

## 4.2 Adapt Permitting Process to Promote Sustainable Development

**Action 4.2.4. Review town processes for permitting and create a Development Review Manual which includes a description of the pre-application process established. (5 Points)**

**A Development Review Manual is a step-by-step guide to navigating your municipal land use process from start to finish.**

**Submit: A copy of your Development Review Manual.**

In July 2020 staff reviewed and comprehensively updated and revised the Town's Land Use Application Handbook and associated Appendix of supporting guides, applications and documents.

The Handbook contains a wide variety of information related to the town's development processes and requirements.

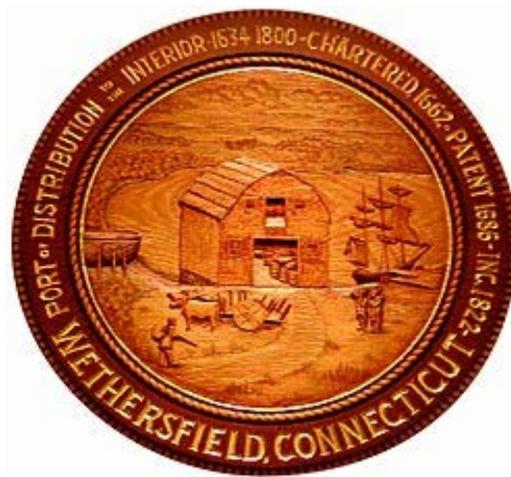
The town has also prepared an associated Appendix in support of the Handbook which contains very specific details, forms and guides that support the development process.

The Handbook includes the following information:

- The names, responsibilities and contact information for town staff involved in the development process.
- A similar listing of utility providers and contact information.
- An explanation of the Town's pre-application review process.
- A listing and explanation of the responsibilities and requirements for the various town boards and commissions
- A summary of the various public notice requirements for these boards and commissions
- An explanation of the types of applications and associated permit requirements
- A summary of the development review process
- Guidance for the conduct of public hearings
- Summary of the post approval requirements
- The accompanying Appendix includes the following:
  - Specific guides to the various Boards and Commissions
  - Planning and Zoning Commission Requirements
  - Specific guides for various application types
  - Application Forms
  - A copy of the Town's Site Plan Checklist

*Town of Wethersfield, Connecticut*  
*Land Use Application Handbook*  
*Appendix*

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Department of Planning and Economic Development

Town Hall  
505 Silas Deane Highway  
Wethersfield, CT 06109

June 2020



**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**505 SILAS DEANE HIGHWAY**  
**WETHERSFIELD, CONNECTICUT 06109**  
**(860) 721-2837 OR 721-2838 FAX (860) 721-2843**

## **PRE-APPLICATION REVIEW**

The Town of Wethersfield offers a Pre-Application Review service for the purposes of improving communication between individuals seeking guidance on development proposals and the Town Boards, Commissions and Staff. Both the Town's permit review staff and Land Use Commission's are available to discuss prospective projects and applicable code and regulatory issues with property owners', developers and other interested parties prior to the submission of any formal application. We encourage applicants to meet with the Town and get as much information as possible while the project is in the early planning or feasibility stages.

The pre-application review process is a free and voluntary process that has been established to provide an opportunity to meet informally with staff and the commissions, to offer general advice and guidance, ask questions and to receive input prior to the submission of a formal application in order to:

- Avoid undue expense and delays caused by submitting inappropriate or incomplete applications,
- Identify the regulatory (zoning) requirements for your project,
- Clarify the town's regulatory process,
- Receive comments and ideas on the project from Commission members and staff,
- To avoid costly reworking of subsequent submissions, and,
- To help move the project more efficiently through the formal application review process.

### **Staff Review**

In order to schedule a pre-application review contact the Planning Department at 860 721-2837. Staff will schedule a meeting with relevant staff and departments in order to facilitate a coordinated review. Staff may include: (depending upon the project) the Town Engineer, Wetlands Enforcement Official, Fire Marshal, Building Official, Zoning Officer, Town Planner, the Central CT Health District, Historic District Coordinator, Police Department and any other necessary or requested departments. Plans are not required, however, preliminary site and floor plans can be helpful. The more information that is provided the better able staff will be able to respond. Prior to the meeting, any materials which has been submitted is distributed to staff who will be attending the meeting. Staff may conduct a site visit prior to the review meeting. Any comments or suggestions on a project made by town staff shall not be construed as a form of approval and shall not be binding upon the town staff or Boards/Commissions should a subsequent application for the property be officially filed.

Items covered in the review may include, but are not limited to:

1. Any road, sidewalk, utility or drainage improvements required,
2. Any ordinances or policies that will apply to the project,
3. Required applications, meeting deadlines, processes and filing fees.
4. Identification of boards and commissions that will review the applications,
5. Any information, technical reports and documents that should accompany the applications,
6. Any environmental concerns generated by the project,
7. Potential for the inclusion of low impact development and sustainable practices in the project.

The pre-application review will result in a written summary on the proposal addressing issues and/or the need for supplemental information including comments of all reviewing Departments.

### **Commission Review**

In addition, interested parties may also request a pre-application review with a Board or Commission. In order to be placed upon a meeting agenda sixteen (16) copies of the completed pre-application form and associated support documents must be submitted at least **fifteen (15) days** prior to the meeting date.

### **Submission Requirements**

It is strongly suggested that the following information is submitted:

1. A pre application review request form.
2. A narrative of the project which describes the nature of the project, the use of the land and buildings and other matters pertinent to summarize the project and design.
3. Conceptual building floor plans.
4. Preliminary exterior elevations to show the Commission how the finished development will look and how it will be built.
5. Conceptual site plans that provide information on the layout of the project, the location of proposed buildings, significant natural features, wetlands, watercourses, steep slopes, flood plains, landscaping, lighting and other relevant information.
6. Any questions or issues that the applicant wants to be sure are addressed.
7. Photographs of the exterior building elevations and site conditions.

### **Procedures**

Upon receipt of the form and materials staff will review the information in order to identify any potential issues with the proposal. Staff will then schedule a meeting. Pre-application reviews will be conducted at the end of the meeting agenda. The project will be publicly noticed on an agenda and the review will be open to the public to observe and to comment. (The applicant may wish to conduct a separate community or neighborhood level meeting with affected neighbors prior to submitting any formal application.) The Commission shall informally review the plans for general conformance with the regulations and may request additional information where deemed necessary. The minutes of the meeting will reflect the comments made by the Commission members.

### **Limitations**

In accordance with C.G.S. Section 7-159b (2003) a pre-application review shall be considered only informational and advisory in nature, shall not be binding on the applicant or the Commission and no development rights shall attain to the review or consideration of any proposed project. The filing of a pre-application review is not a formal development application and does not initiate the processing timeframes of the Connecticut General Statutes.

### **Wethersfield Land Use Application Handbook and Site Plan Checklist**

The Town has prepared several documents that details and summarizes the Town's land use application requirements to assist applicant's in advance of a formal submission of an application. The **Wethersfield Land Use Application Handbook** and **Site Plan Checklist** are available on the Town's website <https://wethersfieldct.gov/content/398/426/default.aspx>



**TOWN OF WETHERSFIELD, CT  
DESIGN REVIEW COMMISSION  
SUBMISSION REQUIREMENTS  
AND CHECKLIST**

There are several types of applications that require evaluation by the Design Review Advisory Committee. Five types of proposals fall into this category: new construction of a multi-family residential structure of four (4) or more units, a special residential development (SRD), new construction of a non-residential structure, any significant exterior building change or other site improvement which requires site plan or design review, and signs.

While the Design Review Advisory Committee does not make official rulings, it does write a recommendation to the Planning and Zoning Commission with any suggestions. It is recommended to submit preliminary or conceptual plans to the Committee for review and comment prior to a formal submission to the Commission. In this case, the Committee shall submit a report, together with its recommendations and suggestions, to the applicant no later than 20 days after the proposal was received.

\*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2837.

The Design Review Advisory Committee in reviewing projects under Section 6.12 of the Wethersfield Zoning Regulations shall require submission of Ten (10) copies of the following information to the Planning Office Ten (10) days before a scheduled meeting.

For projects involving significant activity it is recommended that applicants may want to follow a two-step review process:

- preliminary for conceptual review, and
- final for working drawing approval.

**It is required that the applicant/developer represent the project at the meeting.**

The following information should be submitted for review:

\_\_\_\_\_ Design Review Form

\_\_\_\_\_ Site Plan prepared by a qualified professional to include location, dimensions and details of the following:

\_\_\_\_\_ Existing trees greater than 12 inches in caliper.

- \_\_\_\_\_ Rock outcrops and tree lines.
- \_\_\_\_\_ Refuse disposal areas and screening details.
- \_\_\_\_\_ Existing and proposed buildings.
- \_\_\_\_\_ Walls and Fencing.
- \_\_\_\_\_ Existing and proposed roads and driveways.
- \_\_\_\_\_ Loading areas.
- \_\_\_\_\_ Parking areas and calculations.
- \_\_\_\_\_ Interior traffic circulation.
- \_\_\_\_\_ Location of streets
- \_\_\_\_\_ Drainage
- \_\_\_\_\_ Fire Lanes.
- \_\_\_\_\_ Pedestrian circulation.
- \_\_\_\_\_ Landscaping plan and calculations.

\_\_\_\_\_ Color photographs taken from a street view of the property and surrounding properties showing buildings, parking, loading, and landscape areas in relationship to the public street and adjoining properties. Panoramic views are helpful in conveying the relationship of the project with surrounding properties

\_\_\_\_\_ Exterior building elevations of all sides of the proposed structures(s) showing: all fenestrations, building materials, colors, signs and other architectural features. In the case of an alteration to a building, the existing building as well as the proposed addition should be shown.

\_\_\_\_\_ Floor Plans of all buildings. In order for the Committee to have a full understanding of the project and the functioning of the interior spaces.

\_\_\_\_\_ Samples of the building materials and colors.

\_\_\_\_\_ Color renderings, if necessary.

\_\_\_\_\_ The height, locations, fixture design, and intensity of all exterior lighting; expected illumination off the site.

\_\_\_\_\_ The height, location, dimensions, type, color, materials, illumination and design of all signs.

\_\_\_\_\_ Perspective drawings to show relationship after development of the site to off-site features, if necessary.

\_\_\_\_\_ Proposed landscaping plan showing the location of all landscaping with the species, size and shape of all plantings.

\_\_\_\_\_ All artwork, sculpture, fountains and other ornamental or decorative features visible from surrounding properties.

\_\_\_\_\_ All provisions for and design of the following appurtenances if visible from the exterior:

- \_\_\_\_\_ a. balconies, sunshades, awnings, louvers, roof leaders, downspouts, utility lines/meters/boxes
- \_\_\_\_\_ b. loading docks, loading spaces, stairs, ramps, refuse storage and pickup areas, visible mechanical equipment, flues, chimneys, exhaust fans.



**THE TOWN OF WETHERSFIELD DESIGN REVIEW COMMITTEE SHALL EVALUATE ALL DESIGN PROPOSALS BY CONSIDERING THE FOLLOWING:**

**Relationship of Buildings to Site.** All site components (buildings, signs, plantings, parking areas, vehicular, pedestrian areas and utilities) shall be compatible with the site and adjoining properties.

**Relationship of Buildings and Site to Adjoining Area.** Adjacent buildings shall be made compatible in texture, lines and massing and monotony shall be avoided.

**Landscape and Site Treatment.** New plant materials shall be provided and existing features shall be preserved in order to enhance features and provide shade.

**Building Design.** Materials, textures and color used on the exterior walls and roofs shall emphasize New England style architecture and shall be in harmonious character with adjoining buildings. Architectural style is not restricted and monotony of design shall be avoided.

**Miscellaneous Structures and Street Hardware.** Miscellaneous structures shall be designed to be compatible with the architectural and landscape design.

**Signs.** Signs shall be designed to be coordinated with the building design and compatible with adjoining premises. Sign content shall be limited to the minimum needed to convey the sign's message.

**Maintenance - Planning and Design Factors.** Quality materials and finishes shall be selected for durability and wear and to maintain a good appearance.

## **HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS\***

If an applicant is proposing an application for property in the Historic District of Wethersfield, a Certificate of Appropriateness must be approved prior to gaining approval from the other required Commissions or Boards. The Historic District Commission is intended to “preserve and protect the many architectural phases of a Connecticut River community in continual growth from the year 1634,” and as such is tasked with ensuring that buildings in the Historic District retain their historical values.

Any application falls under HDC review when any proposed activity will be visible from general public view (public view is not limited to public streets, sidewalks, and parks, but includes any place customarily open to the public, such as private parking lots). A building or structure hidden by landscape work is considered to be in public view if it would be visible without such landscaping.

Many types of proposals require a Certificate of Appropriateness in the Historic District. To determine whether or not a specific activity would require a Certificate, please contact the Historic District Commission Coordinator.

\*This guide is intended for general guidance only, and does not replace the full Historic District regulation and code requirements. Any questions should be directed towards the Historic District Commission staff liaison, who can be reached at (860)-721-2836.

### **Application Process**

If it is determined that an application will require Historic District Commission approval, there are several steps to follow, some recommended and some required. Firstly, a pre-application meeting may be set up, very similar in nature to the pre-application meetings for the Planning and Zoning Commission. These meetings may also be attended by contractors, architects, and other consultants, and are held at the regularly schedule HDC meeting times. Topics that can be discussed at this meeting include: determination if Certificate of Appropriates is required; proposed scope of work; clarification of application procedures, review of preliminary plans, specifications, and/or photos; identification of additional materials necessary for submittal; and advice on appropriate design and materials. The only decision that the Commission can make at this meeting is whether or not a Certificate of Appropriateness is required.

Following the pre-application meeting (if requested), the applicant will submit the official application, along with the following supporting materials:

- Sketch perspective drawing of proposed work
- Scale drawings and plans of existing property (minimum scale of ¼”=1” is recommended)
- Architectural drawings (elevations) of all changed building facades and relevant site features (scale of ¼”=1” is recommended)
- Detailed drawings and specifications for lighting, signage, and other related fixtures, showing size, materials, colors, lighting sources, etc.
- Copies of product literature (anything that is intended to be installed)

- Detailed site plan showing proposed changes (scale of ¼”=1” is recommended)
- Sketch site plan showing proposed site change in relationship to adjacent properties (scale of ¼”=1” is recommended)
- Photographs showing all facades and related buildings and structures on the property
- Photographs showing nearby structures and the spatial relationships of these buildings within the immediate neighborhood. These photographs should be arranged to show the entire street frontage for at least 2 successive properties in all pertinent directions

If demolition is proposed:

- A written statement of the proposed condition and appearance of the subject property after demolition or removal. Such statement shall include an explanation of the practical difficulty and hardship which precludes preservation of the structure. The applicant must demonstrate that there is no prudent alternative to demolition or removal.
- Copy of all applications and approvals required by other jurisdictions for demolition or removal of a designated historic structure, including but not necessarily limited to the Connecticut Historic District Commission.

All HDC applications require a public hearing. These hearings take place at the regularly scheduled dates and times. Public hearing information can be found in the section of this handbook entitled “What Happens at a Public Hearing/Public Meeting?”

When deciding on an application, the Commission considers various aspects of the proposed project, including:

- The relationship of the proposal to its immediate streetscape, and to the district as a whole, in terms of size, scale, massing and proportions.
- Compatibility with the characteristic styles and building traditions of the subject property itself, and of its immediate neighborhood, and of the district as a whole, in terms of general design, massing proportion, arrangement, materials, texture, and architectural features.
- The unique architectural and historic contribution of the subject property and its immediate neighborhood.

In addition to these general decision points, the Commission also uses a variety of other objectives and criterion. *Part II-Design Guidelines* of the Historic District Commission Handbook goes into greater detail on these specific points of interest to the Commission.

The Commission must vote a final decision on an application within 65 days of receipt of said application. Decisions must be made by at least three members of the Commission voting in favor or against the application. All decisions will be in writing, and may include stipulated conditions for approval and shall include all reasons for any denial.

## INLAND WETLANDS PERMITS

The Town of Wethersfield has special regulations for any development that occurs on property with inland wetlands. In order to do work in a designated wetland or watercourse (or when a development will affect a wetland or watercourse) permits from the Inland Wetlands and Watercourses Commission (IWWC) need to be applied for. This handout is designed to give specific information on the permitting process. In addition, when the cumulative disturbed area exceeds one half acre, an Erosion and Sedimentation Control Plan shall be submitted for approval and certification.

\*This guide is intended for general guidance only, and does not replace the full wetlands regulation and code requirements. Any questions should be directed towards the Town of Wethersfield Engineering Department, which can be reached at (860)-721-2850.

**What are Wetlands?** Wetlands are defined as land, including submerged land, not regulated pursuant to Sections 22a-28 through 22a-35, inclusive, of the Connecticut General Statutes, as amended, which consists of any of the soil types designated as poorly drained, very poorly drained, alluvial and/or floodplain by the National Cooperative Soils Survey, as it may be amended from time to time, by the Natural Resources Conservation Service of the U.S. Department of Agriculture (USDA). Such areas may include filled, graded, or excavated sites which possess an aquic (saturated) soil moisture regime as defined by the USDA Cooperative Soil Survey.

**What are Watercourses?** Watercourses are defined as rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs, and all other bodies of water, natural or artificial, vernal or intermittent, public or private, which are contained within, flow through or border upon the Town or any portion thereof not regulated pursuant to sections 22a-28 through 22a-35, inclusive, of the Connecticut General Statutes. Intermittent watercourses shall be delineated by a defined permanent channel and bank and the occurrence of two or more of the following characteristics: (a) evidence of scour or deposits of recent alluvium or detritus, (b) the presence of standing or flowing water for a duration of longer than a particular storm incident, and (c) the presence of hydrophytic vegetation.

**What is a Regulated Area?**- All areas within the Town of Wethersfield containing inland wetlands and/or watercourses, as defined in these regulations or the Connecticut General Statutes, those areas stream-ward of established local encroachment lines, and those areas which lie at or below the limits of the one-hundred-year flood, as defined by the Federal Emergency Management Agency Flood Insurance Study, effective date: September 26, 2008. "Regulated Areas" are generally shown on the maps entitled "Official Inland Wetlands and Watercourses Map," CGS Topographic Series, Wethersfield, dated July 1, 1986 and as hereinafter revised or amended. In each instance, however, the actual type of soil or character of the area, or elevation of the land for flood plain delineation, as determined by the Inland Wetlands Commission or its designated agent, shall determine the "Regulated Area."

### **Application Process**

When a proposal is presented that requests to develop land containing wetlands/watercourses, or is located in a flood area, or is proposed to drain into a wetland, or if the proposal will likely affect a wetland, a permit from the Inland Wetlands and Watercourses Commission (IWWC) may be required. If this is the case, the permit should be applied for prior to applying to the Planning and Zoning Commission, as the IWWC must decide on the application before the Planning and Zoning Commission can make their decision.

Preliminary determination about whether or not an application contains or will impact wetlands can most likely be reached when meeting with town staff about the application, or by a field visit conducted by the Wetlands Agent. If it is determined that wetlands/watercourse delineation is required, it must be field located by a soil scientist and plotted on the site plan by a land surveyor.

If wetlands are present on the property, or the activity will impact a wetland, the proposal can be reviewed and/or proposed in the following four ways:

*Administrative Ruling*-The Wetlands Agent will make a site visit and determine that there will be no wetlands impact and no further application will be required.

*Referral to Inland Wetlands Commission*-The Wetlands Agent may refer the project to the IWWC. At a meeting, the IWWC will decide if the applicant will be required to submit an actual application.

*Application*-If the proposed activity is likely to impact a wetland/watercourse, the applicant will be required to obtain a wetlands permit. The requirements for applications are listed in detail in the Wetlands Regulations, and are summarized below. The IWWC has 65 days from date of receipt of an application to make a decision.

*Application Requiring a Public Hearing*-Applications will require a public hearing in the following cases:

- The proposal is deemed a “significant activity” by the Commission;
- The Commission decides a public hearing would be in the public interest; or
- A petition requesting a public hearing is submitted by 25 persons or more within 15 days of the date of receipt on the application.

The applicant may be requested to submit more detailed and extensive information on the proposal if it is deemed a “significant activity.”

The IWWC must hold a public hearing within 65 days of the date of receipt of an application and close the hearing within 35 days. The Commission then has an additional 35 days to make a decision on the application.

### *Application Requirements*

Applications for Wetlands permits shall be filed on a form provided by the IWWC, which is available in the Engineering Department at the Town Hall. Application instructions are readily available on said form, and will include the following information:

- Applicant’s name, home and business address, and telephone numbers

- Land owner's name (if not the applicant), home and business address, telephone numbers, and written consent to the proposed activity set forth in the application
- Applicant's interest in the land
- Geographical location of the property affected by the proposed activity, including a description of the land in sufficient detail to allow identification of the property on the Inlands Wetlands and Watercourses Map
- Purpose and description of the proposed activity and proposed erosion and sedimentation controls and other management practices and mitigation measures which may be considered as a condition of issuing a permit for the proposed regulated activity including, but not limited to, measures to prevent or minimize pollution or other environmental damage, maintain or enhance existing environmental quality, or restore, enhance, and create productive wetlands or watercourses resources
- Alternatives considered by the applicant and why the proposal to alter wetlands as set forth in the application was chosen
- Site plan showing existing and proposed conditions in relation to wetlands and watercourses and identifying any further activities associated with, or reasonably related to, the proposed activity which are made inevitable by the proposed regulated activity and which may have an impact on wetlands and watercourses
- Assurance by written certification of a professional engineer registered to practice in the State of Connecticut that the flood-carrying capacity within the altered or relocated position of any floodway is maintained
- The applicant will notify the State Coordinator's Office and the Federal Insurance Administration prior to any relocation or alteration of a floodway and submit copies of such notification to the Agency.
- Names and mailing addresses of adjacent land owners
- A statement by the applicant that the applicant is familiar with all the information provided in the application and is aware of the penalties for obtaining a permit through deception or through inaccurate or misleading information
- Authorization for the members of the Designated Agents of the Agency to inspect the subject land, at reasonable times, and after a final decision has been issued,
- Any other information the Agency deems necessary to the understanding of what the applicant is proposing
- Submission of the appropriate filing fee



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**505 Silas Deane Highway**  
**Wethersfield, CT 06109**  
**Phone (860)721-2835**  
**www.townofwethersfieldct.com**

## **ZBA APPLICATION PACKET**

### **INSTRUCTIONS:**

Please note the list of materials must be submitted to the Building Department. It is the applicant's responsibility to provide all the information. The Wethersfield Zoning Regulations are available on line ([www.wethersfieldct.com](http://www.wethersfieldct.com)). If you have any questions/concerns please contact Justin LaFountain, Zoning Enforcement Officer (ZEO) at 860-721-2835, or by email [justin.lafountain@wethersfieldct.gov](mailto:justin.lafountain@wethersfieldct.gov).

### **DEADLINE FOR APPLICATIONS:**

Due to legal notice requirements, applications must include all supporting materials, and be submitted by the deadlines listed in this packet, in the Building Department, 2<sup>nd</sup> Floor, 505 Silas Deane Highway, Wethersfield, CT 06109, in order to be put on the agenda for the same month. The meetings are held the **4<sup>th</sup> Monday** of each month at 7 p.m. The schedule and deadline for the meeting dates are attached.

### **APPLICATION FEES:**

Variance application fee is \$185.00 along with a sign deposit fee of \$50.00 which is required at the time of submission. The sign deposit will be refunded once the sign is returned. (We accept cash/checks)

### **SUBMISSION REQUIREMENTS:**

**One (1) original** and eight (8) copies of all documents. You are required to submit scaled plot plan/site plans (scale 1"=20'), floor plans, and elevation drawings. Show existing buildings, existing fences or retaining walls. All maps must be folded. (See Appendix B – Plot Plan requirement is attached). Please discuss the need for a licensed surveyor to prepare the plan with the Zoning Enforcement Officer.

### **NEIGHBORHOOD NOTIFICATION:**

You are required to notify abutting properties owners by mail within 300 feet of the subject property. The Town provides the applicant with a list of mailing labels and the legal notice to send to the abutting properties. Also the Town provides a sign to post on your property in the front yard. When sending the abutters notice and posting the sign, it must be mailed/posted **no later than 10 days prior to the meeting date**. Once the abutters' notices are mailed by certificate of mailing, you are required to bring proof that the abutters were mailed to the Building Department at least 5 days prior to the meeting. The post office will stamp your list of certificate of mailings. **Failure to post your sign or mail your abutters will result in your application being incomplete and your application will not be heard.**

**PLEASE NOTE THAT THE APPLICANT/AGENT MUST BE PRESENT AT THE MEETING.**



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**DEFINITION OF A VARIANCE:**

A variance is the process by which an applicant can request deviation from the set of rules a municipality applies land use and land development.

**DEMONSTRATION OF HARDSHIP:**

The following Wethersfield Zoning Regulations is meant to assist you in the preparation of your variance application. Section 10.4 – Variances: No variance of the strict application of any provision of these regulations shall be granted by the Board unless it finds all of the following:

1. That there are special circumstances or conditions applying to the land or building for which the variance is sought which:
  - a. Are peculiar to such land or building and do not apply generally to land or buildings in the neighborhood or in the zoning district at large,
  - b. Have not resulted from any act, of the applicant or anyone in privity with the applicant, subsequent to the adoption of these Regulations whether in violation of these provisions or not,
  - c. Are not temporary in nature, and
  - d. Preclude the use of the property for that which it is reasonably adapted.
2. That the aforesaid circumstances or conditions are such that the literal enforcement or strict application of the provisions of the Regulations would:
  - a. Result in exceptional difficulty
  - b. Result in unusual hardship
  - c. Deprive the applicant of rights commonly enjoyed by other properties in the same district, or
  - d. Deprive the applicant of the reasonable use of the land
3. That the difficulty or hardship complained of:
  - a. Is caused by the restrictions contained in the Regulations,
  - b. Was not created by the applicant or any predecessor in title, and
  - c. Is not primarily financial in nature
4. That the use applied for is not impliedly or expressly prohibited by the Zoning Regulation.
5. That these circumstances justify the granting of the variance
6. That the granting of the variance:
  - a. Is necessary for the reasonable use of the land or buildings,
  - b. Is the minimum variance that will accomplish this purpose,
  - c. Will not confer upon the applicant any special privilege or use that is denied by these Regulations to other lands, structures, or buildings in the same district,
  - d. Will be in harmony with the purposes and intent of these Regulations

*\*Effective 2/13/15*

- e. Will accomplish substantial justice
- f. Will not be injurious to the neighborhood, and
- g. Will not be otherwise detrimental to the public health, safety, and welfare.

**WHAT HAPPENS AFTER AN APPROVAL:**

- Following the meeting, the decision of the Board will be posted in the newspaper (Rare Reminder) usually the Thursday, following the meeting. Once the decision is published, the public has 15 days to appeal the decision of the Board. After that period, the Notice of Decision must be filed on the Land Records.

**FILING THE DECISION:**

- You will be notified when the legal notice for the record has been prepared and is ready to be filed on the Land Records in the Town Clerks Office. The applicant is responsible for filing the document on the Land Records after paying the \$53.00 filing fee in the Town Clerks Office, after the 15 day appeal period has passed.

**BUILDING/ZONING PERMIT:**

- After the variance has been filed in the Town Clerk's Office, you are required to submit a building/zoning permit in the Building Department.

In order to file an application, a fee must be paid to cover the charges associated with processing the application. Fees vary in range considerably for different types of applications, so it is important to use the following chart to determine the cost of the fee for a specific application. All checks should be made payable to “Town of Wethersfield.”

Building permit fees will vary based on the scope of the project.

Zoning Board of Appeals	Variance	185
	Appeal of ZEO	185
	Special Exception/ Special Permit	185
	Public Hearing Sign Deposit	50
Wetlands	Summary Ruling	135
	Plenary Ruling	185
	Declaratory Ruling	0
	Erosion Control Certification	0
	Regulation Amendment	125
	Map Amendment	125
Historic District	Certificate of Appropriateness	25
	Amendments	0
Design Review	Design Review	25
	Sign	25
Planning and Zoning	Site Dev Plan	200+25/1000 GFA or DU*
	Special Permit	200+25/1000 GFA or DU*
	Subdivision	200+50/lot*
	Resubdivision	200+50/lot*
	Zoning Regulation Amendment	250
	Zone Map Amendment	250*
	Application Amendments	100*
	Subdivision Reg Amendment	250
	First Cut	100
	Public Hearing Sign Deposit	50
	*State Fee	60
Zoning Permit	Residential	\$50
	Commercial	\$100

Planning & Zoning Commission

Deadline	Meeting
12/17/2019	1/7/2020
12/31/2019	1/22/2020 (WED)
1/15/2020	2/4/2020
1/29/2020	2/19/2020 (WED)
2/12/2020	3/3/2020
2/25/2020	3/17/2020
3/17/2020	4/7/2020
4/1/2020	4/21/2020
4/15/2020	5/5/2020
4/29/2020	5/19/2020
5/13/2020	6/2/2020
5/26/2020	6/16/2020
6/16/2020	7/7/2020
6/30/2020	7/21/2020
7/15/2020	8/4/2020
7/29/2020	8/18/2020
8/11/2020	9/1/2020
8/25/2020	9/15/2020
9/16/2020	10/6/2020
9/29/2020	10/20/2020
10/14/2020	11/4/2020 (WED)
10/27/2020	11/17/2020
11/11/2020	12/1/2020
11/24/2020	12/15/2020
	1/5/2021
12/29/2020	1/19/2021



## TOWN OF WETHERSFIELD

DEPT. OF PLANNING AND ECONOMIC DEVELOPMENT

505 SILAS DEANE HIGHWAY

WETHERSFIELD, CONNECTICUT 06109

(860) 721-2837 FAX (860) 721-2843

## Special Permit Approval

Each zoning district in Wethersfield permits various land uses via three (3) different permit types. The first type of permit is the permitted use. This type of use does not typically require additional review other than the zoning review conducted for the issuance of a building permit. The second permit type is site development plan review which requires the submission of a site plan application and planning and zoning commission review and approval. The third type of permit is the **Special Use Permit**.

Uses and activities permitted through a Special Permit are not permitted as of right but may be allowed if certain additional standards and conditions are met and the Commission grants approval after a public hearing and review process. Special Permits also require neighborhood notification in order to provide neighbors with the opportunity to review and comment on the application.

1. Consult the zoning regulations to review the table of permitted uses and contact the Planning Department to confirm the permit requirements for your project.
2. If you require a Special Permit be advised of the following:
  - A pre application review meeting with Town Staff or the Commission may be advisable prior to the submission of an application.
  - Application deadlines are typically 20 days prior to the scheduled meeting dates.
  - The Commission typically meets on the first and third Tuesdays of each month at 7:00 p.m.
  - A completed application form is required.
  - An application review fee is required.
  - Submit sixteen (16) copies of supporting plans, drawings and information.
  - A narrative letter describing your proposal.
  - A site/plot plan is required.
  - Interior floor plans are required.
  - Exterior architectural/elevation drawings are required for external modifications.
  - Photographs of the building and/or site or aerial photos are often helpful to support your application.
  - Additional reports and analysis may be required to support the application such as traffic, environmental, soils etc...

- Applicant's are responsible for neighborhood notification and the posting of a public hearing sign on the property not later than 10 days before the meeting (see Public Notice Guide for details).
  - Attendance at the Planning and Zoning Commission meeting is required (see PZC meeting format handout for a summary of the meeting format).
3. Upon submission of the application Planning Department staff will review the submission for completeness before routing plans for review. The application and supporting documents will be made available for public review during normal business hours in the Planning Department.
  4. In some instances where the site is within 500 feet of the Town Line the application will also be referred to neighboring Towns or the Regional Planning Agency for comment.
  5. Staff will distribute the information to the Building, Engineering, Fire Marshal, Wetlands/Floodplain, Health and Police Department staff for review and comment.
  6. Comments received from staff review will be forwarded to the Planning Department for coordination and then to the applicant as soon as is practical. Phone calls and any written documents received from the public will also be forwarded to the applicant. Town staff attend a weekly permit review meeting at which time the application may be discussed to coordinate and review issues.
  7. If staff review requires plan modifications the applicant is expected to resubmit plans with requested changes to address staff comments. Staff will then conduct an additional review of the plans.
  8. After the applicant has addressed staff comments staff will schedule a public hearing and the notice will be published in the Hartford Courant and with the Town Clerk.
  9. The applicant will post a public notice sign and will notify neighbors of the pending application at least 10 days before the public hearing.
  10. At the public hearing the applicant is expected to present the application request to the Commission and respond to questions from both the Commission and the public. (Consult the PZC meeting guide for a more detailed discussion as to the conduct of the meeting).
  11. Based upon the applicant's presentation, staff comments, public comments and compliance with the zoning regulations the Commission will decide if the standards have been met for an approval. The Commission may also stipulate conditions or modifications to the special permit. The Commission may also deny the application.
  12. If the application is approved the applicant will be expected to comply with the post approval requirements which requires the submission of mylar site plans and the filing of the permit with the Town Clerk's office prior to the issuance of a building permit (See post approval guide for a summary of these requirements).
  13. If your application is denied the decision may be appealed to Superior Court within 15 days of the publication of the legal decision notice.

## Special Permit Approval Criteria

Uses and activities permitted through a Special Permit are not permitted as of right but may be allowed if certain additional standards and conditions are met and the Commission grants approval after a public hearing and review process. Special Permits also require neighborhood notification in order to provide neighbors with the opportunity to review and comment on the application. The Planning and Zoning Commission can decide whether or not to grant a special permit based on the merits of the application, and how the proposed use will impact the neighborhood. When reviewing an application for a special permit, the following criteria shall be evaluated:

### 1. Suitable Location:

- That the location and size of the proposed use or activity will be in harmony with the orderly development of the area and compatible with other existing uses.
- That the nature and intensity of the use or activity in relation to the size of the lot will be in harmony with the orderly development of the area and compatible with other existing uses.

### 2. Neighborhood Compatibility:

- That the design elements of the proposed development are attractive and suitable in relation to the site characteristics, the style of other buildings in the immediate area, and the existing and probable future character of the neighborhood in which the use is located.
- That the proposed use or activity will not alter the essential characteristics of the area or adversely affect property values in the neighborhood.
- That adequate provision has been made for the maintenance of the proposed development (structures, streets, and other improvements).

### 3. Appropriate Structures and Landscaping:

- That the kind, size, location, height, and design of any structures and the nature and extent of the landscaping on the lot are appropriate for the use or activity, the proposed site, and in relation to other structures in the vicinity.
- That the proposed structures will not hinder or discourage the appropriate use of adjoining property or diminish the value thereof.

### 4. Suitable Access and Parking:

- That streets providing access to the proposed use or activity are adequate in width, grade, alignment and visibility and have adequate capacity for the additional traffic generated by the proposed use.
- That the entrance and exit driveways are laid out to achieve maximum safety, especially with regard to managing access onto roads and streets.
- That the proposed use or activity shall have easy accessibility for fire apparatus and police protection and is laid out and equipped to further the provision of emergency services.
- That the parking and loading facilities are adequate and properly located.

### 5. Overall Circulation:

- That the proposed use or activity will not impede implementation of the Circulation Plan of the Wethersfield Plan of Conservation and Development.

### 6. Adequate Public Utilities:

- That the water supply, the sewage disposal, and the storm water drainage shall conform with accepted engineering practices, comply with all standards of the appropriate regulatory authority, and not unduly burden the capacity of such facilities.
- 7. Environmental Protection and Conservation:**
- That the proposed plans have provided for the conservation of natural features, drainage basins, the protection of the environment of the area, and sustained maintenance of the development
- 8. Consistent with Purpose:**
- That the proposed use or activity will not have any detrimental effects upon the public health, safety, welfare, convenience, or property values.
  - That the proposed use will not conflict with the purposes of the Wethersfield Zoning Regulations.
  - That the proposed use or activity will further the goals, objectives, and policies and will be consistent with the recommendations of the Plan of Conservation and Development.
- 9. Other Considerations:**
- That the location and type of signs or lighting for the proposed use or activity are compatible with these considerations.
  - That the proposed use or activity will provide adequate landscaping and screening for the protection of abutting uses.
  - That the proposed development contains appropriate provisions for pedestrians, bicyclists, and handicapped persons within the development and along public streets and, where appropriate, that adequate provision has been made for transit service.
  - That the use will enhance community development and not result in excessive numbers or proximity of like uses, incompatibility with neighboring uses, lack of public need, or other conditions that the Commission finds would impair the vitality and character of surrounding uses and properties or dramatically alter the development pattern of the community.
  - That the use will not have negative impacts on neighboring towns or on the region.

In keeping these considerations, the Commission may choose to grant a special permit with stipulations as are reasonable and necessary to protect or promote the public health, safety, or welfare, as well as property values, the environment, sound planning and zoning principles, improved land use, site planning and land development, or better overall neighborhood compatibility. The Commission may also limit the time during which the special permit shall remain valid, if it is believed that conditions could change over time.



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### NOTICE REQUIREMENTS

You have submitted an application that requires a public hearing as part of the review process. This application requires several levels of public notice by the Town and by you as the applicant. This notice is designed to inform the general public, neighbors and in some cases our abutting Towns and our regional planning agencies about the nature of your project. This notice must occur prior to the hearing and you must follow the specific requirements listed below. Failure to do so will result in a delay in the processing of your application. Be advised of the following:

1. The **Town** must mail by certified mail, return receipt requested any zone change or zoning regulation change to the regional planning agency if the change affects property within 500 feet of a municipal boundary. The proposal must be submitted to the regional planning agency at least 30 days before the public hearing.
2. The **Town** must mail by certified mail, return receipt requested any subdivision application to the regional planning agency if the land being subdivided abuts a municipal boundary, or if the land being subdivided is in two or more towns. The proposal must be submitted to the regional planning agency at least 30 days before the public hearing.
3. The **Town** shall mail by certified mail, return receipt requested the clerk of any adjoining municipality of the pendency of any application of any project or site in which: 1.) any portion is within 500 feet of the boundary of the municipality; 2.) a significant portion of the traffic will use streets within the adjoining municipality to enter or exit the site; 3.) a significant portion of the sewer or water drainage will flow through and significantly impact the drainage or sewerage system within the municipality; or 4.) water runoff will impact streets or property within the adjoining municipality. The proposal must be mailed within seven (7) days of the date of receipt of the application.
4. The **Town** must publish a notice of the hearing at least twice in the Hartford Courant at intervals of not less than two (2) days, the first not more than fifteen (15) days or less than ten (10) days and the last not less than two (2) days before the date set for the hearing.
5. A copy of the public hearing notice will be posted by the **Town** in the Office of the Town Clerk.

6. The **applicant** shall mail by certificate of mail, a notice of the application which will be provided by the Town, (see attached neighbor notification form) to all owners of land within three hundred (300) feet of the tract of land that is subject of the application. The **applicant** must mail the neighbor notice not less than **ten (10) days prior to the hearing date.**
7. The **applicant** should coordinate the completion of the neighbor notification form with the Planning Department staff.
8. The **Town** will provide this list of neighboring property owners that must be notified.
9. The **applicant** shall include a **return address** on all mailings.
10. The **applicant** shall submit to the Clerk of the Commission at the Planning Department at least **five (5) days** prior to the date of the hearing evidence of the required mailing in the form of U.S. Postal Service Certificates of Mailing. (Please see example below)
11. The **applicant** must submit a deposit of \$50 that will be returned to the applicant upon the return of the sign. Checks should be made payable to the “Town of Wethersfield”.
12. The **applicant** shall post a public hearing notice sign on the property subject to the application. This **Town** shall provide the sign. The sign shall be located in the front yard not more than five (5) feet from any street line and clearly visible to the general public. (A public hearing notice sign that is structurally attached to an existing building or fence shall be exempt from the setback provisions). The sign shall be installed by the applicant **not less than ten (10) days** before the hearing.
13. The **applicant** shall maintain the notice sign in place and in good condition throughout the application review period which shall extend through and until the final decision on the application is issued, when the sign shall be promptly removed and returned to the Town by the **applicant**.
14. The **Town** shall publish a notice of all decisions in the Hartford Courant within 15 days after the decision.
15. A copy of the decision will be posted by the **Town** in the Office of the Town Clerk.

**Town of Wethersfield  
Planning and Zoning Commission  
NEIGHBOR NOTIFICATION**

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

Be advised that the Town of Wethersfield - Planning and Zoning Commission has received an application for the project described below. The Town requires that this notice is mailed to neighboring property owners in order to provide you with an opportunity to participate in the review process. Please be advised that you may review the file on this application in the Planning Department at Town Hall, you may attend and speak at this public hearing, and/or you may submit your comments in writing. A Public Hearing has been scheduled for:

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

**Time:** 7:00 P.M.

**Location of Meeting:** 505 Silas Deane Highway – Town Hall Council Chambers

**Application Number:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

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

**Property Owner:** \_\_\_\_\_

**Business/Development Name:** \_\_\_\_\_

**Description of Application:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A copy of the application and supporting documents are available for review. Address your comments and questions to: Planning and Economic Development Department, Town Hall, 505 Silas Deane Highway, Wethersfield, Connecticut 06109. For further information regarding this application, you can inquire by phone (860) 721-2837, by fax (860) 721-2843, or by email [planning@wethersfieldct.gov](mailto:planning@wethersfieldct.gov)**



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## **PLANNING AND ZONING COMMISSION** **PUBLIC HEARING/MEETING FORMAT**

This summary guide has been prepared to explain the public meeting process and hearing process used by the Planning and Zoning Commission as they review and decide upon applications.

The meetings are recorded for sound and are video recorded for live local cable television. Copies are available within a few days for a nominal fee. Minutes of the meeting are also available within a few days of the meeting.

The Commission consists of nine (9) members and three (3) alternates appointed by the Town Council. Five (5) affirmative (yes) votes are typically required to approve any application.

### **BASIC COURTESY**

The Chairman of the Commission will ensure that everyone has an opportunity to be heard and will maintain control of the meeting. We ask all participants in the public hearing process to be courteous and respectful of everyone in attendance. Please do not interrupt a speaker and do not participate in conversations during the hearings. Please turn off all electronic devices at the start of the meeting. The Commission strives to conduct a fair and impartial hearing. Your cooperation is appreciated.

### **HEARING PROCESS**

If you are interested in speaking on a public hearing agenda item be advised that each application is reviewed individually and the following steps are followed:

1. At the beginning of the Public Hearing the first thing the Commission's Secretary will do is to read the agenda and public notice into the record, then he will list and briefly describe the application and the documents received in the file.
2. The applicant will then present the application in detail with a presentation which will allow the Commission members and the public the opportunity to better understand what is proposed.
3. The Commission members will ask questions of the applicant or of Town staff during or at the end of the presentation.

4. The Chairman will ask for members of the public who wish to speak about the application. Those wishing to speak should form a line behind the podium and microphone.
5. Those wishing to support the application will speak first.
6. Then he will ask for those who oppose the application to come forward and
7. The Chair will also ask those who do not wish to be classified as either in support or in opposition to come forward.
8. Individual Commission members may ask questions of the public regarding their testimony before you leave the podium.
9. After all public testimony is received the applicant and his/her representatives will be provided an opportunity to respond to all questions and comments and summarize the arguments for why the application is appropriate for approval.
10. After everyone has had a full opportunity to speak, all questions have been answered and all information has been received the Commission Chair will ask the applicant to be seated and the Commission members will discuss whether it is appropriate to close the hearing.
11. After the Commission votes to close the hearing they will deliberate on the application and discuss the testimony received, the issues and regulations to review.

## **PUBLIC TESTIMONY**

If you wish to speak please raise your hand and wait to be recognized by the Chair, come forward to the microphone/podium, identify yourself by name and address, speak loudly and clearly into the microphone in order to facilitate proper recording of comments. If you have questions address all comments directly to the Chair and not to the applicant or other members of the public. Be advised that this is your opportunity to ask questions and make comments on the application because once the hearing is closed no additional testimony from the public or the applicant will be permitted. We ask that you focus your comments and questions on the specifics of the application and the Town's regulations governing the proposal. If other speakers have already made your point, let the Commissioners know that you agree with the previous remarks and avoid repeating issues. When you finish your remarks remain at the microphone in case the Commission members have questions regarding your testimony.

If you are not interested in speaking you may also submit written testimony.

It is important to note that once the hearing is closed no additional public comment may be received.

## **CLOSING THE HEARING**

A member of the Commission will make a motion to close the hearing which must be seconded by another member and voted upon by all members. They will not consider voting on the application until the hearing has been closed. A hearing may be continued to a future meeting

date for a number of reasons including: other boards, commissions and staff have not had the opportunity to fully review the application, members may want to view the site, more information about the application is needed or the Commission members may require revisions to the plans.

### **MAKING THE DECISION**

The members may also offer reasons they are considering to reach a decision. The project is evaluated based upon the Town’s regulations found in either the zoning or subdivision regulations.

The Commission will consider several possible actions;

The Commission may:

- Approve the application as submitted
- Approve it with stipulation, conditions or modifications
- Table action to a future meeting, or
- In rare cases, deny the application.

A motion to approve, deny or continue is typically offered as the deliberation dwindles. The motion must be seconded and then a vote is taken.

### **OTHER AGENDA ITEMS**

The agenda may also contain applications that do not require a public hearing. In these cases the Connecticut General Statutes do not require public comment.

Towards the end of the meeting agenda you may notice an item entitled “Public Comments”, the Commission has established an opportunity for general public comments on any subject of interest to the Commission.

This meeting shall be concluded by no later than 11 pm unless the Commission votes to continue past this time.

### **CONTACTING TOWN STAFF**

The public is welcome to view all information submitted as part of any application at the Planning Department during normal business hours. If you have to leave the meeting before a decision is rendered you may call the Planning Department at (860) 721 2837 to get the results of the meeting.



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# Post Commission Approval Requirements For Site Plans and Special Permits

After the Commission has approved your application there are several items that need to be taken care of:

1. The Planning Department is responsible for publishing a notice of its decision on your application in the Hartford Courant. In addition, you will receive a notice of the decision via certified mail.
2. In approving a Site Plan application, the Commission may have imposed conditions deemed necessary to protect the public health, safety, welfare, convenience, and property values.
  - a. The Commission may require that a **bond** be posted before any Building Permits are issued for the activities shown on the approved plan, in an amount and form acceptable to the Commission, to ensure that the plan is implemented.
3. The applicant is responsible for **filing the original copy of the special permit on the land records** in the Office of the Town Clerk. A special permit granted by the Commission shall become effective upon the filing of a copy, certified by the Commission, in the land records of the Town, in accordance with the provisions of CGS Section 8-3d.
4. Any approved Special Permit shall become **null and void** if the Special Permit is not recorded on the land records within 12 months of the date of approval by the Commission.
5. The applicant will submit **Two fixed-line mylar** copies of the approved Site Plan(s) which shall:
  - a. bear a copy of the decision letter of the Commission and of all other town regulatory agencies authorizing the activity.
  - b. Include any revisions required by staff or the Commission.
  - c. Bear an approval block for the signature of the Chair of the Commission.
6. The Planning Department staff will review the mylars for compliance with the approved permit and will have the mylar plans delivered to the **Commission Chair for signature**.
7. For site development plan approvals one of the signed mylars must be filed in the office of the Building Official before any Building Permits are issued for the activities shown on the approved plan.
8. Where the activity involves issuance of a special permit a signed mylar shall be **filed by the applicant in the Office of the Town Clerk**.
9. An approved site plan shall become null and void unless:
  - a. construction of building is in progress and not less than fifty percent (50%) of building foundations are completed within one (1) year of the date of approval of such plan.
  - b. an extension of time is granted by the Commission, in writing.
10. A **building permit** application needs to be submitted. Contact the Building Official to discuss specific application requirements.

11. **Construction** can commence once a building permit is issued.
12. Any proposed modifications to approved plans must be submitted to the Zoning Enforcement Official for review. Minor changes may be approved by the Zoning Enforcement Official or submitted to the Commission for review. Major changes (additional building area, alteration of building location) shall be submitted to the Commission for additional review.
13. A special permit may be amended in like manner as provided above for the granting of a special permit.
14. Once construction has been completed request that the Building Department issue a **Certificate of Occupancy (CO)**.
15. A CO will not be issued until the applicant's surveyor has certified to the Commission, through submission of a set of detailed **as-built** "Record" plans on mylar, that all public improvements are completed in accordance with submitted site plans.
16. If a **bond** was required it will not be released until:
  - a. the release has been requested, in writing, by the developer,
  - b. the Town Engineer has submitted a letter stating that all required improvements have been satisfactorily completed and that all conditions and requirements of the Commission's approval have been satisfied.
  - c. Bond reductions may be requested as phases of the project are completed.

## HOME OCCUPATIONS/HOME OFFICES\*

In 2004, the Town of Wethersfield adopted new zoning regulations that permit Home Occupations and Home Office in the AA, A-1, A, B and C residential zones. Sections 3.5.2. and 10.2.B. of the zoning regulations establish the regulations and the plan requirements for this type of use. This guide has been created to inform applicants of requirements for home offices and occupations. **This guide should also be utilized to explain your specific application and ensure compliance with regulations. If more space is required for any responses, feel free to attach additional sheets.**

\*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2837.

**What is a Home Occupation?** – Any use of residential premises carried on for business or as a business by a person or persons residing on the premises.

**What is a Home Office?** – Any portion of a residential premises use on an occasional basis by a person or persons residing on the premises in conjunction with employment typically occurring elsewhere.

The Town has established the following requirements for home occupations/home offices:

### **General Requirements**

Section 3.5.2 of the Wethersfield Zoning Regulations requires that any home office or home occupation shall conform to the following requirements:

- It shall be carried on only by the inhabitants of the dwelling. **Who will be operating the home occupation? Does he/she live in the dwelling?**  
\_\_\_\_\_
- It shall be operated entirely within the confines of the dwelling. **What area of the house will the business occupy?**  
\_\_\_\_\_
- It shall have adequate off-street parking for the home occupation in addition to the dwelling. **How much off-street parking can the dwelling accommodate?**  
\_\_\_\_\_
- It shall not involve the storage or delivery of significant quantities of goods or materials. **What will be stored in the residence/on the premises or delivered to the premises (relative to the home occupation)? How much of anything listed?**  
\_\_\_\_\_

- 
- 
- It shall not require storage of any materials or products on the premises outside of the dwelling unit. **Will anything be stored outside of the dwelling unit associated with the occupation?**

- 
- 
- The home occupation (and any associated parking or other activity) shall not materially change the residential character of the dwelling or the neighborhood. **Will there be any exterior alterations or additions to the existing dwelling? If so, what changes are proposed?**
- 
- 

- It shall not create a health or safety hazard or be considered a nuisance due to objectionable illumination, noise, smoke, odor, toxic fumes, vibration, interference with radio or television reception in the vicinity or unsightly conditions that would set the dwelling apart in its surroundings or degrade residential property values in the neighborhood. **Will the home occupation generate any additional noise, fumes, odors, refuse, or any other potentially objectionable side effects? If so, what?**
- 
- 

- The home occupation shall not involve any employees stationed on the premises. **How many people will be employed or associated with the occupation?**
- 

- The home occupation shall occupy less than 25% of the gross floor area of the dwelling, and it shall be clearly secondary to the use of the dwelling for residential purposes. **What is the gross floor area of the dwelling (check tax assessor's records for the information)?**
- 

**What is 25% of the calculated gross floor area?** \_\_\_\_\_

**How much space will the home occupation occupy? Is this less than the 25% calculation?**

- 
- The home occupation shall not involve customers or clients arriving at the dwelling. **Will any customers/clients be arriving at the dwelling for any reason?**
- 

- It shall not involve the retail sales of merchandise except for crafts or art created at the premises. **What will be sold for retail as a result of this occupation?**
- 
- 

- It shall not require equipment other than may be typical for a residential household, other than a loom or photographic darkroom or similar craft or art equipment. **What equipment will be required for the occupation?**
- 
- 

- It shall not require a commercial vehicle. **Is a commercial vehicle required?**
- 

**Minor Home Occupations May Be Permitted By Zoning Permit Issued By Zoning Enforcement Official**

If the proposal complies with all of the provisions of Section 3.5.2. as stated above it may be approved administratively as a minor home occupation through the Building Department's issuance of a zoning permit/building permit application.

Be advised that the Zoning Enforcement Official may refer any application to the Planning and Zoning Commission and the Commission reserves the right to review any home occupation for compliance with the above requirements and act upon its findings.

**Submission Requirements**

As part of any application to establish a home occupation, the following documentation shall be provided. **Please confirm the following documents have been submitted by checking off the corresponding boxes:**

- Submission of a zoning permit application.
- Submission of the required application fee.
- A letter describing how the home occupation will comply with the applicable requirements of Section 3.5.2. of the zoning regulations.

- Two sets of floor plans, drawn to scale, indicating the interior use of the building after the establishment of the home occupation with a calculation of floor area for the residential portion of the home and that portion dedicated to the home occupation.
- If deemed necessary by the Zoning Enforcement Official , two sets of a site plan, drawn to scale, showing the location of structures on the parcel, the utilities to service the home and accessory use, parking and drive areas, and any other pertinent information, both existing and proposed.
- If exterior building modifications are proposed, two sets of building elevations, drawn to scale, indicating the exterior appearance of the building both before and after the establishment of the home occupation, the type and color of siding existing and proposed, and other similar features.
- A copy of the deed for the subject property.

**Major Home Occupations (May Only Be Permitted By Special Permit Issued By the Planning and Zoning Commission)**

Applications that do not comply with the provisions of Section 3.5.2. as stated above are classified as major home occupations and can only be permitted following the submission of an application for, and the approval of, a Special Permit by the Planning and Zoning Commission (See Special Permit handout for details of this process).

**Signage Permitted**

Section 6.3 of the zoning regulations permits the issuance by the Planning and Zoning Commission through the approval of a Special Permit a detached sign. The details of the process and application requirements are found in our signage guide.

**Personal Property Declaration For Tax Assessor**

Every municipality in the State of Connecticut levies a Personal Property Tax on all Business Equipment, both owned and leased, as authorized in Sec. 12-63 of the State Statutes. A “Personal Property Declaration” is required from owners of all equipment, to be filed annually with the Assessor on or before November 1. The Declaration of Personal Property is the basis for your tax assessment, and failure to file or an improper filing, will result in an estimated assessment and 25% penalty.

*As a new business, a complete list of all furniture, fixtures, and equipment is required. This will become the basis for all future additions, deletions, and depreciation of the business equipment. You are also required to list the owners & details of all leased equipment, so that this equipment is not charged to your business.*

If you have any questions, or need any additional information please do not to hesitate to contact the Assessor’s Office at (860) 721-2810.

**Trade Name Certificate with Town Clerk**

Connecticut State Law requires that anyone conducting business under an assumed name must file a Trade Name Certificate in the Town Clerk’s Office in the town where business is being conducted.

All persons who are authorized to sign on behalf of the business must sign their name on the Trade Name Certificate.

The trade name filing requirement does not apply to:

- 1) **Partnerships**, if the partnership name includes the true Surname of at least one of the persons composing said partnership;
- 2) **Limited Partnerships** which have registered with the Secretary of State;
- 3) **Limited Liability Companies** which have registered with the Secretary of State.

**Note:** A Trade Name Certificate does not protect that name from being used by someone else. The penalty for failure to file a Trade Name Certificate is \$500.00.

### **Trade Name Terminations**

Recorded Trade Names are permanent records. Trade Name Termination forms must be filled out and recorded when the business ceases to operate. All parties that filled out the original Trade Name Certificate must sign the Trade Name Termination form.

### **FEES**

Trade Name Certificate Filing Fee	\$ 5.00
Fee for Notarizing Certificate	\$ 5.00
Trade Name Termination Filing Fee	\$ 5.00
Certified Copies	\$ 3.00



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(860) 721-2837 FAX (860) 721-2843

**APPLICATION GUIDANCE\***  
For  
**Installation of Fences**

The Town of Wethersfield permits the installation of fences in residential zones\*\*. The provisions of Section 7.2. of the zoning regulations establish the requirements for fences. The Town of Wethersfield has created this guide in an effort to summarize the requirements of these regulations for individuals interested in installing a fence on their property.

\*This guide is intended for general guidance only, and does not replace the full zoning regulation and code requirements. Any questions should be directed towards the Town of Wethersfield Building Department, which can be reached at (860)-721-2840.

\*\*Please Note: Anyone wishing to install a fence in the Historic District must gain approval from the Historic District Commission prior to installation of any fence. Questions in this regard can be directed to the Historic District Commission Coordinator at (860)-721-2836.

**Fences Allowed Without a Building Permit<sup>1</sup>**

Fences are permitted without a building permit in residential zones that are not part of the Historic District, provided that:

- The fence shall not exceed four (4) feet in height between the street line and the building line and not exceed six (6) feet behind the building line.
- The fence shall, when viewed at right angles, not obstruct visibility by more than fifty percent (50%).
- No component, other than those required for support, shall be greater than six (6) inches in width and diameter.
- Each component shall be distributed so as to be separated by a dimension at least equal to its own width, and provide uniformity of design and visibility throughout the length and height of the fence.

Additionally, a retaining wall or freestanding wall or fence or other structure not complying with the above provisions may be exempt from the front yard requirement for the zone in which it is located if approved by the Zoning Enforcement Officer and Town Engineer.

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<sup>1</sup> All fences being installed in the Historic District require a Certificate of Appropriateness issued by the Historic District Commission.

## **Fencing Suggestions**

The following are not required by the Town of Wethersfield, but are rather a list of suggestions that may help to prevent any future difficulties or hardships.

- Fences are ideally not directly on a property line, so ownership and responsibility is easily determined.
- Fences should ideally not cross over any easements, so as to prevent the need for removing fence sections for any reason in the future.
- Fences should not have barbed wire or electric current, so as to prevent any lawsuit liability.
- Fences should have the finished side facing outwards.



**TOWN OF WETHERSFIELD**  
**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**  
**505 SILAS DEANE HIGHWAY**  
**WETHERSFIELD, CONNECTICUT 06109**  
**(860) 721-2837 FAX (860) 721-2843**

**APPLICATION GUIDANCE\***  
For  
**ACCESSORY BUILDING & STRUCTURES**

The Town of Wethersfield permits a variety of accessory buildings and structures in residential zones\*\*. The provisions of Section 3.6. of the zoning regulations establish the requirements for these types of structures. The Town of Wethersfield has created this guide in an effort to summarize the requirements of these regulations for individuals interested in building an accessory structure on their property.

\*This guide is intended for general guidance only, and does not replace the full zoning regulation and code requirements. Any questions should be directed towards the Town of Wethersfield Building Department, which can be reached at (860)-721-2840.

\*\*Please Note: Anyone wishing to erect an accessory structure/building in the Historic District must gain approval from the Historic District Commission prior to applying for a building permit. Questions in this regard can be directed to the Historic District Commission Coordinator at (860)-721-2836.

**What is a Building?**-A structure having a roof supported by columns or walls for the shelter of persons, animals, chattels or property of any kind. Each of the units into which a building is divided by party walls shall be regarded as a separate building. The term "building" shall be construed as if followed by the words "or part thereof."

**What is an Accessory Building?** – A detached building subordinate to and customarily incident to a principal building on the same lot and supported by a permanent foundation, including carports and garages.

**What is a Structure?**- A structure is a walled and roofed building that is principally above ground, a manufactured home; a gas or liquid storage tank would each be considered a structure. The term "structure" shall be construed as if followed by the words "or part thereof."

**What is an Accessory Structure?** - A detached structure subordinate to and customarily incident to a principal building on the same lot.

## **Permitted By Zoning Permit Issued By Zoning Enforcement Official**

If the proposed building complies with all of the requirements of Section 3.6. of the zoning regulations it may be approved administratively through the Building Department after the issuance of a zoning permit/building permit. These regulations require that:

- Accessory buildings and structures shall be located only in the rear yard (see diagrams on page 5) with the following exceptions:
  - On corner lots, accessory buildings must be located in the quarter of the lot farthest removed from any street (see diagram on page 5).
  - On corner lots the street line which is the dimension should be considered to be the front lot line and the lot lines adjacent thereto shall be considered to be side lot lines.
  - On corner lots, the rear yard shall in all cases be opposite the least lot frontage.
  - Where the street frontage of a corner lot are the same length , the owner may elect which street is to govern the setback of the building.
  - On through lots...
  - An accessory building or structure may be located in the front or side yard provided that it is set back at least seventy (70) feet from the front lot line.
  - An accessory building may not be located within any drainage or utility easement areas.
- The foundation of any accessory buildings and structures shall be located at least five (5) feet from a side or rear lot line with the following exception:
  - For lots having an average width of less than sixty-five (65) feet, buildings/structures may be located to within three (3) feet of the side and rear lot lines.
- Accessory buildings and structures shall not exceed a maximum height of eighteen (18) feet.
- The maximum coverage shall not exceed more than forty (40%) percent of the required rear yard area.
- The maximum number of accessory buildings and structures shall not exceed three (3).
- The area of the accessory buildings/structures combined with the area of the house shall not exceed twenty (20%) in the AA Zone, twenty-five (25%) in the A-1 Zone, thirty (30%) in the A Zone, thirty-five (35%) in the B Zone and fifty (50%) in the C Zone.
- For an accessory building that currently encroaches into a required side or rear yard, an extension or addition to that building may encroach into the same yard to the same extent.

## **Accessory Buildings Allowed by Zoning Permit Approval:**

- **Garages:** One detached private garage or carport that creates a total garage space of no larger than 850 square feet in area used for the storage or housing of a maximum of three (3) motor vehicles.
- **Residential Outbuildings:** One tool house, gazebo, or greenhouse for hobby or personal use no larger than 200 square feet in area.
- **Accessory Recreation Facilities:**
  - One child's playhouse no larger than 200 square feet.
  - One bathing or swimming pool in rear yard only.
  - One tennis court or paddle tennis court in rear yard only.

- **Farming Structures:**
  - Stables or other structures incidental to the keeping of livestock for personal use accessory to a residential use, provided that all structures are located at least 100 feet from any street line and 50 feet from the side and rear lot lines.
  - Farm outbuildings accessory to farm uses provided that all farm buildings, except farm/roadside stands, are located at least 100 feet from any street line and 50 feet from the side and rear lot lines.
  - Temporary farm stands/roadside stands for the sale of products grown on the premises when set back at least 25 feet from the street and 10 feet from the side and rear lot lines, and provided the stand shall be removed within 30 days after use has been discontinued.
  - Barns and silos may be built to a maximum height of 50 feet on farms.
- **Shelter for Livestock:**
  - Shall be located at least 100 feet from the street line.
  - Shall be located at least 50 feet from a rear property line.
  - Shall be located at least 25 feet from a side property line.
  - Shall be located at least 100 feet from a reservoir, pond, or watercourse.
- **Miscellaneous Accessory Structures:**
  - Temporary structures, including membrane structures no larger than 200 square feet for no more than six (6) months in any 12 month period.
  - Other accessory buildings and structures customarily incidental to a permitted use and 200 square feet or less in area.
  - Residential radio or television antennae, wind powered generators, satellite antennae, solar panels, and similar structure installations shall be completed in accordance with Section 9.1 of the Wethersfield Zoning Regulations (Towers and Antennae).
- **In Business Zones**, the provisions of Section 3.6 and Section 5.3.B of the Wethersfield Zoning Regulations shall apply.

### **Information Requirements For a Zoning/Building Permit**

As part of any application to obtain approval for accessory building or structure, the following documentation shall be provided:

- Two sets of floor plans, drawn to scale, indicating the interior use and dimensions of the building with a calculation of floor area.
- Two sets of plot plans (as described below), drawn to scale, showing the location of all structures on the parcel, the utilities to service the building (if proposed), lot dimensions, size of the building, structure required building lines, any easement areas, any parking and drive areas, and any other pertinent information, both existing and proposed.
- Two sets of building elevations, drawn to scale, indicating the exterior appearance of the building, the type and color of siding proposed, location and dimensions of all windows and doors, height of the building, and other similar features.
- Building Permit Application including estimated cost of building.
- Application Fee.

- The Zoning Enforcement Officer may require that the plot plan is certified by a Licensed Surveyor.
  
- **Plot Plan Requirements:**
  - Scale 1"=20' (with bar scale)
  - Date
  - All perimeter dimensions, bearings, or angles
  - North arrow
  - Outline of building showing **complete** zoning compliance
  - Zone occupied
  - Lot area
  - Building lines
  - Side and rear yard set backs
  - Any existing or proposed easements on the property, including dimensions and bearings
  - 100 year flood zone, or flood zone it occupies
  - Wetlands limits, if any
  - Existing and proposed contours
  - Street name, address or lot number

**Permitted By Special Permit Issued By The Planning and Zoning Commission**

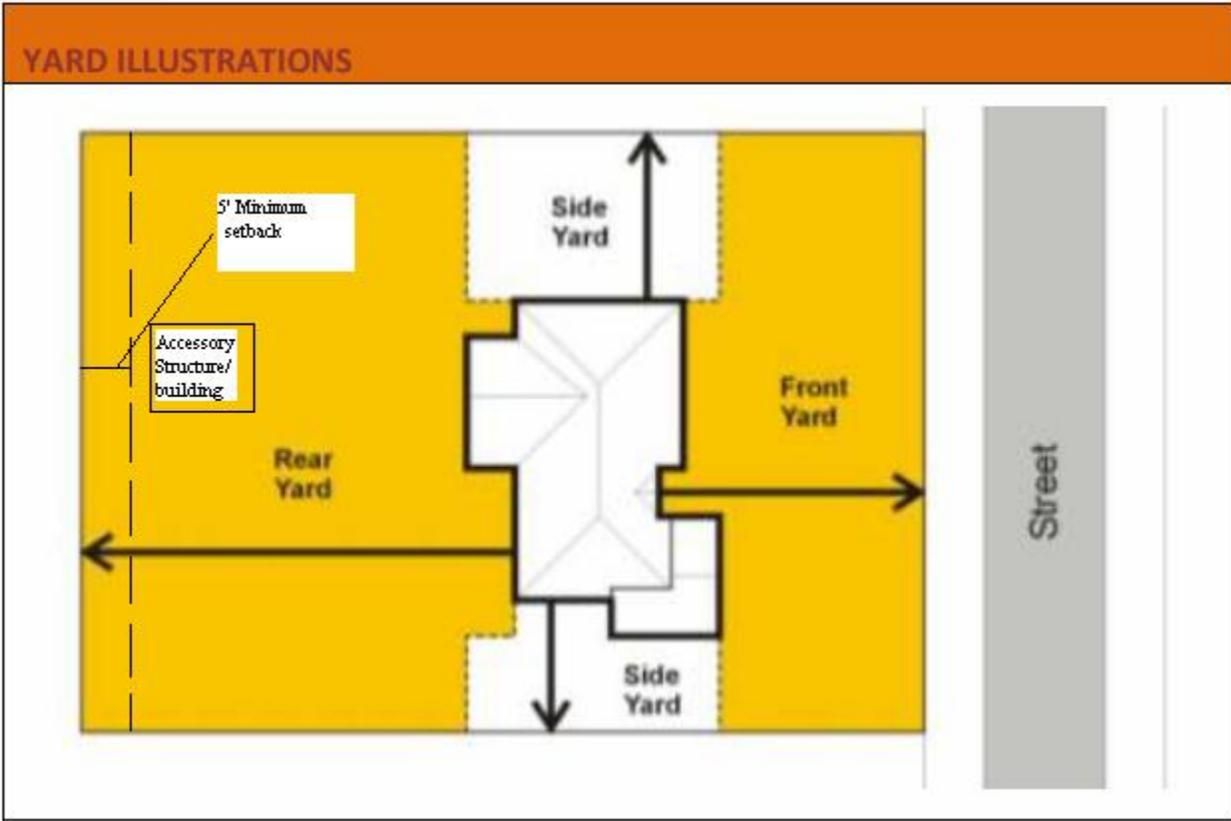
The regulations allow the Planning and Zoning Commission to issue Special Permits for certain accessory buildings and structures that do not comply with the regulations as stated above.

Proposed structures that do not comply with the provisions of Section 3.6. can only be permitted following the submission of an application for, and the approval of, a Special Permit by the Planning and Zoning Commission. (See Special Permit handout for details of this process.) This process involves the submission of an application to the Planning Department, notice to neighbors, and a public hearing with the Planning and Zoning Commission.

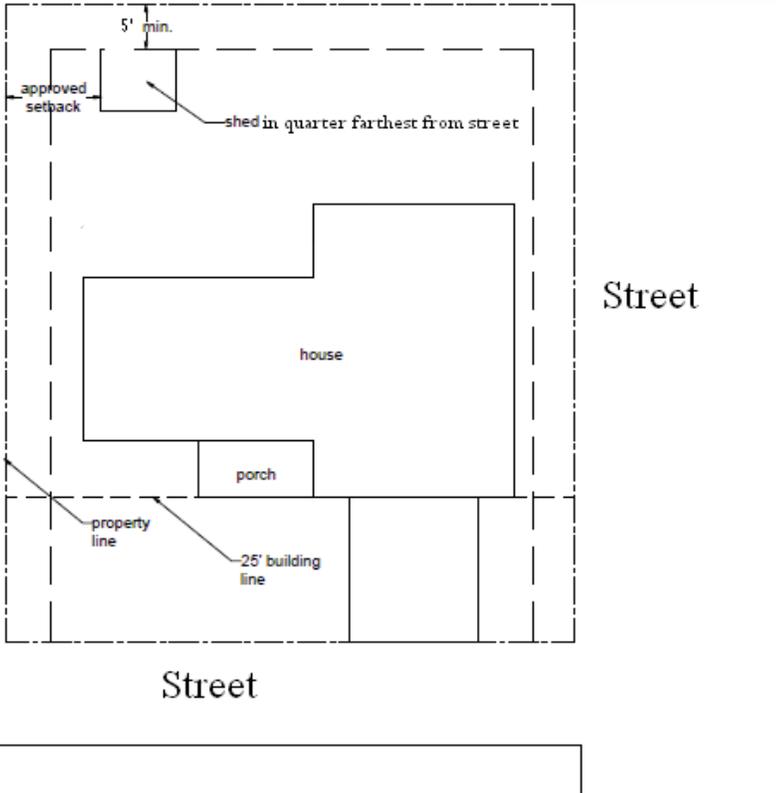
The following type of accessory building may only be permitted upon issuance of a Special Use Permit by the Planning and Zoning Commission:

- **Guesthouse:** A guest house or detached accessory residential building occupied provided:
  - The lot is at least one (1) acre in area.
  - The building is located in the rear yard.
  - Occupancy is limited to members of the family, their guests, or domestic service employees on the premises.
  - Such accessory building is located at least 25 feet from side and rear lot line and 100 feet from the street line.

**Diagrams:**



**Corner lot diagram:**



## THE STORAGE/PARKING OF COMMERCIAL VEHICLES\*

The Town of Wethersfield permits commercial vehicles in a variety of situations. The provisions of Section 3.5.5 of the zoning regulations establish the requirements for these types of vehicles. The Town of Wethersfield has created this guide in an effort to summarize the requirements of these regulations for individuals possessing commercial vehicles.

\*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Building Department, which can be reached at (860)-721-2839.

**What is a Commercial Vehicle?** Any vehicle used to conduct a business or trade including: step vans, cargo vans, box trucks, flat beds, stake beds, buses, tractor trailers, dump trucks, wreckers, trailers, earth moving equipment, cement mixers and other similar construction equipment that has 2 or more of the following characteristics:

- Exceeds a GVWR of 10,000 lbs
- Exceeds 7 feet in height,
- Exceeds 20 feet in length,
- Has more than 2 axles,
- More than 4 tires in contact with the ground,
- Can carry more than 8 passengers,
- Designed to sell food or merchandise directly from the vehicle,
- Bears signs or markings identifying the owner or business,
- Has modifications to facilitate the carrying of goods or equipment.

### **Permitted By Right, No Approval Required**

In residential zones two (2) commercial vehicles may be parked, provided they comply with the following regulations:

- The vehicle must be owned or operated by the resident of the dwelling.
- Only commercial vehicles that are the resident's primary means of transportation to and from their place of work are permitted to be parked.
- The vehicle shall have no more than two (2) axles and no more than four (4) tires in contact with the ground.
- The vehicle shall not exceed eleven thousand (11,000) pounds GVWR.
- The vehicle shall not exceed seven (7) feet in height from the base of the wheel to the top.
- The vehicle shall not exceed twenty-two (22) feet in length.
- The vehicle shall be parked on a durable all-weather surface.

- Any signs, logos, advertising or markings identifying the owner or registrant, trade, business, service or commodity shall be limited to not more than two (2) and each is limited to not more than six (6) square feet in area.
- The vehicle must be operable.
- The vehicle shall be parked so as not to obstruct the view of traffic from adjacent driveways or streets.
- Examples:



(commercial vehicle meeting all above criteria)



(vehicle with advertisements of less than six (6) square feet)

### **Permitted With Zoning Permit Issued By the Zoning Enforcement Officer**

One (1) commercial vehicle meeting the following characteristics may be allowed to be parked in a residential zone with a zoning permit approval.

- The commercial vehicle must be owned or operated by the resident of the dwelling.
- Only commercial vehicles that are the resident's primary means of transportation to and from their place of work are permitted to be parked.
- The vehicle shall have no more than two (2) axles and no more than six (6) tires in contact with the ground.
- The vehicle shall not exceed twelve thousand (12,000) pounds GVWR.
- The vehicle shall not exceed eight (8) feet in height from the base of the wheel to the top.
- The vehicle shall not exceed twenty-five (25) feet in length.
- Any signs, logos, advertising or markings identifying the owner or registrant, trade, business, service or commodity shall be limited to not more than 2 and each is limited to not more than twelve (12) square feet in area.
- The vehicle shall be parked so as not to obstruct the view of traffic from adjacent driveways or streets.
- The vehicle shall be parked in a fully enclosed garage. In unusual situations where the vehicle cannot fit in a garage, the ZEO may permit the vehicle to be parked outside of a garage on a durable all-weather surface and may require screening

from view from neighboring properties or from a public right-of-way with appropriate vegetative buffering, fencing, earthen berms or a combination thereof.

- The ZEO may require applicants to submit information about the commercial vehicle on a form provided by the Town.
- The ZEO reserves the right to refer any application submitted under these regulations to the Zoning Board of Appeals under the Special Exception requirements of these regulations.
- Examples, due to logos, shown below:



(Vehicle with more than six (6) square feet in signage)



(Vehicle with six (6) tires)

## **Special Exceptions**

By Special Exception, the Zoning Board of Appeals may permit one (1) larger commercial vehicle exceeding or not in compliance with the requirements listed above to be parked or garaged on a lot, subject to the Special Standards and Procedures of Article VIII of the Wethersfield Zoning Regulations and the following:

- The Board may require that commercial vehicles approved under this subsection shall be parked in a location that will be screened from view along the nearest property line or from a public right-of-way with appropriate vegetative buffering, fencing, earthen berms or a combination thereof.
- In considering an application for a commercial vehicle, the Board shall consider such factors as:
  - the proposed method of screening,
  - proximity to adjacent lots and buildings,
  - the size and characteristics of the vehicle,
  - the intended use,
  - the hours of operation of the vehicle,
  - other vehicles on the property, and
  - the character of the neighborhood.

- The Board may attach reasonable restrictions and conditions on any Special Exception approved under these regulations in order to maintain neighborhood residential character.
- All applications for a Special Exception shall be accompanied by:
  - a detailed description of the vehicle on a form provided by the Town that shall include: gross vehicle weight, height, total length, box length, wheelbase, model and make.
  - a color photograph of the vehicle, and
  - a site plan identifying the proposed parking area for the vehicle, proximity to adjacent buildings and any proposed screening.
- Examples of vehicles requiring ZBA approval, due to number of passengers and height, respectively:



(Limousine that is over 25 feet in length)



(Vehicle that is over eight (8) feet in height)

### **Commercial Vehicles in Business Zones**

Commercial vehicles are permitted to be parked in business zones as an accessory use to the permitted use of the property after the issuance of Site Development Plan approval from the PZC permitting such vehicles. The Commission shall be governed by the submission requirements and review criteria of Section 3.5.5.B. of the zoning regulations.

### **Exempted Vehicles**

The following types of commercial vehicles are exempt from these regulations and do not require approval from the Town.

- Commercial vehicles parked temporarily while engaged in providing products or services to the owner of the property or when picking up or discharging passengers.
- Vehicles used on the site of a permitted agriculture, farming, forestry, or nursery gardening use.
- Vehicles parked temporarily during active construction work at a permitted site or building construction activity authorized by these regulations.
- As used by a facility operated by the Town of Wethersfield, State or Federal Government provided the vehicles are properly stored on Town, State or Federal property.

- Emergency and utility company vehicles on call or during the course of repairs.

### **Prohibited Vehicles**

The following vehicles are prohibited from these regulations.

- Vehicles used for transporting hazardous materials or waste.
- Vehicles/equipment, including but not limited to: backhoes, bobcats, commercial trailers, bucket loaders, bucket trucks, cranes, forklifts, wreckers, tanker trucks used for hauling liquids, front end loaders, bulldozers, buses, dump trucks, tow trucks and track vehicles.
- Tractor trailers and semi-trucks (including trucks and trailers separately).
- Vehicles equipped with refrigeration equipment.
- Vehicles in which food or beverages are stored or sold.
- Examples:



(Dump Truck)



(Bulldozer/Track Vehicle)



### **Pets Allowed Without a Permit**

The keeping of dogs, cats, and other animals as pets or companions that are housed together with human occupants is Permitted by Right, and thus no permit is required.

### **Dog License Requirement**

By state statute, all dogs over six months old must be licensed annually by June 30<sup>th</sup> of each year. All dogs must also have a current rabies vaccination. For further information regarding dog licensing, please contact the Wethersfield Town Clerk's office, which can be reached by phone at (860) 721-2800.

### **Livestock Allowed by Zoning Permit Approval Issued by the Zoning Enforcement Officer**

Livestock is allowed (following the permit approval process by the zoning enforcement official) on residential premises solely for the personal use of the occupants or when accessory to a farm, under the following conditions:

- The keeping of livestock may include raising, breeding, instructing, training, sales, boarding, riding, driving, and other similar uses.
- The keeping of bees is permitted in conjunction with a residence.
- All livestock shall be confined in keeping areas with adequate fencing located at least 25 feet from any lot line.
- An appropriate permanent shelter shall be provided for all livestock and such shelter shall be located at least:
  - 100 feet from the street line,
  - 50 feet from a rear property line,
  - 25 feet from a side property line, and
  - 100 feet from a reservoir, pond, or watercourse.
- All manure shall be:
  - Kept in a covered, water-tight pit or chamber as approved by the Wethersfield Health Department<sup>1</sup>.
  - Removed at least once a week during the period from May 1<sup>st</sup> to October 1<sup>st</sup> and during the other months at intervals sufficiently frequent to maintain a condition which is sanitary and free from offensive odors to the satisfaction of the Director of Health.
  - Located at least 100 feet from any street line and 50 feet from any lot line.
  - Visually screened from the street or any neighboring lot.
- Any pre-existing non-conforming fence for confining livestock may be repaired, maintained, or replaced.
- Additional regulations of the Public Health Code, the Department of Environmental Protection, the Connecticut Department of Agriculture, and the Connecticut General Statutes may apply.

<sup>1</sup> The Wethersfield Health Department can be reached at (860) 721-2822.

**Minimum Lot Size Requirements and Permitted Livestock\***

<b>Lot Size</b>	<b>Permitted Livestock</b>
Less than 8,000 square feet	None
8,000 to 20,000 square feet	Up to 5 hens, capons, rabbits, or similar small animals or birds, one sheep, or one goat
More than 20,000 square feet	0.5 livestock units per acre or part thereof

\*Livestock offspring shall not apply to the calculation of livestock units until after weaning.

**Prohibitions**

- The raising or breeding of livestock exclusively for their pelts is prohibited.
- Kennels (sites or structures used for the keeping of animals for compensation) are prohibited except in certain commercial zones. Kennels are permitted with special permit approval by the Planning and Zoning Commission in the following business zones: General Business, Regional Commercial, and Business Park.

**Permitted By Special Permit Issued By The Planning and Zoning Commission**

The regulations allow the Planning and Zoning Commission to issue Special Permits for certain pets and livestock that do not comply with the regulations as stated above.

The keeping of livestock not in compliance with the provisions of Section 3.5.4 can only be permitted following the submission of an application for, and the approval of, a Special Permit by the Planning and Zoning Commission. (See Special Permit handout for details of this process.) This process involves the submission of an application to the Planning Department, notice to neighbors, and a public hearing with the Planning and Zoning Commission.

## ACCESSORY APARTMENTS\*

In 2004, the Town of Wethersfield adopted new zoning regulations that permit accessory apartments in the AA, A-1, A, B and C residential zones. The provisions of Section 3.5.3. and 10.2.B. of the zoning regulations establish the rules and the plan requirements for this type of use. The Town of Wethersfield has created this guide in an effort to summarize the requirements of these regulations for residents interested in creating an accessory apartment in their home. **This guide should also be utilized to explain your specific application and ensure compliance with regulations. If more space is required for any responses, feel free to attach additional sheets.**

\*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2837.

**What is an Accessory Apartment?** – A complete and separate housekeeping unit (containing cooking, bathing, and sleeping quarters) that is accessory (subordinate to and customarily incidental to) a detached single family unit.

### **Permitted By Zoning Permit Issued By Zoning Enforcement Official**

If the proposal complies with all of the provisions of Section 3.5.3. of the zoning regulations it may be approved administratively through the Building Department's issuance of a zoning permit/building permit application. These regulations state that:

- Only one accessory apartment shall be permitted for each single-family dwelling. **Are there any accessory apartments currently located on the property?**  
YES                      NO
  
- The owner of the property shall occupy either the principal dwelling unit or the accessory dwelling unit and failure to maintain owner-occupancy shall be a violation of these regulations and shall be cause for removal of the accessory apartment. **Will the owner of the property live in either the principal dwelling unit or the accessory dwelling unit?**  
YES                      NO
  
- The accessory apartment shall:
  - Meet the minimum floor area requirements of the current Building Code. **Are building code requirements met?**
  

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  - Not exceed 850 square feet or 40% of the combined floor areas of the single family dwelling and the accessory apartment, whichever is less. **What will be the square footage of the accessory apartment?**

---

**What is the combined floor area of the single family dwelling and accessory apartment?**

---

What is 40% of the previous number?

---

Is the proposed accessory apartment less than 850 square feet, or less than 40% of the combined area? (whichever number is less?)

- 
- Be accessible from the principal dwelling by an operable door along a common wall or through a permanently enclosed breezeway. **Is the unit accessible in such a way? How?**
- 

- Both the accessory apartment and the principal dwelling unit shall be serviced by public water and public sewer. **Will both units be serviced by public sewer?**

YES NO

**Will both units be serviced by public water?**

YES NO

- Upon establishment of the accessory apartment, the building shall:
    - Maintain the exterior appearance and style (roof line, roof pitch, building materials, window style and spacing, etc.) of the principal residence, and
    - Have any secondary entrance incorporated into the principal residence to reflect the architectural style of a single family unit. **What exterior changes are being made to the residence?**
- 

**Are the architectural styles and appearances of the original house maintained?** \_\_\_\_\_

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- Parking and access from the public right-of-way shall serve both the principal and accessory units, and shall not be distinguishable as separate facilities. **Are parking and access the same for both the principal and accessory units?**

YES NO

- Adequate off-street parking shall be provided for the accessory apartment and the single family dwelling. At least three parking spaces are required. **Are there at least three (3) parking spaces off-street and on the premises?**

YES NO

**Referral to Planning and Zoning Commission**

Be advised that the Zoning Enforcement Official may refer any application to the Planning and Zoning Commission and the Commission reserves the right to review any accessory apartment for compliance with the above requirements and act upon its findings.

### **Information Requirements**

As part of any application to establish a home occupation or an accessory apartment, the following documentation shall be provided. **Please ensure that you have submitted these documents by checking off the corresponding boxes:**

- A letter describing how the home occupation or the accessory apartment will comply with the applicable requirements of Section 3.5.3. of the zoning regulations.
- Two sets of floor plans, drawn to scale, indicating the interior use of the building after the establishment of the accessory apartment with a calculation of floor area for the existing home and accessory use.
- If deemed necessary by the Zoning Enforcement Official, two sets of a site plan, drawn to scale, showing the location of structures on the parcel, the utilities to service the home and accessory use, parking and drive areas, and any other pertinent information, both existing and proposed.
- If exterior building modifications are proposed, two sets of building elevations, drawn to scale, indicating the exterior appearance of the building both before and after the establishment of the accessory use, the type and color of siding existing and proposed, and other similar features.
- A copy of the deed for the subject parcel.
- A sworn, notarized statement from the owner indicating that the owner will reside at the subject premises.

### **Permitted By Special Permit Issued By the Planning and Zoning Commission**

The Planning and Zoning Commission has reserved the right to review applications for accessory apartments that do not comply with the requirements of Section 3.5.3. of the Zoning Regulations. Applications that do not comply with the provisions of Section 3.5.3. can only be permitted following the submission of an application for, and the approval of, a Special Permit by the Planning and Zoning Commission (See Special Permit handout for details of this process).



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## **PERMANENT SIGN REQUIREMENTS** **BUSINESS ZONES**

This summary is designed to assist as a guide and does not provide all details for all signs permitted in the Town.

For a more detailed explanation of the Town's sign regulations and requirements please review **Section 6.3** of the Town's zoning regulations. These regulations were comprehensively revised in December 2018.

In addition, **Appendix C, Section 6** of the zoning regulations includes a series of design guidelines for signs.

### **Wall Signs**

For the purposes of determining the permitted sign area for a wall sign each business shall be allowed a total sign area that is based upon the linear distance of that portion of the building wall frontage that the business occupies.

In business zones, wall signage is permitted at a rate of 2 square foot of sign area per linear foot of building frontage, i.e. a business with 40 feet of frontage is permitted to have up to 80 s.f. of wall signage.

Maximum square footage of all wall signs shall not exceed 125 square feet for any individual business.

On corner lots a business has 2 frontages. Each front shall be determined separately for permitted sign square footage. Maximum signage for all combined frontages shall not exceed 125 square feet.

### **Detached Signs**

Detached signs shall be located at least 5 feet from any property line.

Detached (free standing) signs are permitted at a rate of 1 per building based upon the following:

- Property containing a single tenant may have a sign up to 8 feet or less in height and the sign can be up to 24 square feet in area.
- Property containing multiple tenants may have a sign that is 10 feet or less in height and the sign can be up to 32 square feet in area.
- Property containing a shopping center may have a sign height up to 10 feet in height or less and the sign can be up to 50 square feet in area.

- Property located on a corner lot may have an additional sign with a sign height less than 8 feet in height (see additional conditions) the sign can be up to 18 square feet in area.
- Properties in the Village Business zone can have a detached sign that is 24 square feet in area.

## **Application Procedures**

### **Design Review**

All permanent signs shall be reviewed by the Design Review Advisory Committee prior to the issuance of a sign/building permit. (Except for the replacement of sign panels which shall not require the approval of the DRAC).

### **Historic District**

Any sign located in the Historic District shall obtain the necessary approvals from the Historic District Commission prior to the issuance of a sign/building permit.

The zoning regulations permit a wide variety of signage for a variety of uses. Some signs do not require a permit, others can be approved by the Zoning Enforcement Official and others require approval from the Planning and Zoning Commission. The zoning regulations contain a detailed table which specifies the required approvals and standards.

All permanent signs shall obtain a building permit from the Building Department before the sign is erected.

## **Submission Requirements**

An application for a sign shall include:

- A completed application form.
- Any required fees.
- A plan (drawing) of the sign including colors.
- The location of the sign on the site, include a plot or site plan (Show setback of sign).
- The location of the sign on the building, include an elevation drawing or a photo of the building facade.
- The height, width and area of the sign.
- Proposed lighting of the sign.
- The total area, and gross area of all other signs on the site.
- The linear frontage dimension of the business.



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 505 SILAS DEANE HIGHWAY  
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 (860) 721-2837 FAX (860) 721-2843

**APPLICATION GUIDANCE\***

For  
**Rear Lots**

The Town of Wethersfield permits rear lots in special situations in residential zones AA, A-1, A, and B. The provisions of Section 3.9 of the zoning regulations establish the requirements for these types of lots. The Town of Wethersfield has created this guide in an effort to summarize the requirements of these regulations for individuals interested in creating a rear lot on residential property.

\*This guide is intended for general guidance only, and does not replace the full zoning regulations and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2837.

**What is a Rear Lot?** A rear lot is defined as a lot which does not meet the frontage requirements of the Wethersfield zoning regulations for the underlying zones. Rear lots are intended to allow for the development of larger interior lots having excess lots size which, due to limited street frontage, could not otherwise be subdivided.

**When is a Rear Lot Allowed?**

A rear lot may be permitted upon the submission of a detailed site development plan and upon the granting of a Special Permit from the Planning and Zoning Commission. In order for the Special Permit to be considered for approval, each rear lot shall conform to all requirements for the zoning district in which it is located. In addition, the following regulations must be met:

- The front yard setbacks and minimum lot area (not including the access strip to the rear lot) must be at least 50% greater than the minimum requirement for the zoning district that the lot is located in, as referenced in the following table:

	<b>Zone AA</b>	<b>A-1</b>	<b>A</b>	<b>B</b>
Minimum lot area in square feet for rear lot and front lot (excluding access strip)	50,000	33,750	26,250	18,750
Minimum lot area in square feet for rear lot (excluding access strip)	30,000	20,250	15,750	11,250
Minimum lot area in square feet for front lot (excluding access strip)	20,000	13,500	10,500	7,500

	<b>Zone AA</b>	<b>A-1</b>	<b>A</b>	<b>B</b>
Minimum lot frontage in feet for front lot	110	90	75	60
Minimum combined lot frontage in feet for rear lot and front lot	135	115	100	85
Minimum buildable square (dimension of each side in feet)	100	80	65	50
Maximum building area (percent of lot area)	20%	25%	30%	35%
Minimum front yard depth for a single-family dwelling (feet) for rear lot	60	60	60	60
Minimum rear yard depth for a single-family dwelling in feet	50	40	40	30
Minimum side yard width for a single-family dwelling with one yard	15	12	10	5
Minimum side yard for a single family dwelling (feet) for aggregate both yards	30	27	23	15
Maximum number of building stories	2.5	2.5	2.5	2.5
Maximum height of building in feet	35	35	35	35

- Both front and rear lots must conform to all minimum lot area, yard, and other requirements prescribed for the zone in which the lots are located.
- There shall be a maximum of one single-family dwelling with permitted accessory buildings or uses on each rear lot. No accessory building may be constructed within a designated access strip.
- Each rear lot shall be connected by an access strip at least 25 feet in width for its entire length, in fee simple ownership of said rear lot, to an existing Town street approved by the Town and on file with the Town Clerk.
- The access strip shall not exceed 500 feet and no single family dwelling will be permitted more than 500 feet from a fire hydrant. The Fire Marshal may require the installation of a public or private fire hydrant to satisfy this requirement.
- The maximum number of adjacent access strips shall be two (2).

- A restricted deed covenant shall be on the Town Land Records which clearly provides that the Town of Wethersfield shall not be required to maintain or take ownership of said access strip as a public street. A landscape maintenance agreement shall be filed on the Town Land Records to insure that the property owner maintains the access strip for adequate emergency vehicle access. Vegetation shall be cleared and maintained for an area of 15 feet in width and 17 feet in height above the access strip.
- The driveway must provide adequate occupancy, ingress, egress, maneuvering and an adequate paved surface of no less than 12 feet in width for its entire length. The driveway shall be constructed with a minimum of 8 inches of processed stone over a minimum of 2 inches of bituminous to adequately accommodate fire apparatus and other emergency vehicles. All rear lots shall be provided with a vehicular turnaround designed for an SU-30 turning radius at the dwelling in order to accommodate emergency vehicles.
- The area of the access strip shall not be included in the minimum required area of the rear lot and shall not be used for building purposes.
- A landscape buffer shall be required by the Commission where necessary within the lot and along the access strip to ensure that the development of rear lots will be in harmony with surrounding areas and protect existing homes.
- Dwellings shall be connected to the MDC water and sewer system when constructed. If those facilities are not available the Health Department must approve the proposed lot for an onsite well and septic system prior to approval by the Commission.
- Electric and other utility service lines shall be placed underground.
- The Commission may modify the above requirements when it determines that the rear lots and the access thereto will be in harmony with the surrounding area and preserve the public health, safety, welfare, and property values.
- The Commission shall require a site plan in accordance with Appendix A (Site Plan Requirements) of the Wethersfield Zoning Regulations showing sufficient detail to clearly indicate the proposed development and site improvements of the lot and the proximity to surrounding properties.
- The Town street entrance to the rear lot shall be posted with a house number identification sign with numbers at least six (6) inches high.
- A written report from the Town Engineer, Police Chief, Fire Chief, and Fire Marshal shall be provided to the Commission prior to the Public Hearing on any rear lot.



**TOWN OF WETHERSFIELD**  
**DEPT. OF PLANNING AND ECONOMIC DEVELOPMENT**  
**505 SILAS DEANE HIGHWAY**  
**WETHERSFIELD, CONNECTICUT 06109**  
**P (860) 721-2837 F (860) 721-2843**

**FIRST CUT/FREE SPLIT/LOT LINE REVISION AND BUILDING LOT DETERMINATION REQUIREMENTS**

The Connecticut General Statutes define a subdivision as the division of a tract or parcel of land into three (3) or more parts or lots made subsequent to the adoption of the Wethersfield subdivision regulations on July 8, 1966. Any parcel of land that has not been divided since this date and complies with the Town's zoning requirements is eligible for a free split without the need for approval by the Planning and Zoning Commission. The Town requires that any proposed free split must be reviewed by Town Staff in order to insure compliance with the town's regulations.

Major boundary adjustments that modify property lines shown on approved, recorded subdivision maps are also subject to staff review to insure conformance to the Town's zoning regulations.

To determine whether a lot is a building lot, it must be demonstrated that the lot has been duly recorded by deed or included in a subdivision approved by the Commission prior to July 8, 1966.

**Submission Requirements**

All requests for the determination of eligibility under any of the above referenced provisions must be submitted to the Planning Department for review with the following information:

1. A completed **application** form for a zoning permit.
2. The appropriate review **fee** of \$100.00 check made payable to the Town of Wethersfield.
3. An **affidavit** prepared by an Attorney licensed to practice in the State of Connecticut that sets forth the legal rationale as to the specific circumstances which allow either the free split or the eligibility of the property as a building lot including the deed history of the subject property from 1966 to the present. Sample affidavits are available upon request.
4. In the case of building lot determination requests, and if the lot contains either area or frontage, or both, less than required by the zoning regulations the applicant shall submit the **assessor's cards** for the adjoining properties in order to determine if the property has merged with an adjoining property.
5. For First Cut/Free Split and Lot Line revision requests **four (4) paper prints** drawn to a class A-2 Survey standards showing the existing and proposed property lines with lot area

calculations containing all of the information required by Appendix B – Plot Plan Requirement of the Wethersfield zoning regulations.

6. For First Cut/Free Split and Lot Line revision requests **four (4) paper prints** drawn to a class A-2 Survey standards showing **each** of the individual resulting lots including deed references.
7. In the case of building lot determination requests, **four (4) paper prints** drawn to a class A-2 Survey standards showing the existing property lines with lot area calculations containing all of the information required by Appendix B – Plot Plan Requirement of the Wethersfield zoning regulations.

## **Procedures**

8. Upon the review of the above referenced information by the Town Attorney, the Zoning Enforcement Official, the Town Planner and the Town Engineer the Town may either: deny the request, request that the plans are revised/modified , or approve the proposed plans.
9. In the case of a denial of the request that applicant may have the right to appeal the decision to the Zoning Board of Appeals for further consideration. (See ZBA Information)
10. In the case where Town staff request that the plans are modified the applicant shall submit a revised set of four (4) paper prints drawn to a class A-2 Survey standards that address the concerns raised by Staff to the Planning Department for an additional review.
11. When the plans are approved the Planning Department will contact the property owner to request that two (2) mylar plans are prepared for submission and signature by Town staff.
12. After the mylars are signed by Town staff, the applicant is required to file one (1) of the approved A-2 survey mylars and a legal description of the property on the Land Records.
13. The Town will keep one (1) of the approved mylars for recording in the Engineering Department. The paper prints are kept on file with the Building Department.



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**APPLICATION GUIDANCE\***  
For  
**Zone Changes**

Under the Wethersfield Zoning Regulations, applications for zone changes may be submitted in order to change the zone of a property from the existent zone to a more suitable zone type. The requirements for said applications are laid out in Section 10.1.G and Appendix A of the Wethersfield Zoning Regulations, and summarized below.

\*This guide is intended for general guidance only, and does not replace the full zoning regulation and code requirements. Any questions should be directed towards the Town of Wethersfield Planning Department, which can be reached at (860)-721-2840.

**ZONE CHANGE APPLICATION REQUIREMENTS**

The following is a list of regulations that those applying for zone changes must adhere to:

- Zone change applications shall be submitted on forms supplied by the Commission for any proposal to alter the zoning designation of any parcel(s) of land or parts thereof.
- Applications shall be signed by the affected property owner(s) or shall be initiated by the Commission on its own initiative or by petition.
- Applications for Zone Change shall be accompanied by 16 copies of a map for review by the Commission and its designees, as described in the following section on page 2 of this guide.
- The Commission shall hold a public hearing on all applications for a Zone Change.
- The applicant shall mail by certificate of mail, return receipt requested, notice to all owners of land within 300 feet of the tract of land that is the subject of the Zone Change application at least 10 days prior to the hearing and submit such certificates of mailing to the Clerk of the Commission at least 5 days prior to the hearing date.
- The applicant shall post signage on the premises in accordance with the requirements of these regulations.
- Following the public hearing, the Commission may approve the application as submitted, modify and approve, or disapprove the application.
- Before the Commission approves a Zone Change, it shall determine that:
  - The proposed change is in accordance with the Plan of Conservation and Development,
  - The proposed change is in conformance with the purpose of the Regulations,
  - The location of, and activities permitted within, the new zone will not adversely affect the public health, safety, welfare, and property value, and
  - The property is suitable for the intended use.

- The Commission shall not have to rehear a zone change application that has been rejected within one year from the date of rejection unless it finds, on facts presented in writing, that a material change in the situation justifies this action. A change of ownership of property or any interest therein shall not be deemed a material change in the situation for the purpose of this section.
- Upon approval of a Zone Change by the Commission, the applicant shall submit two (2) black-line Mylar transparencies of the boundary survey and zone change which shall bear a copy of the decision letter of the Commission and the effective date of the zone change.
- Following signature by the Commission Chairman, the applicant shall file the signed fixed-line Mylar transparencies in the office of the Town Clerk and in the office of the Engineering Division prior to the effective date of change.

Applications shall be accompanied by:

- Three (3) copies of a Compilation survey map prepared at 24" x 36" at the same scale as the Assessor's maps,
- The names, addresses, and zip codes (when available) of all parcel owners as per the latest Assessor's records, keyed by parcel number, and
- The appropriate application fee, except that the Commission shall be exempt from any application fee.

### **Zone Change Map Requirements**

The following guidelines lay out the requirements for the maps that are to be submitted with the zone Change application.

- The map shall be an overall plan at no less than 100 scale for the entire parcel showing:
  - Boundaries of the property certified to an A-2 Survey standard.
  - Boundaries of the existing and proposed zoning.
  - The location and significant natural features (wetlands, watercourses, steep slopes, flood plain) and other relevant information.
  - A key map to the scale of the then current zoning map showing the proposed change.
- The maps shall show:
  - Existing zone district lines,
  - Property for which the zone change is requested,
  - A line representing areas within 500 feet in all directions from the parcel(s) for which the change in classification is requested,
  - Lots and streets lying wholly or partially within 500 feet in all directions,
  - Lot or parcel numbering consistent with the system used by the Assessor's office,
  - North arrow and location key map at a scale of 1"=1000', and
  - The Town line, when located within 500 feet of a proposed zone change.

## **EROSION AND SEDIMENTATION CONTROL CERTIFICATIONS\***

Large developments can have severe effects on the soil and water resources in the nearby area. To protect against this, The Town of Wethersfield requires that every development shall include and maintain measures to minimize soil erosion and sedimentation resulting from land development. Unless modified by the Commission, measures for controlling erosion and sediment shall equal or exceed those laid out in the *Connecticut Guidelines for Soil Erosion and Sediment Control* (DEP, 2002).

In addition, if the cumulative disturbed area exceeds one-half acre or is located within the Connecticut River Assembly Conservation Zone, erosion and sediment control plans shall be submitted. If this is the case, no building permit shall be issued and no site work shall be started until the Commission has determined that the erosion and sedimentation control plan complies with the standards mentioned above.

\*This guide is intended for general guidance only, and does not replace the full wetlands regulation and code requirements. Any questions should be directed towards the Town of Wethersfield Engineering Department, which can be reached at (860)-721-2850.

**What is an Erosion Certification?** An erosion and sedimentation control certification is a signed, written approval by the Inland Wetlands and Watercourses Commission that the Soil Erosion and Sediment Control Plan as presented complies with minimum acceptable standards established in the publication entitled “2002 Connecticut Guidelines for Soil Erosion and Sediment Control” as amended.

### **Application Process**

If a Soil Erosion and Sediment Control Plan is required, it shall include the following information:

- A narrative describing:
  - The development
  - The schedule for grading and construction activities including:
    - The start and completion dates,
    - The sequence for grading and construction activities,
    - The sequence for installation and/or application of soil erosion and sediment control measures, and
    - The sequence for final stabilization of the project site.
  - The design criteria for proposed soil erosion and sediment control measures and stormwater management facilities,
  - The construction details for proposed soil erosion and sediment control measures and stormwater management facilities,
  - The installation and/or application procedures for proposed soil erosion and sediment control measures and stormwater management facilities, and
  - The operation and maintenance program for proposed soil erosion and sediment control measures and stormwater management facilities.
- A site plan at sufficient scale to show the following:
  - The location of the proposed development and adjacent properties,

- The existing and proposed topography, including soil types, wetlands, watercourses, and water bodies,
  - The existing structures on the project site, if any,
  - The proposed area alterations, including cleared, excavated, filled, or graded areas and proposed structures, utilities, roads, and if applicable, new property lines,
  - The location of and design details for all proposed soil erosion and sediment control measures and stormwater management facilities,
  - The sequence of grading and construction activities,
  - The sequence for installation and/or application of soil erosion and sediment control measures and stormwater management facilities, and
  - The sequence for final stabilization of the development site.
- Any other information deemed necessary and appropriate by the applicant or requested by the Inland Wetlands and Watercourses Commission, or its Designated Agent.

## NOISE CONTROL\*

The Town of Wethersfield enforces noise level control, as spelled out in Chapter 105 of the Wethersfield Town Ordinances. This handout attempts to summarize the regulations set forth in said chapter of the Ordinances.

\*This guide is intended for general guidance only, and does not replace the full Town Ordinances and code requirements. Any questions should be directed towards the Town of Wethersfield Police Department, which can be reached at (860)-721-2900.

### Unlawful Noise Levels

The following table provides a listing of maximum noise levels (in decibels) allowed in different zones. Measurements to determine compliance with the following table shall be taken at a point that is located more or less one foot beyond the property line of the noise emitter's premises and within the noise receptor's premises.

Zone Where Noise is Emitted	Zone Where Noise is Heard			
	Business Park, Office	Village Business, Town Center, General Business, Regional Commercial	Residential (Daytime Hours, 7:00am-10:00pm Monday to Saturday, 9:00am-10:00pm Sunday)	Residential (Nighttime Hours, 10:00pm-7:00am Sunday night to Friday night, 10:00pm-9:00am Saturday into Sunday)
Business Park, Office	<b>70</b>	<b>66</b>	<b>61</b>	<b>51</b>
Village Business, General Business, Town Center, Regional Commercial	<b>62</b>	<b>62</b>	<b>55</b>	<b>45</b>
Residential	<b>62</b>	<b>55</b>	<b>55</b>	<b>45</b>

### Exceptions

The following listing is exempt from the noise requirements listed in the previous table:

- Natural Phenomena
- Bells/Chimes from any building clock, school, or church
- Sirens, whistles, or bells lawfully used by emergency vehicles or any other alarm systems used in emergency situations
- Public emergency sound signals
- Warning devices required by the Occupational Safety and Health Administration or other state and federal safety regulations
- Farming equipment or farming activity
- An emergency

- Snow removal equipment
- Noise generated by any construction equipment which is operated during daytime hours, provided that the operation of construction equipment during nighttime hours shall not exceed the maximum noise levels specified in the above table
- Noise from domestic power equipment operated during daytime hours
- Noise from demolition work conducted during daytime hours, provided that when considered emergency work, demolition shall be exempted at all times from the noise levels set forth above
- Noise created by any aircraft flight operations which are specifically preempted by the Federal Aviation Administration
- Noise created by any recreational activities which are permitted by law and for which a license or permit has been granted by the Town, including but not limited to parades, sporting events, concerts and fireworks displays
- Noise created by blasting other than that conducted in connection with construction activities, provided that blasting is conducted between 8:00 a.m. and 5:00 p.m., at specific hours previously announced to the local public and provided that a permit for such blasting has been obtained from local authorities
- Noise created by leaf, refuse, and solid waste collection, provided that the activity is conducted during the hours specified in the Town Code or during daytime hours
- Noise created by fire or intrusion alarm provided that the alarm does not emit sound for more than ten minutes on a vehicle, or thirty minutes on a building or structure
- Public-address systems used in election campaign activities during daylight hours only

## **Variances**

Any person living or doing business in Wethersfield may apply to the Chief of Police for a variance from one or more of the provisions of this chapter which are more stringent than the Connecticut Department of Environmental Protection regulations for the control of noise, provided that the applicant supplies all of the following information to the Chief of Police at least 20 days prior to the start of the activity for which the variance is sought:

- (1) The location and nature of the activity.
- (2) The time period and hours of operation of said activity.
- (3) The nature and intensity of the noise that will be generated.

No variance from this chapter shall be granted unless it has been demonstrated that:

- (1) The proposed activity will not violate any provisions of the Connecticut Department of Environmental Protection regulations;
- (2) The noise levels generated by the proposed activity will not constitute a danger to the public health; and
- (3) Compliance with this chapter constitutes an unreasonable hardship on the applicant.

The application for a variance shall be reviewed and approved or rejected at least five days prior to the start of the proposed activity. Approval or rejection shall be made in writing and shall state the condition(s) of approval, if any, or the reason(s) for rejection.

- Failure to rule on an application within the designated time shall constitute approval of the variance.



**SITE PLAN CHECKLIST**  
**Town of Wethersfield**  
**Planning and Economic Development Department**  
**Town Hall – 505 Silas Deane Highway 06109**  
**(860) 721-2837 or (860) 721-2838**

**Project Address** \_\_\_\_\_

**Applicant** \_\_\_\_\_

**Project Name** \_\_\_\_\_

<b>Application Number</b> _____			
The Town of Wethersfield requires the submission of site plans for a variety of projects. This check list has been prepared to assist your preparation of the site plan submission to our land use boards and commissions			
<b>Certifications</b> - Plans shall be prepared by, thoroughly reviewed, and bear the name, signature, and seal of a land surveyor, engineer, architect; and/or landscape architect licensed in the State of Connecticut, each as required by law for preparation of the specific plan or drawing. The seal shall be impressed on all copies of the plans presented for approval			
	Completed	N/A	Waiver
The horizontal datum shall be based on NAD 83			
The vertical datum shall be based on NAVD 88 utilizing the Geoid 96 Model			
<b>NUMBER OF DRAWING SETS AND SHEET SIZE</b>			
All permit applications must include a total of sixteen (16) copies of the plans folded to not larger than 9"x12"			
Four (4) copies shall be submitted as full size sets (24" x 36") in landscape view			
Twelve (12) copies shall be submitted as reduced size sets (11" x 17")			
Sixteen (16) copies of all associated reports and information			
Digital copy of the application form, plans and supporting documents shall also be submitted. All electronic plans and documents submitted as a "Portable Document Format" (PDF) via email, CD or flash drive			
<b>GENERAL PLAN REQUIREMENTS</b> - All plan sheets shall include, the following information:			
Title Block that includes the following information:			
Project name, description and proposed use			
Sheet Title to indicate purpose/information content of the sheet			
Sheet number/identifier and total # of sheets in the plan set			
Note regarding type of survey prepared			
Date of original plan preparation, revision dates and content			
Street address of property			
Property owner's name and address			

	Completed	N/A	Waiver
Applicant and/or developer, phone # and/or email			
Name, address and phone number of surveyor, engineer, architect or landscape architect			
Certification, seal, signature and registration number of land surveyor and/or professional engineer responsible for preparation of the plan			
Graphic and word scale – Plans shall generally be drawn at 20’ scale (but not more than 40’ scale)			
All drawings shall be north-oriented to the extent possible and shall contain a north arrow with reference to grid, true or magnetic north			
Legend calling out the meaning of all abbreviations and symbols			
All plan notes, statements and map references			
Approval Signature Block on all plan sheets			
<b>COVER/INDEX SHEET</b> - A cover sheet is required for all multi-page drawing sets and in addition to the general plan requirements shall include the following information:			
Permit application type			
Location map at 500’ scale showing adjoining streets and intersections			
Index of plan sheets with corresponding sheet numbers and description			
Placeholders for the Commission’s approval letter(s)			

<b>EXISTING CONDITIONS SURVEY</b> - The plan shall include a boundary and topographic survey prepared, signed and sealed by a land surveyor licensed in the State of Connecticut to a Class A-2 and T-2 standard of accuracy for property boundaries and topography			
	Completed	N/A	Waiver
Zoning district for the parcel and for adjoining properties			
Distances along boundary and easement lines to the nearest .01 of a foot, directions, defined by angles, bearings or azimuths, along boundary or easement lines to the nearest 10 seconds, curved lines defined with the central angle, radius, arc length and tangent and the radius of all curves			
All monuments and markers found along the property line with accurate descriptions (i.e. ½” metal rod)			
Coordinates for a minimum of two monuments or markers			
Rights-of-way, easements, or other property encumbrances and restrictions, including but not limited to conservation, drainage and access including the names of the affected party, the purpose and the vol/page evidencing recording in the Town Land Records			
Subdivision name and lot number			
Total area of the parcel in both square feet and acres			
Intersecting property lines for all adjoining properties			
Names and addresses for all adjoining property owners			
Front, side and rear yard setback lines			
Name of streets and State highways that front the property			
Assessor’s map and lot number			
<b>Topography</b>			
Topography at a 2’ max contour interval and spot elevations			
Elevations for top of foundation, basement, garage and first floor for any existing buildings or structures			

	Completed	N/A	Waiver
Location, type and top and bottom of retaining wall elevations			
Location of project benchmark (minimum of two)			
Highlight any areas of steep slopes >4:1 or 25%			
<b>Development Information</b>			
Location, description, height, square footage and dimensions of all buildings, foundations and accessory structures			
A minimum of three (3) dimensions from existing buildings to property lines (front, sides and rear)			
Type and height of guide rails, handrails, walls, and fences, and stairs and ramps			
<b>Natural Resource Information</b>			
Identify types and limits of ground cover and the limits of the canopy of existing wooded/forest areas			
Rock outcrops			
Location of any existing trees equal to or larger than 12" in diameter at breast height identified by species. Include all street trees on public rights-of-way along property frontage			
The location and limits of inland wetlands, water bodies and watercourses from the Town's Inland Wetlands Map or as delineated by a soil scientist with flag numbers, the direction of flow, and water surface elevations, or a note stating that no wetlands are present			
The location of the limits of FEMA one-hundred (100) year flood limits, (both Flood zone and Floodway, as appropriate) based on Base Flood Elev's (BFE's), or a note stating that no flood zone is present			
<b>Utility Information</b> - Location, size, material and description of existing overhead and underground utilities on-site and along the property frontage:			
All water mains, laterals, curb boxes and valves			
All fire service lines, standpipes, sprinkler connections and hydrants.			
Sanitary sewer mains, manhole structures and laterals, including top of frame and invert elevations			
Potable water supply wells and septic systems on site or on adjacent properties if within the separating distances to these facilities established by the Connecticut Public Health Code			
Utility and street light poles			
All other utilities (above or below ground) such as gas, electric, telephone and cable with above ground utility boxes, transformer pads, manholes, junction boxes, cabinets, vaults and handholds			
Storm drainage pipes, roof and foundation drains, catch basins, rip-rap and other structures, including top of frame and invert elevations			
Vegetated swales			
Limits and types of any storage tanks whether above or below ground			
<b>Streets, Parking and Driveways</b> - The location, dimensions and description of all paved streets, parking, sidewalks and driveways including:			
Sidewalks, walkways, patios and any other paved areas			
Streets, curbs, edge of pavement, driveways and driveway aprons with material type and dimensions			
Transit/bus stops adjacent to the property			

	Completed	N/A	Waiver
Traffic Control signs, pavement markings with traffic circulation			
Traffic and pedestrian signals			
Parking areas showing the number of spaces			
<b>Other Information</b> - The following additional information may be required depending upon the nature of the project or the property:			
National, State or Local Historic Property Designations			
Archaeological features, including whether the site is located within an area of sensitivity or pre-history			
Subsurface Conditions - Location of exploratory soil borings and test pits with supporting information, if applicable			
Area of known or suspected contamination or narrative of site history if none expected			

<b>SITE DEMOLITION PLAN</b> - The Site Demolition Plan shall be prepared by a professional land surveyor or engineer licensed in the State of Connecticut and shall be based upon the required existing conditions survey as detailed above and shall include the following additional information:			
	Completed	N/A	Waiver
Building(s) or structures to be demolished with method of demolition to be performed			
Any structures and/or impervious surfaces to remain			
Locations of all utility terminations (water, sewer, gas, electricity, etc.)			
Tree preservation plan for all trees that are to be retained			
Locations of staging, material storage and loading areas and notations if materials are to be reused on site			
Location of any portable toilet and construction trailers			
Location of any proposed construction fencing			
Traffic control and parking plan. This plan should identify contractor parking areas, construction entrance and identify truck routes for delivery of material entering or leaving the site			
Erosion and sediment controls showing all required best management practices with associated notes			
Storm Water Management Plan during the demolition phase of the project			

<b>SITE LAYOUT PLAN</b> - The Site Layout Plan shall include the details, location and description of all proposed improvements:			
	Completed	N/A	Waiver
All information shown on the "Existing Conditions Survey".			
Any proposed property lines changes			
<b>Zoning table</b> containing the following requirements from the Town's Zoning Regulations and proposed improvements to document compliance with the following:			
Planned use of existing and proposed structures			
Zoning designation for the site			
Lot area in both acres and square feet			
Lot frontage			
Building Area Coverage %			
Impervious Coverage %			
Front, side and rear yards			
Building height and number of stories			
Any variances, subdivisions, site plans special permits or other approvals previously granted for the property			
<b>Depending upon the type of project the following additional information may be required for the zoning table:</b>			
Required buffers			
Open Space and/or Recreation Areas/Facilities (Total and by Type)			
Number of residential units including bedroom/units			
Number and type of Affordable Residential Dwelling Units			
Number and type of Congregate Residential Units or Beds			
Proposed residential density			
Notations regarding any requested waiver, exception or modifications from the regulations			
<b>Proposed Buildings and Structures</b>			
Buildings and structures with square footage and dimensions			
Location of building entrances and exits			
Use of each building or portion thereof			
Outdoor seating, decks or patio areas			
At least three (3) dimensions from buildings and structures to the front, side and rear property lines			
Distances between adjoining structures			
Building overhangs/canopies			
Location, type and height of fences, guide rails, railing, etc.			
Location, type and height of retaining walls			
Building height and number of stories			
Any variances, subdivisions, site plans, special permits or other approvals previously granted for the property			
<b>Depending upon the type of project the following additional information may be required for the zoning table:</b>			
Required buffers			
Open Space and/or Recreation Areas/Facilities (Total and by Type)			
Number of residential dwelling units including bedrooms/unit			
Number and type of Affordable Residential Dwelling Units			
Number and type of Congregate Residential Units or Beds			

	Completed	N/A	Waiver
Proposed residential density			
Notations regarding any requested waiver, exception or modifications from the regulations			
<b>Parking, Driveway, Loading and Circulation</b>			
Location, dimensions and type of all exterior sidewalks, pedestrian walkways, crosswalks, stairs and handicap ramps (on-site and along frontage)			
Location, arrangement and dimension of all parking areas, drive aisles, parking stalls (numbered), wheel stops that clearly indicate from where the dimensions are taken (e.g., edge of pavement, face of curb or back of curb)			
Location, dimensions and annotations of all handicap accessible parking stalls, and ramps compliant with the Americans with Disabilities Act (ADA) and State Building Code			
Street driveway curb cut radii and width including any changes to roadway and lane widths/designations (right turn, left turn, bicycle lanes, etc.)			
Location and dimensions of all curbed islands, peninsulas and medians within parking areas			
Location, arrangement, and dimensions of truck loading areas			
Location of required fire lanes and signage			
Parking lot signage and pavement markings			
Pedestrian and/or traffic signals and all appurtenances			
Onsite traffic circulation pattern			
Vehicle turning templates for all parking areas, delivery and trash removal areas and fire lanes			
Sight distance visibility at all street intersections and driveways			
Location and details of all proposed bicycle parking areas			
Other structures such as mail boxes, etc...			
Location of all proposed exterior lighting			
Refuse disposal and recycling area(s) and associated concrete pads, enclosures and screening details			
Exterior advertising signs with description, dimensions, areas, type, color, materials and illumination			
Location, design, dimensions, data, and details of all existing and proposed outdoor display and storage areas including screening			
Any exterior machines or devices to be appended to or project from any building or structure			
Pervious pavement areas			
Bus stops and shelters adjacent to the property			
Location and details for any off-site parking			
Location of any reserved parking areas			
MS4 Permit Table with pre and post development impervious area, directly connected impervious area (DCIA) and net changes in acres			

<b>Parking and Loading Table</b> that lists the following requirements from the Town's zoning regulations and proposed improvements to document compliance with the following: It is the Town's intent to minimize the amount of impervious surfaces and allow the minimum amount of parking to serve the development			
	Completed	N/A	Waiver
Number of required and proposed parking spaces including handicap spaces			
Gross Square Feet of Building Area (Total)			
Gross Square Feet of Building Area (By Use)			
Parking Space Computation			
Loading spaces			
Compact parking spaces			
Proposed shared parking (if applicable)			
Any requested parking reduction			

<b>UTILITY PLAN</b> - The Utility Plan shall identify the location of all underground and above ground utility features on-site and along the property frontage with size, slope, and type of proposed utility services and mains, pipe alignments, and critical elevations necessary for layout including:			
	Completed	N/A	Waiver
Proposed rights-of-way, easements, or other property encumbrances and restrictions, including but not limited to conservation, drainage and access including the names of the affected party and the purpose			
Water mains, meters, gate valves and water services			
Fire service water main, stand pipe connections and hydrants			
Sanitary sewer mains, laterals, manhole structures, and cleanouts, including top of frame and invert elevations			
Septic system and wells including tank, primary leaching area, reserve leaching area and minimum clearances (contact the Central Connecticut Health District for specific requirements if the property requires a septic system and/or potable well)			
Utility poles, light poles and fixtures			
Natural gas, electric, telephone, or other utility lines with location of utility boxes, transformer pads, storage tanks, manholes, junction boxes, vaults, meters, HVAC equipment, condensers, cabinets or other mechanical equipment			
Mechanical room and/or service entrance locations			
Grease traps located external to buildings			
Location of radio towers, wind-powered generators, satellite dish, antennas, solar energy collection panels and similar structures			
Alternative or renewable energy equipment			
Note stating: "All new utilities will be located underground."			
Statement that the MDC has confirmed that the proposed uses for the development project will be adequately served by the proposed water distribution and sanitary sewer systems			

**GRADING AND DRAINAGE PLAN** - This Plan shall contain the following information necessary to identify grades and elevations for the proposed storm water management system. The plan shall include measures to protect/improve water quality and shall consider the use of low impact development (LID) practices with reference made to the Connecticut Stormwater Quality Manual:

	Completed	N/A	Waiver
Existing topography (dashed) and spot elevations			
Proposed topography (solid) contours @ 2' max intervals and spot elevations including corners of parking lot, property corners, retaining walls, top of berms, handicap ramps and other critical locations			
Building finished floor elevations			
Benchmark elevations (minimum of two)			
Location, size and type of storm drainage pipes and structures, including top of frame and invert elevations, headwall locations, dimensions, pipe size, material and slopes			
Location, size and type of roof and/or foundation drains with invert elevations at the building and outlet			
Vegetated Roof Systems			
Vegetated Drainage swales and channels			
Drywells or infiltration systems/basins			
All storm water treatment systems with appropriate top, bottom and invert elevations including labels for hydrodynamic separators, with manufacturer and model number.			
Short and long term inspection and maintenance plan and schedule to ensure performance of storm water treatment system			
Above and below ground detention basins including topography, top of berm, emergency spillway and bottom of basin elevations, and invert elevations for all inlet and outlet structures, and the locations and dimensions of any trash racks and other components that are critical to proper operation of the system			
Bio-retention areas, rain gardens and similar infiltration or other retention systems that include pipe or other structure sizes and limits, bottom of system elevation, and invert elevations for inlet and outlet structures, and other components that are critical to proper operation of the system			
Rainwater harvesting methods such as rain barrels or cisterns.			
Location, specifications and details for any other Low Impact Development (LID) practices			
Proposed landscape berms and contours to be coordinated with landscape plan			
Any wetlands habitat mitigation or creation			
Any floodplain compensation			

<b>LANDSCAPING PLAN</b> - The Plan shall be prepared by a licensed landscaped architect or professional engineer. The landscape plan shall show the location and details of all areas to be landscaped and shall include the following information:			
	Completed	N/A	Waiver
Any trees that are to be preserved along with tree protection measures			
Name, location and size of vegetation to be preserved with notations indicating when the vegetation is to be used for landscape credits			
Wooded areas identified by a canopy line			
Maximum limits of proposed tree clearing and site disturbance.			
Significant rock outcrops			
Street trees			
Location of fences and walls, including stone walls			
Limits of lawn areas, planting beds and any gardens			
Location and dimensions of all areas to be landscaped including: islands, strips, buffers, peninsulas and medians within parking areas specifying the location of individual trees, shrubs, and ground cover plants			
Plant and tree schedule and legend that includes the type, quantity, common name, botanical name, size (caliper) at planting (Indicate initial planting and mature height/size for trees, shrubs and ground cover). The use of indigenous plants is recommended. Non-native invasive plant species as identified by the State DEEP shall not be permitted as part of any landscaping plan approved by the Commission			
Required landscape buffer areas and means of screening new development from the view of public streets and nearby properties			
Parking perimeter requirements showing screening design and height, trees, shrubs, mounds, fences, and walls as required			
Landscaping used to meet screening requirements for dumpsters, mechanical units, loading areas, utility features, outdoor storage, and proposed sign foundations			
Edge treatment and ground cover/plantings in detention ponds, bio retention area and similar infrastructure			
Amenities associated with the landscape plan (specialty paving/details, walls, fences, recreation facilities/details, site furniture including benches, trash receptacles, bike racks, art work/details, etc...)			
Any other proposed landscape features			
Proposed irrigation system			
Relevant planting specifications and details			
<b>A landscape table</b> showing the quantity of trees, shrubs and perennials and compliance with all landscaping requirements:			
Overall landscape area			
Perimeter landscape areas (front, side and rear yards)			
Internal parking areas			
Landscape islands			
Sign areas			
Required buffer for adjoining uses			
Total quantity of all plantings			
Notation if existing trees are to be retained for credit			
Notation if a landscape modification or waiver is being requested			

<b>SOIL EROSION AND SEDIMENT CONTROL PLAN</b> – Reference is hereby made to the 2002 CT Guidelines for Soil Erosion and Sedimentation Control, as amended. It is the Town’s intent to protect native soils, prevent topsoil stripping and prevent the compaction of soils, to that end and where a soil erosion and sedimentation control plan is required, the Plan shall include, but not be limited to:			
	Completed	N/A	Waiver
<b>Narrative</b> describing the following:			
Proposed development			
Schedule for grading and construction activities including:			
Anticipated start and completion dates			
Detailed sequence of grading and construction activities			
Sequence for installation and/or application of soil erosion and sediment control measures and storm water management facilities			
Any proposed construction phasing and limits			
Sequence for final stabilization of the project site			
Design criteria for proposed soil erosion and sediment control measures and storm water management facilities			
Construction details for proposed soil erosion and sedimentation control measures and storm water management facilities			
Installation and/or application procedures for proposed soil erosion and sediment control measures and storm water management facilities			
Operations and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities, including dewatering measures and controls (when applicable)			
Method and locations for disposal of clearing debris and materials and any excess or waste materials to be removed from the site			
Assignment of responsibility for implementing and maintaining control measures with name and phone number			
Any notes related to the proposed soil and erosion control plan and associated measures			
In addition to the other site plan requirements contained in this check list a <b>Site Plan</b> at a scale of not less than 1" = 40' scale that includes the location of and design details for all proposed permanent and temporary soil erosion and sediment control measures and storm water management facilities including:			
Storm drain inlet and outlet protection			
Silt fence, hay bales and check dams			
Construction entrance(s)			
Tree protection fencing and location of all protected trees			
Temporary and permanent vegetation			
Stockpile and material storage areas			
Permanent and temporary diversion swales			
Sediment traps or basins			
Retaining walls or cribbing			
Any other information deemed necessary and appropriate by the applicant or requested by the Commission or Town staff			

<b>ARCHITECTURAL PLAN/DESIGN REVIEW</b> - Architectural plans at an appropriate scale prepared by a professional architect to demonstrate compliance with design guidelines and principles. The following items are required:			
	Completed	N/A	Waiver
Demonstrate how the criteria in Section 6.12 of the zoning regulations are achieved by submitting street views of the property and surrounding properties showing buildings, parking, loading and landscape areas in relationship to the public street and adjoining properties			
Overall architectural design of the proposed structure(s), including elevations of all exterior elevations, showing all fenestrations, signs and other architectural features, including the color and style of the building materials (and samples, if necessary) and any architectural peculiarities			
Schematic floor plans for each floor level (including basements and roofs) with dimensions, floor area and all proposed interior and exterior alterations, seating arrangements, ingress and egress			
Number of dwelling units by room count and by bedroom count			
Color renderings and views from all directions, if requested			
Exterior building elevations for all building faces that detail architectural elements, materials, colors and dimensions			
Proposed changes to existing structures			
All provisions for and design of balconies, sunshades, awnings, louvers, roof leaders, downspouts and utility lines/meters/boxes			
Elevation drawings from all streets abutting the site with all proposed plantings superimposed, which shall be shown at the height at which they are proposed to be installed (Applicant is also encouraged to provide elevations showing expected height of plantings in ten years)			
Building dimensions, building height, number of stories, fenestrations and roof lines			
Signage plan That includes the height, location and design of all signs			
Any proposed building illumination. The height, locations, fixture design, and intensity of all exterior lighting and expected illumination off the site			
Any proposed rooftop enclosures, rooftop mechanical equipment, chimneys, stacks, towers, tanks, shafts, vegetated roof systems or other roof mounted structures			
Any proposed accessory structures			
All artwork sculpture, fountains and other ornamental or decorative features visible from surrounding properties			
When warranted by the size, location or the nature of a proposal, or when determined to be in the public interest, the Commission may require a perspective drawing or a three dimensional physical model representation or a computer simulation of the proposal and portions of the neighboring properties and structure at an appropriate scale to show relationship after development of the site to off-site features			

<b>FLOODPLAIN MANAGEMENT PLAN</b> - Where any portion of a proposed site contains a FEMA Special Flood Hazard Area (SFHA) or a regulated floodway, the following additional information is required:			
	Completed	N/A	Waiver
The location of the limits of the FEMA one-hundred (100) year flood elevation (Special Flood Hazard Area based on Base Flood Elevations (BFE'S) and site topography			
Where compensatory storage is required, such storage shall be appropriately shown and earthwork calculations shall be provided			
All new construction and substantial improvements to a building or structure or any other facility or equipment shall include the existing and proposed elevations and the details of the proposed anchoring system to prevent flotation, collapse, lateral movement and buoyancy			
All new and replacement utility services or systems (water, sanitary sewage, electrical, heating, ventilation, plumbing, air conditioning and on-site waste disposal) shall include details to demonstrate that the design and location of the system will minimize or eliminate infiltration of floodwaters or contamination from the facilities during flooding			
Elevation for the top of foundation for any proposed storage tanks and the top of the fill pipe or other such openings			
Top of foundation or the corresponding ground elevation, for any significant external utility, mechanical, or other service equipment, or facility			
Proposed elevation of the finished floor for, as may be applicable, basement, garage, first floor or any subgrade enclosures			

<b>LIGHTING PLAN</b> - Where site lighting is required or proposed, provide a lighting plan prepared by a qualified lighting consultant stamped by a Professional Engineer that contains the following information:			
	Completed	N/A	Waiver
Site plan showing the location of all proposed buildings, parking and pedestrian areas on the site and indicating the location and type of all existing and proposed light poles, decorative lighting, building/wall mounted light fixtures and canopy lighting			
Site plan showing the location and description of any light fixtures on adjacent properties or the street right-of-way within 10 feet of the property			
Detailed description, drawing, elevation, cut sheet or the manufacturers catalog information sheet for each type of light standard. Only full cut off compliant fixtures shall be accepted. The detail for pole mounted light standards shall consist of the			

foundation, pole base, pole, mounting arm, or other attachment device, mounting height and the fixture			
<b>A site lighting summary table</b> shall be provided that include the following:			
Quantity of fixtures by type			
Mounting height above grade for all light fixtures			
Manufacturer and model number			
Lamp type			
Lumens rating			
Level of wattage			
Any shielding			
If canopy lighting is proposed provide details that the fixture is recessed and mounted flush with the bottom surface of the canopy			
Data provided by the manufacturer or a qualified source, showing the angle of cut off and light levels throughout the site to assure that there will not be light trespass on adjacent properties			
An Isolux Diagram that indicates:			
The maximum light levels measured in foot candles on a grid not to exceed ten (10) feet by ten (10) feet across the entire site, carried out a minimum of ten (10) feet beyond the parcel property line to tenths of a foot candle (0.0)			
The average illuminance on the site			
The maximum and minimum lighting levels on the site			
A statement on the plans of the proposed hours when the luminaries will be on and when they will be extinguished			
Description of controls such as timer, motion sensor, time clock, etc...			

<b>DETAIL AND NOTES</b> - Detail sheet(s) shall show all construction details, including profiles and cross-sections where appropriate, shall be submitted:			
	Completed	N/A	Waiver
Site Improvements – Fences, guide rails, railings, retaining walls, stone walls, refuse disposal enclosures, concrete pads, signs, bus shelters and outdoor storage			
Parking and Loading – Sidewalks, ramps, pavement, parking stalls, pavement markings, aprons, curbs, wheel stops, bollards, traffic control signs, stairs, driveways, crosswalks and ADA compliance details			
Utilities – Trenches, storage tanks, mains, services, manholes, cleanouts, meters, gate valves, grease traps, standpipes and hydrants			
Drainage – Trenches, drains, swales, catch basins, manholes, riprap aprons, storm water quality equipment, pipe inlet/outlet details and oil/water separators			
Landscaping – Tree protection, specialty paving, site furniture, bicycle facilities, artwork, mail boxes and planting details			

Soil Erosion Control – Silt fence barriers, hay bale check dams, construction entrances, sediment traps, swales, inlet protection, slope stabilization and silt sacks			
Floodplain Development – Anchoring, infiltration prevention and flood-proofing			
Lighting – Light poles, fixtures and luminaires			
Any other site improvements			
Contact the Engineering Division at 860-721-2850 for standard details of proposed improvements within the public right-of-way			

**POSSIBLE ADDITIONAL INFORMATION** - The following additional information shall be submitted if deemed necessary to make a reasonable review of the application:

**Traffic analysis or parking demand study** prepared by a Connecticut licensed professional engineer with traffic engineering expertise

The report shall include at a minimum, the following information:

	Completed	N/A	Waivers
Current roadway and intersection conditions			
Existing traffic volumes during the peak hours			
Accident analysis of the study area roadways and intersections			
Expected average daily vehicular trips and peak hour volumes to be generated by all of the proposed uses on the site			
Distribution of generated traffic for the roadway network, including vehicle approach and exit routes			
Level of service (LOS) and capacity of the study area roadways and intersections and the site access points prior to and after development			
Vehicle queue analysis for critical lane movements in study area intersections			
Analysis of truck traffic and any provisions made to ensure the safety of residents			
Impact of any proposals approved but not yet constructed in the study area			
Narrative explaining all assumptions utilized in preparing the analysis			
Recommended improvements both on and off site to address any level of service (LOS) reductions anticipated by the proposal as well as recommended improvements to improve any existing substandard or undesirable LOS conditions			
<b>Geotechnical report</b> related to required ledge removal, structural building or wall design, subsurface soils, high groundwater elevations, etc.			
<b>Solar access plan and narrative</b>			
<b>Map and narrative for a telecommunication facility</b>			
<b>Analysis and supporting documentation regarding the availability of off-site parking, shared parking or joint use parking</b>			
<b>When requesting an exception to any of the area or dimensional requirements of the zoning regulations as an incentive for mixed-use, SRD, consolidated parcels, redevelopment or renovation of business properties a statement supporting the request</b>			
<b>Any other studies or impact analysis (including fiscal)</b> that would allow the Commission to adequately determine the potential impacts of the proposed development to the site and to the community			

**STORMWATER MANAGEMENT REPORT** - Stormwater Management Reports are required for, subdivision, site development, inland wetlands, erosion and sedimentation control, special permit applications, public road construction, and projects that discharge storm water runoff to public roadways, drainage systems, wetlands or watercourses.

Unless specifically waived by the Town Engineer or the Commission, a Stormwater Management Report (SMR) shall be submitted that details the storm water management plan for the proposed development and includes analysis of both existing and proposed drainage facilities. At a minimum, the Storm Water Management Report shall include:

	Completed	N/A	Waiver
Seal and signature of the professional engineer licensed in the State of Connecticut that was responsible for its preparation			
Narrative summarizing the proposed project, design methods used, and a table comparing pre-development and post-development peak flows for the 2, 10, 25 and 100-year design storm events at all critical design points (defined as any areas where runoff leaves the site)			
Drainage Area Maps for pre and post development conditions at a scale not to exceed 1"=40', with topographic contours showing the upstream contributing drainage areas and labeled to coincide with the drainage computations used to compare pre- and post-development peak flows and for design of proposed drainage systems			
Limits of the FEMA 100-year flood elevation at the site obtained from existing site topography and the base flood elevations (BFE's) identified in the Flood Profiles (if applicable)			
Inland Wetland boundaries as defined on the Town's Inland Wetlands and Watercourses Map or as field delineated by a soil scientist in accordance with the Town's Inland Wetlands and Watercourses Regulations, as amended			
Inventory and evaluation of the flow capacity and physical condition of on-site hydraulic structures and watercourses located within the downstream "zone of influence". The downstream "zone of influence" generally extends to the next two existing structures located downstream of the proposed development. The Town Engineer will confirm the limits of analysis required			
Identification of all drainage pipes, structures and watercourses that are insufficient to convey storm water runoff under existing or reasonably anticipated future conditions			
Identification of the peak rate of runoff and flow velocities at various design points in the watershed and the relative timing of the peak flow rates			
Supporting calculations for design of all proposed drainage facilities, including but not limited to, piping, structures, riprap, swales, detention basins, drywells, treatment systems, etc. This information shall include calculations for the time of concentration, runoff coefficients, curve numbers, hydraulic grade line, flow velocities, gutter flow, ponding depths for inlets at low points, detailed hydraulic models for the conveyance system and detention basin sizing, etc.			

	Completed	N/A	Waiver
For sites that are currently developed with Directly Connected Impervious Area (DCIA) of forty (40) percent or more, demonstrate that one-half the water quality volume has been retained on site			
For new development and for redevelopment of sites with less than forty (40) percent DCIA, demonstrate that the entire water quality volume for the site has been retained			
In cases where the required volumes cannot be retained, provide documentation detailing the factors or site constraints limiting the ability to meet these requirements and the retention levels that can be met to the maximum extent achievable with the control measures utilized to meet these levels			
Optional: Photographs of critical areas and general site conditions to substantiate drainage calculations. The report shall be supplemented with a complete set of site development plans and all drainage structures and pipe systems shall be labeled to coincide with the drainage calculations			
Exceptions - When approved by the Town Engineer, a Storm water Management Report is not required if:			
The proposed project will have little or no impact to the existing drainage patterns and/or downstream conveyance systems (i.e. building renovation with no site work, construction of a single family house, etc.).			
The proposed project already has an approved Stormwater Management Report on file in the Engineering Division. Note that amendments to the originally approved Stormwater Management Report may be required to address compliance with requirements that were not in effect at the time of approval			

**ZONE CHANGE MAP REQUIREMENTS**

Sixteen (16) copies of a Compilation survey map prepared at 24" x 36" at no less than 100 scale for the entire parcel showing:

	Completed	N/A	Waiver
Boundaries of the property certified to an A-2 Survey standard			
Boundaries of the existing and proposed zoning			
Location of significant natural features (wetlands, watercourses, steep slopes, flood plain)			
Key map at the scale of the current zoning map showing the proposed change			
The existing street limits and properties with the names and addresses of all parcel owners as per the latest Assessor's records, keyed by parcel number, located within 500 feet			
North arrow and location key map at a scale of 1" = 1000'			

**EARTH FILLING & REMOVAL PLAN REQUIREMENTS** - For applications involving the excavation, removal or filling of earth materials, the following additional information shall be submitted unless specifically waived by the Commission:

	Completed	N/A	Waiver
Limits of the proposed excavation, removal, filling, grading or processing			
Quantity of material to be removed, the total earthwork volumes calculated for the site based on the design, including stripping, cut, fill, borrow, waste and export (cubic yards)			
Proposed location of a permanent bench mark plus an additional permanent elevation reference for every five acres, or part thereof			
Storm drainage data showing all existing and proposed drainage facilities to ensure proper drainage of the premises both during and after completion of the proposed operation			
Buffer areas and adequate provision for lateral support of adjacent properties			
Fences or embankments where necessary for the protection and safety of vehicular and pedestrian traffic			
Vehicular access to and egress from the site and proposed work roadways within the site			
The limits of any proposed processing and the specific location and type of proposed processing equipment			
Location of soil test pits together with individual soil profiles			

## **Application Forms**

The remainder of this document contains several of the various application forms which must be submitted for various types of proposals. Please note that if an application form that you require is not listed here, it can be found in the appropriate department of the Town Hall. The application forms presented herein are listed below, in the following order:

- Land Use Application (for special permits, site plans, design reviews, subdivisions, zone changes, lot splits/first cuts, and other uses).
- Pre-Application Review Form (if a staff/Commission meeting is requested prior to official submission of application).
- Administrative Sign Application (for signs, new or revised)
- Neighbor Notice Form (the form that must be sent to notify neighbors of pending action).
- Design Review Advisory Committee Review Form (if applications require Design Review).
- Historic District Certificate of Appropriateness Application
- Wetlands Applications



**TOWN OF WETHERSFIELD**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**505 SILAS DEANE HIGHWAY**  
**WETHERSFIELD, CONNECTICUT 06109**  
**(860) 721-2837 FAX (860) 721-2843**

**PRE-APPLICATION REVIEW FORM**

**Project Title** \_\_\_\_\_  
**Property Address** \_\_\_\_\_  
**Existing Zoning** \_\_\_\_\_ **Site Acreage** \_\_\_\_\_

**Property Owner** \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-Mail \_\_\_\_\_ @ \_\_\_\_\_

**Applicant/Agent/Developer** \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_ @ \_\_\_\_\_

**Project Description:** (Attach written narrative) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**It is suggested that the following information is submitted with this form:**

\_\_\_\_\_ Site Plan      \_\_\_\_\_ Building Floor Plans      \_\_\_\_\_ Exterior Elevations  
\_\_\_\_\_ Photographs      \_\_\_\_\_ Project Narrative      \_\_\_\_\_ List of Questions

I understand that in accordance with C.G.S Section 7-159b I have requested a pre-application review with the Town of Wethersfield and I further understand that any plan or ideas presented, or the comments made by any Commission member or staff are non-binding in the event an application is made later. I understand that the pre-application review shall be considered only informational and advisory in nature and no development rights shall attain to the review or consideration of any project. The filing of a pre-application review is not a formal development application and does not initiate the processing time frames of the Connecticut General Statutes.

**Applicant's Signature:**

**Date:**





**TOWN OF WETHERSFIELD  
DESIGN REVIEW ADVISORY COMMITTEE APPLICATION**

**Project Name** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Applicant/Agent Name** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Describe Proposed Activity** including all exterior changes, landscaping, lighting with exterior materials, colors and details (attach a listing of materials on a separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name(s) of Design Team** (Architects, Engineers, Designer)

\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

# ZONING PERMIT APPLICATION

RECEIPT # \_\_\_\_\_  
FEE \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

Location of Work \_\_\_\_\_

Date \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Zone: \_\_\_\_\_

Interior lot \_\_\_\_\_

Corner Lot \_\_\_\_\_

Contractor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Applicant Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

HDC Coordinator (If applicable) \_\_\_\_\_

ZEO Signature \_\_\_\_\_

Date \_\_\_\_\_

Engineering \_\_\_\_\_



**TOWN OF WETHERSFIELD  
ZONING BOARD OF APPEALS  
VARIANCE APPLICATION**

1. Applicant _____	Phone _____
2. Address _____	Zone _____
3. Email _____	Cell phone _____
4. Property Owner _____	
5. Address/Phone _____	

**6. Property Address (include tax map ID)**

\_\_\_\_\_

**7. Variance Requested**

\_\_\_\_\_  
\_\_\_\_\_

**8. Describe in detail the difficulty or unusual hardship**

\_\_\_\_\_  
\_\_\_\_\_

**9. Section of the Zoning Regulation the variance is referring to** \_\_\_\_\_

**10. Please list any variances and the date with the decisions for this property:** \_\_\_\_\_

**11. Are there Wetlands on the property? Yes No (circle one)**

**12. Do you have a septic/well? Yes No (circle one)**

**13. Are you in the Historic District? Yes No (circle one)**

**14. Is this property within 500 feet from another town? Yes No (circle one)**

**I understand that by applying, I grant permission for members of the Zoning Board of Appeals and staff to enter upon the subject premises for the purpose of making visual examination of same.**

All the above statements contained in any papers submitted herewith are true to the best of my knowledge and belief.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>ZBA #</b> _____	<b>Date#</b> _____
<b>Fee paid/receipt #</b> _____	<b>Sign deposit receipt#</b> _____

\*Effective 2/13/15



**APPENDIX A**

Application No. \_\_\_\_\_

Date Filed \_\_\_\_\_

**APPLICATION FOR PERMISSION TO CONDUCT A  
REGULATED ACTIVITY WITHIN AN INLAND WETLAND  
OR WATERCOURSE AREA IN THE TOWN OF WETHERSFIELD**

**SECTION 1**

1. Name of Applicant \_\_\_\_\_  
Home Address \_\_\_\_\_  
Business Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Email \_\_\_\_\_

2. Applicant's interest in the property  
/\_\_\_/Owner    /\_\_\_/ Lessee    /\_\_\_/Lessor    /\_\_\_/Other \_\_\_\_\_

3. Name of Property Owner (if not applicant)  
\_\_\_\_\_  
Home Address \_\_\_\_\_  
Business Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Email \_\_\_\_\_



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7. Names and addresses of adjacent property owners (or attach separate sheet).

8. The property to be affected by the proposed activity contains a:

swamp     marsh     bog     lake or pond

stream or river             flood plain

other regulated area; Describe \_\_\_\_\_

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The undersigned states that under the penalties of false statement, the information supplied in the completed application is accurate, to the best of his knowledge and belief.

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

**The signing of this application authorizes the members and agents of the Commission to inspect the subject land, at reasonable times, during the pendency of an application and for the life of the permit.**

**The applicant must appear at all scheduled meetings.**

WARNING: An application that requires local inland wetlands approval may also be regulated by the federal government under the Clean Water Act which is administered by the United States Army Corps of Engineers under the 404 permit program. The responsibility for obtaining federal and/or state permits is a responsibility of the applicant as are any fines, penalties and delays due to the applicant's failure to seek permits or to question their applicability to the proposed activity.

**TOWN OF WETHERSFIELD  
HISTORIC DISTRICT COMMISSION**

Application for  
**CERTIFICATE OF APPROPRIATENESS**

OFFICE USE ONLY	OFFICE USE ONLY
Application No. _____	Date Received _____

Application is hereby made for the issuance of a CERTIFICATE OF APPROPRIATENESS for proposed work as described below and as shown on photographs and plans or drawings.

Address of Proposed Work \_\_\_\_\_

Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
Applicant's Street \_\_\_\_\_ Email REQUIRED \_\_\_\_\_  
City, State & Zip \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_  
Owner's Street \_\_\_\_\_ Email REQUIRED \_\_\_\_\_  
City, State & Zip \_\_\_\_\_

Agent or Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_ Email REQUIRED \_\_\_\_\_  
City, State & Zip \_\_\_\_\_

**APPLICATION FEE: \$25.00**

**THE FOLLOWING INFORMATION MAY BE REQUIRED (Please consult staff):**

\_\_\_ Photographs/Manuf. Cut Sheets \_\_\_ Plot Plan of Property \_\_\_ Plans/Drawings of proposed work

**EXPLANATION OF APPLICATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

OFFICE USE ONLY	OFFICE USE ONLY
( ) Referred to Historic District Commission for Public Hearing On _____	
( ) Notice of Public Hearing published on _____	

**COMMISSION ACTION**

- |   |   |
|---|---|
| ( ) Application <b>TABLED</b>                           | ( ) Application <b>APPROVED AS SUBMITTED</b>      |
| ( ) Application <b>DENIED</b>                           | ( ) Application <b>APPROVED AS MODIFIED</b>       |
| ( ) Application <b>CONTINUED WITH HEARING LEFT OPEN</b> | ( ) Application <b>APPROVED WITH STIPULATIONS</b> |

Date \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Clerk, Historic District Commission

Signed \_\_\_\_\_  
Clerk, Historic District Commission



**TOWN OF WETHERSFIELD**  
 DEPT. OF PLANNING AND ECONOMIC DEVELOPMENT  
 505 SILAS DEANE HIGHWAY  
 WETHERSFIELD, CONNECTICUT 06109  
 (860) 721-2837 OR (860) 721-2838

Date Received \_\_\_\_\_

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

## SIGN APPLICATION

Street Address of Property: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Business or Project Name \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's e-Mail \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE SUBMITTED ALONG WITH THIS APPLICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Eight (8) copies of the application and supporting documents                 | <input type="checkbox"/> A site plan or elevation drawing depicting the sign location                         |
| <input type="checkbox"/> Rendering/Drawing of the proposed sign with dimensions, colors and materials | <input type="checkbox"/> Information regarding existing signage to remain (type, location, square footage)    |
| <input type="checkbox"/> Proposed Lighting Details  | <input type="checkbox"/> \$25.00 fee for each sign (cash or check made payable to the "Town of Wethersfield") |
| <input type="checkbox"/> Each sign requires a separate application                                    |   |

It is recommended that the application and supporting documents and drawings are submitted electronically as PDF files in an effort to expedite the permit review process.

**CHECK THE PROPOSED SIGN TYPE**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Temporary Banner    | <input type="checkbox"/> Portable Sign      | <input type="checkbox"/> Detached Sign |
| <input type="checkbox"/> Temporary Yard Sign | <input type="checkbox"/> Café Umbrella Sign | <input type="checkbox"/> Wall Sign     |

**CHECK THE APPROPRIATE DESCRIPTION OF THE PROPOSED SIGN**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Athletic Field      | <input type="checkbox"/> Accessory Use                              | <input type="checkbox"/> Drive Through    |
| <input type="checkbox"/> Construction        | <input type="checkbox"/> SRD, Subdivision or Congregate Residential | <input type="checkbox"/> Directory Sign   |
| <input type="checkbox"/> Community Event     | <input type="checkbox"/> Scoreboard                                 | <input type="checkbox"/> Awning/Canopy    |
| <input type="checkbox"/> Farm Stand          | <input type="checkbox"/> Single Tenant Business                     | <input type="checkbox"/> Projecting Sign  |
| <input type="checkbox"/> Business Event      | <input type="checkbox"/> Multi-Tenant                               | <input type="checkbox"/> Suspended Sign   |
| <input type="checkbox"/> Outdoor Seating     | <input type="checkbox"/> Shopping Center                            | <input type="checkbox"/> Upper Story      |
| <input type="checkbox"/> Bed and Breakfast   | <input type="checkbox"/> Secondary Detached                         | <input type="checkbox"/> Master Sign Plan |
| <input type="checkbox"/> Manually Changeable | <input type="checkbox"/> Electronic Changeable                      | <input type="checkbox"/> Sign Exception   |
| <input type="checkbox"/> Non Conforming Use  | <input type="checkbox"/> Electronic Gas Pump                        | <input type="checkbox"/> Face Replacement |
| <input type="checkbox"/> Principal Use       |   | <input type="checkbox"/> Other _____      |

**PROVIDE THE FOLLOWING INFORMATION IN SUPPORT OF THE PROPOSED SIGN:**

Is This a Face Replacement Only? (circle one)      *Yes*    or    *No*    If yes, proceed to signature.

Does the site have existing signage that will remain? (circle one)      *Yes*    or    *No*

Describe Signage To Remain \_\_\_\_\_

Describe Proposed Sign Construction Materials: \_\_\_\_\_

Proposed Sign Dimensions: Height \_\_\_\_\_ ft x Width \_\_\_\_\_ ft Proposed Sign Area \_\_\_\_\_ S.F.

Sign Height \_\_\_\_\_ ft      Distance from Property Line: \_\_\_\_\_ ft

Linear Business Frontage: \_\_\_\_\_ ft      Extension from Wall: \_\_\_\_\_ ft

Will the sign be illuminated? (circle one)      *Yes*    or    *No*      *Externally*    or    *Internally*.

Dates for use of temporary sign: *From* \_\_\_\_\_ *until* \_\_\_\_\_

Provide Any Additional Information Necessary to Describe Proposed Sign:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**PRINT APPLICANT'S NAME**

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT PROPERTY OWNER'S NAME**

\_\_\_\_\_  
**PROPERTY OWNER'S SIGNATURE**

\_\_\_\_\_  
**DATE**