

### 1.3. SITE PLAN APPLICATION

1. **Copies**

Unless otherwise specified by herein, each application shall be submitted with eleven (11) copies of the following information.

2. **Application Form**

A completed application form, as adopted by the Commission, bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent.

3. **Application Fee**

The complete application fee, as required by Chapter 248 of the Town Code. This may include additional review fees for technical expertise, engineering, and other reviews if required by the Commission.

4. **Narrative**

A written statement, signed by the applicant, and by the owner if different from the applicant, describing the following in sufficient detail to determine compliance with these regulations and to establish the nature and extent of the proposal; fourteen (14) copies shall be submitted;

1. a detailed narrative description as to the nature and extent of the proposed use or occupancy;
2. provision to be made for water supply, sewage disposal, solid and liquid waste disposal, drainage and other utilities;
3. the number of persons estimated to occupy or visit the premises on a daily basis, and the basis for determining the parking and loading requirements for the use; provisions for pedestrian and bicycle access within and into the site, where appropriate;
4. an estimate of the type of vehicular traffic and number of vehicle trips to be generated on a daily basis and at peak hours;
5. the equipment or other methods to be established to comply with required performance standards; and
6. disclosure of any toxic or hazardous materials to be used, stored or processed in connection with the proposed use or occupancy as identified in the U.S. Environmental Protection Agency list of priority pollutants, Section 3001 of the Resource Conservation and Recovery Act (40 CFR Part 261) or the State of Connecticut Hazardous Waste Regulations, which disclosure shall include a description of how such materials are to be managed and a report on the status of permits and approvals required from Federal, State and Town agencies having jurisdiction.

5. **Deed & Easements**

Copies of draft deeds or easements for any road widening, access, driveways, drainage, conservation, utilities or other easements, restriction or covenants proposed.

- 6. **Notice**

For new construction or other activity considered to be significant in the sole judgment of the Commission, the Commission may hold a public hearing on the application; and require that the applicant:

  1. post a sign owners in accordance with the requirements of Section 9.9.F of these regulations. and
  2. give notice to abutting property owners in accordance with the requirements of Section 9.9.G of these regulations.
  
- 7. **Notice**

Notification to parties holding restrictions may be required in accordance with the requirements of Section 9.9.K.

Pursuant to CGS Section 47-42d, for property subject to a conservation or preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that:

  1. the proposed activity involves only work that does not expand or alter the footprint of an existing building, or
  2. the applicant provided written notice of such application, by certified mail, return receipt requested, not later than sixty days prior to the filing of the application to the party holding a conservation restriction or a preservation restriction, and the holder of such restriction or the holder's authorized agent has submitted a letter verifying that the application is in compliance with the terms of the restriction.
  
- 8. **Notice**

Notification to adjoining municipalities may be required in accordance with the requirements of Section 9.9.H.
  
- 9. **Notice**

Notification to water companies may be required in accordance with the requirements of Section 9.9.J.
  
- 10. **Wetlands**

If a site plan application involves an activity regulated pursuant to CGS Section 22a-36 to 22a-45, inclusive, the applicant shall submit an application for a permit to the Inland Wetlands and Watercourses Agency not later than the day such application is filed with the Commission.
  
- 11. **Wetlands**

Where applicable, a soils report from a professional soil scientist
  
- 12. **Wetlands**

Where applicable, a statement from a professional soil scientist that the "flagging" of wetland soils and delineation of watercourses on the maps is accurate

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13. **Aquifer**

Copy of Aquifer Protection Agency (APA) registration or permit approval if the application involves any activity regulated pursuant to CGS Sections 22a-336 to 22a-400.

14. **Flood**

An Elevation Certificate from an authorized professional if proposal is within a FEMA designated flood zone (only applies to New Construction or Substantial Improvements)

A copy of Zoning Commission Approval (acting as the Flood Plain Protection Board) certifying the proposed activity complies with Section 6.2.

A copy of a completed Checklist 1.6 for Additional Requirements in Flood Prone Areas

15. **Well/ Septic**

Copy of approvals of the Farmington Valley Health District (FVHD) for any proposed or change in use, or proposed building or structure that involves the installation, extension, relocation, reconstruction, or connection of a private septic system or well.

16. **Public Water**

Copy of approvals of the Connecticut Water Company (CWC) for any proposed or change in use, or proposed building or structure that involves the installation, extension, relocation, reconstruction, or connection of a public water supply system.

17. **Sewer**

Copy of approvals of the Town of Canton Water Pollution Control Authority (WPCA) for any proposed or change in use, or proposed building or structure that involves the installation, extension, relocation, reconstruction, or connection of public sewage disposal system.

18. **State Traffic Administration & Local Traffic Authority**

Copy of application review comments from the Canton Local Traffic Authority

Copy of application materials to the Office of the State Traffic Administration, if required.

19. **Other Conditions**

Copy of Other Conditions - Any maps, plans, documents, statements, and stipulations submitted to and approved by the Commission, Planning Commission, IWWA, ZBA, WPCA or other Town agency, in connection with any conditions of approval imposed by such Commission, Board or Agency shall be conditions for approval of a zoning permit, whether or not stated on the zoning permit approval.

- 20. **Bonds**

Any proposed bonds or other security estimates submitted to the Commission’s Engineer for review and determination of adequacy.
  
- 21. **Historic District**

Copy of Certificate of Appropriateness, if located within the Collinsville Historic District or Canton Center Historic District.
  
- 22. **Stormwater**

Three (3) copies of a stormwater management study, if required, and/ or written certification by a professional engineer that the proposed stormwater management system has been designed in accordance with the Connecticut Department of Energy and Environmental Protection (DEEP) 2004 Stormwater Quality Manual, Best Management Practices specified by the DEEP, and complies with the standards of Section 7.13.
  
- 23. **Traffic**

Three (3) copies of a Traffic Study and other documentation as required by Section 7.8
  
- 24. **Erosion Control**

Written certification by a professional engineer that the Erosion and Sedimentation Control Plan has been designed in accordance with the DEEP *2002 Guidelines for Soil Erosion and Sediment Control* (CTDEP Bulletin 34).

A completed Checklist 1.4. Requirements for Erosion and Sediment Control.

A narrative describing construction stages and manner in which the application complies with the requirements for erosion and sedimentation control prescribed under these Regulations.
  
- 25. **Site Plan**

A site plan shall be prepared in accordance with these regulations and standards, and showing the information hereinafter required.

  - 25.1. **Preparation** – The site plan shall be clearly and legibly drawn on good quality fixed line mylar or other material that will enable production of clear prints as required by these regulations. The site plan shall be prepared by and shall bear the name, signature, and seal of a professional: surveyor, engineer, architect; and/or landscape architect, each as required by law for preparation of parts of the site plan. The seal shall be impressed on all copies of the site plan presented for approval.
  
  - 25.2. **Size, Scale, and Copies**

The site plan shall be drawn to a scale of not less than 1” = 40’ or such greater scale as may be necessary to show the site development features clearly and in detail. The parts of the site plan that are intended for approval will be required to be endorsed and filed in the office of the Town of Canton Town Clerk

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Copies of all materials as follows (Full Size = 36" x 24"; Reduced Size = 18" x 12")

1. 1 File Original (full size);
2. 10 Commissioners (1 full size, 9 reduced);
3. 7 Staff Review (2 full size, 5 reduced) (Town Planner, Superintendent of WPCA, Director of Public Works, Project Administrator/ Town's Engineering Consultant, Traffic Authority, Building Inspector, & Fire Marshal/ Fire Chief);
4. Conservation Commission Review (2 full size, 4 reduced) (if required as part of the application proceedings); and
5. 7 Planning Commission Review (2 full size, 5 reduced) (if required as part of the zoning application proceedings)

**Please check with staff on the number of active Commissioners at the time the application is filed.**

- 25.3. Plan Information - The information listed herein is the minimum required to be shown on the site plan to the extent that the information occurs on or is applicable to the particular lot or is required to demonstrate compliance with these regulations.
- 25.4. General  
A key map at a scale of 1"=500' showing the location of the property in relation to surrounding areas, including streets, property lines and zoning district boundaries, and an index map if the plan is divided into sections or phases, or is of such size that more than one sheet for each plan section is required.
- 25.5. General  
Title block with name of project, name of developer applicant and owner, address, date (with revisions), and scale.
- 25.6. General  
North arrow, numerical, and graphic scale (the title of individual site plan sheets and orientation of north arrows shall, to the extent practicable, be consistent from one sheet to the other).
- 25.7. Zoning Schedule  
A schedule, certified by a professional surveyor or engineer, specifying in square feet the:
  1. lot area;
  2. yard setbacks;
  3. area of wetlands and watercourses, as determined by a professional soils scientist;
  4. amount of floor area by use;
  5. building coverage;
  6. impervious coverage;
  7. maximum height;
  8. calculations for required parking and loading;
  9. calculations for required landscape areas;

- 10. total disturbed area;
- 11. total cuts; and
- 12. total fills.
- 25.8. Boundaries  
Boundaries of and existing conditions of the lot based on a "Class A-2" type survey as defined in the Regulations of State Agencies adopted pursuant to CGS Section 20-00b.
- 25.9. Abutters  
Names of all abutting lot owners as recorded with the Town of Canton Assessor.
- 25.10. Limits  
Any line delimiting a portion of the lot to be used under the application and any zoning district boundary on the lot.
- 25.11. Easements/ Restrictions  
Location, width and purpose of all existing and proposed easements, covenants and restrictions and other encumbrance lines.
- 25.12. Grading  
Location and details of existing and proposed grades, topography, earthwork, staging and stock pile areas, retaining walls, and fences  
  
Existing and proposed grading contours at an interval not exceeding two (2) feet, or equivalent ground elevations, based on mean sea level, including identification of a bench mark at the site and certified in accordance with Class T-1, T-2 or T-3 by a professional surveyor.
- 25.13. Soils  
Location of USDA Soils Conservation Services soils type boundaries and codes
- 25.14. Water Supply Areas  
Location of aquifer protection areas and other public water supply watershed boundaries
- 25.15. Refuse Disposal  
Provisions and manner for refuse disposal
- 25.16. Roads/ Driveway/ Obstructions  
Location of adjacent roads, curb cuts, and width of rights-of-way and travel way location of existing and proposed signs, directional signs, and potential obstructions.
- 25.17. Setbacks  
All applicable setback lines.
- 25.18. Utilities  
Location and details of existing and proposed utilities including:
  - 1. electric;
  - 2. telephone;
  - 3. cable;
  - 4. gas;

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5. propane;
6. water;
7. sewer;
8. wells;
9. septic systems and leaching areas; and
10. any associated above or below ground equipment.

(all proposed utilities to be located underground)

25.19. Environment

Location of all:

1. wetlands and watercourses on and within 200 feet of the lot as delineated by professional soils scientist;
2. boundaries of Natural Diversity Database Areas as published by the Ct DEEP;
3. rock outcrops and ledge;
4. wooded areas and tree canopy lines;
5. public drinking water supply areas/ aquifer protection areas;
6. stormwater control/ management features;
7. soils test pits and test results;
8. ground water levels; and
9. other significant features.

25.20. Buildings

Location of existing and proposed buildings, and appurtenances thereof including:

1. location of heating, air condition, ventilation and similar equipment if located outside of the building
2. supporting or accessory uses and structures

25.21. Details

Construction details of proposed outdoor improvements

25.22. Costs Estimates

Itemized costs estimates by a professional engineer for all site improvements and the installation of all erosion and sediment controls based on published Connecticut DOT unit prices.

25.23. Section 6.1 Collinsville Business District

Location, design, architectural elevations, renderings, photo graphs and other such details of all existing and proposed changes within the Collinsville District areas necessary to demonstrate compliance with Section 6.1.

25.24. Section 6.2 Flood Plain

1. The location of any water courses, flood boundaries, and flood hazard areas delineated by the Flood Insurance Rate Map and published by FEMA;
2. Location, design, and details of all existing and proposed activity within flood hazard areas, calculations and other information necessary to demonstrate compliance with Section 6.2.

- 25.25. Section 6.3 Farmington River Protection  
Location, design, and details of all existing boundaries and proposed activity within the Farmington River Protection Overlay District, and any necessary information to demonstrate compliance with Section 6.3.
- 25.26. Section 6.4 Municipal Community Public Facilities District  
Location, design, and details of all existing boundaries and proposed activity within the Municipal Community Public Facilities District, and any necessary information to demonstrate compliance with Section 6.4.
- 25.27. Section 7.1 Landscaping  
A landscaping plan prepared by a professional Landscape Architect including:
  1. Existing and proposed vegetation and landscaping, including limits of vegetation coverage, wooded areas, tree canopy lines, and location of any significant trees (caliper 6" or greater) to be retained and/ or to be removed;
  2. The location, numbers, installed sizes anticipated mature sizes, species and common names of proposed plants;
  3. Cost estimates of proposed plant as installed based on published DOT unit prices; and
  4. Location, design, plantings lists, details, estimates and other necessary information to demonstrate compliance with Section 7.1.
- 25.28. Section 7.2 Parking and Loading  
A parking plan showing:
  1. Location of existing and proposed parking accommodations
  2. Location of existing and proposed loading accommodations,
  3. Location of porous, pervious pavement or similar pervious parking areas;
  4. Location of fire lanes;
  5. Location of sidewalks;
  6. Access management;
  7. Vehicular circulation;
  8. Directional signage and pavement markings;
  9. Snow storage areas
  10. A parking schedule;
  11. Construction Details; and
  12. Location, design and dimensions, calculations, and details of all existing and proposed parking and loading necessary to demonstrate compliance with Section 7.2.
- 25.29. Section 7.3 Signage  
A signage plan showing:
  1. Location of all existing and proposed signage, including dimensions, method and details of illumination;
  2. Location of any other graphics;
  3. The design of any proposed sign; and

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- 4. Location, design, dimensions, and details of all existing and proposed signage necessary to demonstrate compliance with Section 7.3.
- 25.30. Section 7.4 Outdoor Lighting
  - A lighting plan showing:
    - 1. Location, details and illumination levels of any existing and proposed outdoor lighting/ illumination sources
    - 2. Photometric surveys of proposed lighting plans including separate sheets demonstrating business hour and non-business hour lighting plans;
    - 3. Location size, height, light intensity coverage area and manufactures product description for each light type proposed;
    - 4. Location, design, dimensions, photometrics, and details of all existing and proposed lighting necessary to demonstrate compliance with Section 7.4 & 7.12.
- 25.31. Section 7.5 Earthwork and Grading
  - Location, design, dimensions, calculations, and details of all existing and proposed earthwork and grading necessary to demonstrate compliance with Section 7.5.
- 25.32. Section 7.6 Soil Erosion and Sediment Control
  - An Erosion and Sedimentation Control Plan in compliance with the Connecticut Department of Environmental Protection *2002 Guidelines for Soil Erosion and Sediment Control* (CTDEP Bulletin 34) for all new construction showing the location, design, dimensions, and details of all existing and proposed erosion and sedimentation controls necessary to demonstrate compliance with Section 7.6 and the Requirements for Erosion and Sediment Control Checklist.
- 25.33. Section 7.7 Fences and Walls
  - Location, design, dimensions, calculations, and details of all existing and proposed fences and retaining walls necessary to demonstrate compliance with Section 7.7.
- 25.34. Section 7.8 Traffic and Visibility at Intersections and Driveways
  - 1. Access and egress details for pedestrian, bicycle and vehicular traffic,
  - 2. Sight distances from property entrance along streets (plan and profile to be submitted if grading is required)
  - 3. Location, design, dimensions, calculations, and details of all existing and proposed entrances, driveways, internal and external vehicular circulation and movements necessary to demonstrate compliance with Section 7.8.
- 25.35. Section 7.9 Bicycle and Pedestrian Accommodations
  - Location, design, dimensions, and details of all existing and proposed areas of bicycle and pedestrian parking, access and amenities necessary to demonstrate compliance with Section 7.9.
- 25.36. Section 7.10 Outdoor Display and Outdoor Storage
  - Location, design, dimensions, data, and details of all existing and proposed areas of outdoor display and outdoor storage areas necessary to demonstrate compliance with Section 7.10.
- 25.37. Section 7.11 Mobile Vendors
  - Location, design, dimensions, data, and details of all existing and proposed areas

to be used, accessed by, and associated with the use of a site by a mobile vendor necessary to demonstrate compliance with Section 7.11.

- 25.38. Section 7.12 Hours of Operation  
Location, design, dimensions, and details of all existing and proposed areas of uses regulated under Section 7.12 to necessary to show compliance with hours of operation and non-business hour lighting under Sections 7.4 & 7.12.
- 25.39. Section 7.13 Stormwater Management  
Location, design, dimensions, calculations, and details of all existing and proposed site drainage, stormwater management systems and controls necessary to demonstrate compliance with Section 7.12.
- 25.40. Section 8.2 Performance Standards  
Location, design, dimensions, data, calculations and details of all existing and proposed uses and property necessary to demonstrate compliance with Section 8.2.
- 25.41. Section 8.4 Towers and Antennas  
Location, design, dimensions, data, calculations and details of all existing and proposed towers, antennas and other improvements necessary to demonstrate compliance with Section 8.4.
- 25.42. Section 8.5 Alcoholic Beverages  
Location, dimensions, data, calculations and details necessary to demonstrate compliance with Section 8.5.

26. **Architectural Plans**

Where applicable, fifteen (15) copies of architectural plans at acceptable scale prepared by a professional architect showing:

- 26.1. Proposed exterior elevations of buildings including:
  1. dimensions;
  2. identification of building materials;
  3. textures and color of all building façades;
  4. fenestration;
  5. roofs;
  6. building illumination;
  7. rooftop units that will project above the level of a parapet or other enclosure;
  8. rooftop enclosures;
  9. outdoor display areas, merchandise, vending machines or items along a building that would obscure the building façade; and
  10. any other appurtenances/
- 26.2. Floor plans showing:
  1. existing and proposed floor plans with dimensions; and
  2. identification of all proposed interior and exterior alterations, modifications or changes

27. **Computer Simulation**

When warranted by the size, location or nature of a proposal, or when determined to be in the public interest, the Commission may require a three dimensional physical representation or a computer simulation of the proposal at an appropriate scale. The Commission may also require that the model include three dimensional representation of all or portions of the abutting lots if this would significantly aid the Commission and the public to visualize and understand the proposal.

28. **Additional Information**

Any other information which in the Town Planner's judgment will assist in evaluating the proposal.

29. **Additional Information**

The Commission may, in accordance with the requirements of these regulations require the submission of additional information as deemed necessary to make a reasonable review of the application.

30. **Digital Submission**

In addition to the submission requirements above, the applicant shall submit in digital format (PDF or JPEG, as deemed appropriate by Land Use staff) all application materials and public hearing exhibits, or, in the absence of a public hearing, any supplemental information received up to final action by the Commission. These materials shall include, but not be limited to, the application form, cover letter, statements of use, site plan and architectural plans, reports, easements or deeds to roads, and any other information submitted to support an application. The Commission may waive this requirement upon request by the applicant showing good cause

31. **Waiver**

The Commission, per Section 9.1.A of the regulations may waive the required submission of all or a part of the required information after finding that such information is not necessary in order to render a decision on the application or defer the required submission of part of such information to a later date.

**(see next page for supplemental requirements for erosion and sediment control)**

*(continued on next page)*