

ANDOVER TOWN PLANNING AND ZONING COMMISSION

Site Plan/Special Permit Application Procedure

Completed applications can be received up to one (1) business day prior to the meeting (Thursday before) to be taken up under New Business and a Public Hearing will be scheduled for the following month's meeting.

Submit completed applications with all required attachments and a non-refundable fee. Please confirm amount at time of submission. Checks/money orders shall be made payable to the "Town of Andover".

The applicant shall notify all property owners who own land adjacent to the subject property by sending a copy of the legal notice, via certified mail, with a certificate of mailing, mailed a minimum of ten (10) days prior to the hearing. The applicant shall provide the Town with copies of all receipts and assume all costs associated with the mailing. For purposes of compliance with this section the applicant shall use the names and addresses as they appear on the Town's most current grand list.

In addition, the applicant shall post one or more signs on the subject property. All signs, which shall be provided for a fee by the Town, shall be placed on the property so as to be readily visible from any and all streets upon which the property fronts, not more than 25 feet from the street. Signs shall be posted for a period of ten (10) days prior to public hearing and remain posted until the close of the public hearing. The sign shall state the reason for the public hearing, the time and the location of the public hearing, and shall inform interested parties as to where additional information is available.

Regular meetings of the Andover Planning and Zoning Commission (PZC) are held on the third Monday of the month in the Town Hall Community Room, 17 School Road. Confirm the date and location with the Building Department.

The Connecticut General Statutes govern the application process. The public hearing must be scheduled within 65 days of the "date of receipt" of application. A required legal notice must be published twice in a newspaper having general circulation in the town and give adequate information about the subject matter of the hearing. The notice must be published two (2) times with no less than ten (10) and no more than fifteen (15) full days between the date of the first notice and the date of the hearing. There must be at least two (2) full days between the date of the first notice and the date of the second notice. The public hearing must be concluded within thirty-five (35) days. The applicant may grant one or more extensions of time subject to an overall limit of sixty-five (65) days for all extensions of time in the decision-making process.

Notice of the decision of the public hearing must be published and sent by certified mail to the applicant within fifteen (15) days of the decision.

ANDOVER PLANNING AND ZONING COMMISSION

Application For A Special Permit

The undersigned applicant hereby applies to the Town Planning and Zoning Commission for approval of a Special Permit under Section(s)_____of the Andover Zoning Regulations for the following:

Address or location of subject parcel_____

Size of subject parcel:_____Zone of subject parcel:_____

Deed Reference: Vol._____Page_____Zone_____

How will proposed Special Permit relate to the adopted Plan of Development:

Allowing said Special Permit use will be of benefit to the Town of Andover for the following reason:_____

Applicant: If more than one list on a separate sheet

Name:_____Signature:_____

Address:_____

Telephone:_____Date:_____

Cell #_____E-mail_____

Check one: () Owner () Optionee () Buyer () Agent

Owners of Record: (If other than applicant) If more than one list on separate sheet

Name:_____Signature:_____

Address:_____

Telephone:_____Date:_____

Cell #_____E-mail_____

The following items shall be included as part of this application:

- A fee is due with the application. Check with Agent or the Building Department for the amount. Money orders/checks are to be made payable to the Town of Andover.
- The items identified in the attached checklist, as applicable.
- Sight plans, see Section 23.2 of the Andover Zoning Regulations for complete list of requirements.
- Obtain sign from Building Department two (2) weeks prior to the Public Hearing. The fee for sign can be verified at the Building Department. It is the applicant's responsibility to maintain the sign for the two (2) week period. The sign must be conspicuously displayed. Corner properties require one sign on each street.

NOTE TO APPLICANT

In accordance with Connecticut State Statutes Revised 1958 requires that certification of approval of the Special Permit to be filed with the Town Clerk's Office before becoming effective. Effective date shall be twenty (20) days after legal publication. This allows landowners within one hundred (100') feet to appeal within fifteen (15) days and landowners within five hundred (500') feet to appeal with twenty (20) days.

ANDOVER PLANNING & ZONING COMMISSION CHECKLIST FOR SITE PLAN REVIEW AND SPECIAL PERMIT APPLICATIONS

THIS CHECKLIST MUST BE COMPLETED BY THE APPLICANT OR AN AUTHORIZED REPRESENTATIVE AND SUBMITTED WITH THE APPLICATION.

The Planning and Zoning Commission will use this checklist in determining the completeness or incompleteness of the application. The applicant is responsible for providing all the applicable information on this checklist. The applicant is encouraged to provide any additional information to clearly present a proposed activity and its potential effects on the community. The Commission may require additional information not included in this checklist to determine compliance with the regulations.

AN APPROVAL OF AN APPLICATION COULD BE DENIED IF AN APPLICATION LACKS SUFFICIENT INFORMATION.

Some of the items below are essential for any application while others may not be applicable for a particular proposal. The applicant is encouraged to ask the town staff to review the completed application with all supporting information and the completed checklist, prior to submitting the application to the Planning and Zoning Commission so that the staff can provide the applicant an opinion on the completeness of the application.

Pursuant to Section 23.2, at time of application submission, the applicant may request in writing that the Commission determine that all or a part of the information required under Section 23.2.b through g. is NOT necessary in order to decide on an application.

Applicants may be subject to supplemental review fees to defray the costs of professional review services such as engineering or legal reviews.

Name of Development _____

Applicant _____

Number	Application Checklist	Included		Staff Approval	
		YES	NO	Yes	NO/ NA
1	Completed, signed application by applicant and owner				
2	Payment of required application fees				
3	Evidence of approval by Eastern Highlands Health District for review				
4	Evidence of approval of application to the Inland Wetlands Commission OR approval by wetlands agent				
5	Copy of a request for review and approval by the Fire Marshal water approval supply for fire protection				
6	Copies of any required applications to other local, state or federal regulatory approvals				
7	All draft deeds for any roads, road widenings and easements for drainage, conservation, driveways, utilities				
8	Existing and proposed Covenants or Restrictions				
9	For zoning text or map amendments, a list of mailing address of all current property owners within 500 feet of the subject property, from Assessor records; and abutters for special permit				
10	List of all hazardous or potentially hazardous materials which will be present on the property with a full description of procedures that will be used to assure safety with the material safety data sheets				
11	Copies of all reports including hydrology, hydraulic and drainage computations				
12	Architectural elevation drawings of proposed buildings				
13	Landscaping plan including the locations, numbers, installed sizes, anticipated mature sizes, species and common names of proposed plants				
14	Architectural floor plans of existing and proposed buildings				
15	Existing trees of 10" diameter at breast height or greater				
16	Lighting plan including the location, size, height, light intensity coverage areas and manufacturer's product descriptions for each light type				
17	Erosion and Sedimentation Control Plan, complying with section 4.10				
18	Stormwater Management complying with section 4.17 including construction details, calculations, maps drainage paths and narrative descriptions				
19	Sanitary Waste Disposal Plan				

20	Engineer's itemized cost estimate for the installation of all erosion and sediment controls based on published Connecticut DOT unit prices				
21	Traffic Impact Report (Special permit application)				
	Items 22 through 57 shall be incorporated in plans Items 12-18 may be incorporated into plans				
22	10 sets of complete stamped and signed site plans measuring 24" x 36				
23	A-2 boundary survey of the subject property showing all existing and proposed boundary lines and markers, easements, adjoining property lines and the names of all current abutting property owners				
24	Location Map				
25	Plan title block in the extreme lower right corner including ("Town of Andover)				
26	All plan sheets numbered with the format "sheet x of y"				
27	Clear legible plans with all lines, symbols and features readily identifiable				
28	North arrow on each plan including the reference meridian				
29	Graphic bar scale on each plan sheet, not smaller than 1"= 40'				
30	Overall plan of site at a smaller scale, with sheet index, if the site does not fit on one sheet at a scale of 1"=40' Key				
31	map at a scale of 1"= 500' showing the relation of the site to abutting properties and streets, shown on plan and zoning district boundaries within 500' of site				
32	Original and revision plan dates and revision explanations shown on the affected plan sheets				
33	Existing and proposed grading with two foot contours to T-2 standards, for all ground surfaces, shown on plan				
34	Existing and proposed structures and features, their uses and those to be removed, shown on the plan				
35	Exterior HVAC equipment placement), including on the roof				
36	Existing and proposed driveway entrances to street, parking, loading areas, fire lanes, sidewalks and construction detail drawings, shown on plan				
37	Sight distances from property entrances along public roads shown on plan and on profile if grading is needed				
38	Soil test locations and soil test results shown on plan				
39	Existing and proposed sewage disposal systems and design information, shown on plan				
40	Outside Storage Areas				

41	Underground / overhead utilities, existing and proposed				
42	Existing and proposed water supply shown on plan				
43	Existing wells and sewage disposal systems on other properties that could conflict with proposed site improvements, shown on plan				
44	Existing and proposed footing drains, curtain drains and dry wells, shown on plan				
45	Existing and proposed drainage systems, any affected Floodway or floodplain and construction detail drawings, shown on plan, including base flood elevation and floor elevation data.				
46	Existing and proposed bridges and culverts on or adjacent to the site, shown on plan				
47	Existing and proposed signs with dimensions, method of illumination, and construction detail drawings, shown on plan				
48	Existing and proposed fences and walls with dimensions and construction detail drawings, shown on plan				
49	Zoning district boundaries affecting the site, shown on plan				
50	Table shown on plan of zoning dimensions required and provided for lot area, street frontage, lot width, yard setbacks, impervious area, building coverage and the height and floor area of each building				
51	Table on plan of parking / loading spaces required / provided				
52	Bicycle storage areas				
53	Sidewalks and other pedestrian ways				
54	Fire lanes				
55	Off-site traffic improvements				
56	Limits of wetlands as delineated by a certified soil scientist with the soil scientist's signed certification, shown on plan or a certification signed by a soil scientist that no wetlands are within 100 feet				
57	Natural features including 100 year flood plain areas, ponds, vernal pools, aquifers, slopes steeper than 25% and potential areas of endangered species, shown on plan				