is \$135.00 plus \$.01 per square foot of gross floor area over 5,000 square feet. (All base fees include \$60.00 state tax)

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Fee of \$ \_\_\_\_\_ paid on \_\_\_\_\_.

**CITY OF TORRINGTON  
PLANNING AND ZONING COMMISSION**

**SITE PLAN APPLICATION  
EXPLANATION OF PROCEDURES**

**General:**

"Site plan approval from the Planning and Zoning Commission shall be obtained prior to obtaining a Zoning Permit for the construction, expansion, outside alteration or change of use of any building or structure. Site plan approval shall also be obtained prior to the erection of any sign, the alteration or expansion of a parking area, or any change of use of a lot. Only one, two, or three family residences shall be exempt from site plan approval." Torrington Zoning Regulations, Section 8.4.1.

**Information Required:**

A site plan application must be filed and the application fee must be paid. Additional information needed for a site plan application is described in Sections 8.4.2 and 8.4.3 of the Torrington Zoning Regulations. Other information on setbacks, impervious surface, landscaping, parking, architectural review, and tree preservation is also found in the regulations. It is strongly recommended that an applicant purchase a copy of the Zoning Regulations.

Along with the site plan application the applicant must also submit a form entitled "Environmental Compliance Certification".

Failure of the applicant to submit the required information is grounds for denial of the application.

**Approval Process:**

Applications are submitted to the Planning and Zoning Department. The Department will place the application on the Planning and Zoning Commission agenda and distribute the application to the relevant City departments. The Department will inform the applicant of meeting times and locations.

From the day the Commission accepts the application at its meeting, the Planning and Zoning Commission has 65 days in which to make a decision on a site plan application. The applicant may consent to one or more extensions of the 65 day period provided the total period of such extensions does not exceed 130 days. No public hearing is generally held on a site plan application.

The applicant must meet with the Architectural Review Committee. This Committee advises the Commission and the applicant on the design of the buildings and the site layout.

**Special Exception:**

The Planning and Zoning Commission decides on all special exceptions. If a project requires a special exception as well as site plan approval, the applicant may apply for both approvals at the same time. Site plan approval, however, cannot be given prior to the approval of a special exception.

**Inland Wetlands:**

An application to the Inland Wetlands Commission must be filed prior to, or at the same time as, site plan or special exception applications. No action can be taken until after the Inland Wetlands Commission's decision.

**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.

**CITY OF TORRINGTON  
ENVIRONMENTAL COMPLIANCE CERTIFICATION**

Date: \_\_\_\_\_

Property Location: \_\_\_\_\_

Assessor's Map: \_\_\_\_\_ Block \_\_\_\_\_ Map \_\_\_\_\_

Project: \_\_\_\_\_

Company: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Air Quality:

Will this facility produce emissions into the air? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, will this require registration or a permit from any State or Federal agency? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list the agency's name and the registration or permit numbers:

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Attach a description of the processes that will produce the emissions. Include an estimate of the amounts of industrial materials that will be used on an hourly basis and any pollution control equipment that will be installed. Attach copies of all air quality permits or applications.

Hazardous Wastes

Will this facility generate, transport, treat, store or dispose of hazardous wastes? Check all that apply:

\_\_\_\_\_ Generate \_\_\_\_\_ Transport \_\_\_\_\_ Store \_\_\_\_\_ Treat \_\_\_\_\_ Dispose

If the facility is a generator, it will do the following. Check all that apply:

- \_\_\_\_\_ Establish spill control measures
- \_\_\_\_\_ Compile a contingency plan
- \_\_\_\_\_ Store the wastes in a manner that protects the environment
- \_\_\_\_\_ Conduct personnel training

Attach a list of the hazardous wastes that will be generated by the facility, the estimated amounts generated per month and the generating processes. Attach EPA Identification Number of Application. Note that a violation of any State or Federal regulation regarding hazardous materials shall also be a violation of the City Zoning Regulations.

In-Ground Tanks

Will this facility use an in-ground tank for the storage of petroleum products, derivatives, or chemicals?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach a copy of the Connecticut Department of Environmental Protection In-Ground Tank Registration form.

Water Quality

Other than sanitary wastes, will this facility discharge process wastewaters or non-contact cooling water?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, will the discharges be to the environment or to the local publicly owned treatment plant?

\_\_\_\_\_ Environmental \_\_\_\_\_ Treatment Plant

Attach a description of the processes that will generate the discharges, the materials used in the processes, the characteristics of the effluent, and any treatment conducted prior to discharge. Attach a copy of a NPDES Permit or Application.

This is to certify that this facility has complied, or will comply with the environmental regulations of the Agencies listed in Section 7.0 of the City's Zoning Regulations and will take the steps indicated above to maintain compliance with those regulations. Upon receipt of any permits or registration numbers, copies will be forwarded to the City of Torrington Planning and Zoning Department. Copies of any monitoring reports required by the State Department of Environmental Protection, the State Department of Health or the U.S. Environmental Protection Agency shall also be sent to the Torrington Planning and Zoning Department.

Applicant's Signature: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_

Date: \_\_\_\_\_