

Site Plan Review Checklist

Site plans are required for all commercial and industrial uses and residential special permits. Site plans shall comply with Section 17 of the Zoning Regulations and shall be drawn at a scale of 1"=40' or at a scale approved by the Planning Director. (Maximum size 24" x 36")

- A written statement describing the proposed use or uses in sufficient detail will be submitted with each site plan to determine compliance with the permitted uses or special permits in the applicable district.
- A location map at a scale of one inch (1") equals 1,000 feet shall be submitted showing the subject property, streets, lot lines, and zoning district boundaries within 1,000 feet of the subject property. If space permits, the location map may be included as an insert on the site plan as required in section 17.4. An 8-½ x 11 inch photocopy of a USGS quad map with the project outlined must accompany the site plan.
- The name and address of the applicant and owner of record.
- North arrow, scale, date of the drawing or its revision and the name(s) and seal(s) of those persons preparing the site plan.
- Property boundaries, dimensions, and area in acres and square feet and all existing monuments, pipe markers and other physical evidence concerning property boundaries.
- Zoning districts and dimensions of all yards as required by these regulations. This information will be shown in both mapped and tabular form.
- Existing and proposed contour lines at 5 ft. intervals. The Town Planner may require a 2 ft. contour interval in order to clearly show topography and drainage.
- Location, width, and purpose of all existing and proposed easements and rights-of-way on the property.
- Location of all existing watercourses, wetlands, public water supply watershed boundaries, bedrock outcrops, and where appropriate, the mean high water line, flood hazard areas, and channel encroachment lines.
- Location and size in square feet of all existing and proposed structures including underground storage tanks and uses on the property and the approximate locations and size of all existing structures on the abutting properties which are within 100 feet of the property lot lines.
- Location of all storage areas for materials, supplies, products, vehicles and equipment that will not be kept inside a structure as required by the zoning regulations.
- Location, size, and arrangement of all parking and loading areas including existing and proposed driveway entrances and exits. The Town Planner may require the applicant to submit a traffic evaluation report or pedestrian report prepared by an engineer, licensed in the State of Connecticut, if the proposed development has the potential to impact traffic flow or significantly impact peak traffic counts.
- Location, size, and arrangement of all pedestrian walkways and sidewalks.
- Location, layout, type, and size of buffer or landscape area, plant materials, fencing, screening devices, or other materials proposed for use.

- Location, size, height, lighting, and orientation of all signs.
- Location, size, height, and orientation of all outdoor lighting facilities.
- The stormwater drainage system, including the location and elevations of all existing and proposed street drainage facilities within 100 feet of the property. The Town Planner or Town Engineer may require additional information and/or details regarding off-site drainage features affected by, or impacting upon the proposed development. Stormwater management systems shall be designed in accordance with the 2004 Connecticut Stormwater Quality Manual as may be amended from time to time.
- Location, size, and type of all water and fire protection facilities.
- Location, size, and type of all sewerage disposal facilities.
- Building elevations or preliminary architectural drawings showing the general type of building proposed for construction.
- In cases where the applicant intends to develop in stages, an overall site and staging plan shall be required.
- The Commission may require the applicant to submit an environmental evaluation report for a proposed development located in an environmentally sensitive area. Evaluation reports by independent professionals and other experts such as hydrologists, geologists and soil scientists may be required at the expense of the applicant.
- All signature and waiver blocks must be located in the lower right corner.
- Certificate of Public Convenience and Necessity in accordance with Section 4.10.8 of the Zoning Regulations.
- Sanitary Waste Disposal Plan. For any site which is to be served, and is capable of being served, by an operational public sanitary sewer line prior to occupancy, the site plan shall depict the sewer lateral and other engineering information suitable to determine that connection to an operational sanitary sewer line is feasible. In addition, the applicant shall provide evidence from the Montville Water Pollution Control Authority that it is capable of providing sanitary sewer service to the subject site. If the applicant proposes to utilize a community sewerage system, as defined in C.G.S. Section 7-245 as may be amended from time to time, a report from the Montville Water Pollution Control Authority indicating that all requirements of C.G.S. Section 7-246 as may be amended from time to time have been satisfied shall be provided.
- An Erosion and Sediment Control Plan designed in accordance with Section 15.1 of the Zoning Regulations.
- Special Requirements for Uses in Public Drinking Water Supply Watersheds** The following special requirements shall apply to all Special Permit uses located within the Lake Konomoc and Stony Brook Reservoir watershed:
 1. All septic systems shall be designed by a Sanitary Engineer registered in the State of Connecticut, and shall include a renovation analysis demonstrating compliance with current standards adopted by the DEEP.
 2. No stormwater discharge from parking areas, roadways, rooftops or areas covered with similar impervious surfaces shall be deposited directly into any wetland or watercourse, nor discharged directly into the ground. Suitable surface and/or subsurface measures shall be taken to detain, filter, renovate and otherwise improve the quality of any such waters before discharge to surface or subsurface waters on or off the site. Existing wetlands may be employed for final treatment of stormwaters to the extent of their capacity to do so, but only after initial treatment by new wetlands or structural filtration methods.

- Digital data for Special Permits and Resubdivisions/Subdivisions shall be provided to the Planning Office after the recording of the final mylars on the land records. For Site Plans, the data shall be provided to the office after all signatures have been obtained by the appropriate authorities and prior to the issuance of a Zoning Permit.

- The Digital Data shall include:
 - a. One (1) PDF copy of the project
 - b. Copy of the project in ArcView (GIS) format or AutoCAD
 - Shapefile (.shp)
 - Geodatabase (.mdb)
 - Export file (.e00)
 - AutoCAD.dwg
- Having all features in a single AutoCAD layer or GIS file will not be accepted. For example, there must be separate layers/files for text, buildings, roads, wetlands, etc
- All data represented in a digitally submitted AutoCAD or GIS drawing must be registered to the CT State Plane Coordinate System Using NAD 1983 datum.
- Data can be submitted to the Planning Office via a flash-drive or CD.

DETERMINATION OF APPLICABILITY

The Commission may determine that one (1) or more of the site plan ingredient requirements of Section 17.4 is not necessary or required to reach a decision on the application. A determination of applicability of the applicable section(s) must be requested in writing by the applicant.

Please refer to the Zoning Regulations to insure that you meet all requirements for setbacks, parking, signs, etc.