

## 1.5. SPECIAL PERMIT APPLICATION

- 1. **Site Plan**

An approved site plan filed with the Town of Canton Town Clerk, or an application submitted for approval of a site plan in conjunction with the application for a special permit.
- 2. **Copies**

Unless otherwise specified by herein, each application shall be submitted with eleven (11) copies of the following information.
- 3. **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.
- 4. **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.
- 5. **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.
- 6. **Notice**

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

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

8. **Notice**
- For every special permit application the Commission shall:
1. hold a public hearing on the special permit application; and
  2. publish a legal notice in accordance with the requirements of Section 9.9.E of these regulations.

9. **Notice**
- The applicant shall give notice by the posting of a sign in accordance with Section 9.9.F.

10. **Notice**
- The applicant shall give notice to abutting property owners in accordance with Section 9.9.G of these regulations.

11. **Uses Proposed**
- A statement describing in detail the proposed use or uses.

12. **Site Plan**
- Copies of detailed maps and plans as required under Checklist "C. Site Plan Application":

13. **Traffic**
- For any proposed non-residential development containing a gross floor area of ten thousand (10,000) square feet or more, any intersection that would have 100 or more vehicles trips in a peak hour, or for any development which, in the Commission's judgment, could generate high levels of traffic, exacerbate existing traffic conditions, or create a traffic safety issue, the applicant shall provide a traffic impact analysis, in accordance with the Institute Of Transportation Engineers requirements for traffic impact studies. Such analysis shall evaluate traffic generated by a proposed development and its probable impact on existing roads and intersections in the area in accordance with Section 7.8.B and shall include the following:

- 13.1. existing and projected traffic volumes (average daily traffic, peak A.M. and P.M.) and peak hour traffic generation,
- 13.2. past and present roadway conditions including location and number of accidents;
- 13.3. existing roadway capacity; volume & capacity ratios;
- 13.4. proposed sight lines;
- 13.5. location of existing and proposed curb cuts, traffic lights and intersections at the development site and within three hundred (300) feet from the development site,
- 13.6. traffic impact of proposed development, including but not limited to, the effect of the proposed development on traffic conditions on abutting streets and any nearby intersections that would have 100 or more vehicle trips in a peak hour;

- 13.7. the patterns of vehicular circulation in relation to the adjoining street system;
- 13.8. adequacy of:
  - 1. right-of-way and travel way;
  - 2. traffic signalization, traffic channelization, left-turn lanes and roadway widths of adjoining streets;
  - 3. vehicular stacking lanes and/or distances;
  - 4. pedestrian drop-off areas; and
  - 5. other traffic or transportation facilities to accommodate the proposed development.
- 13.9. recommendations for safe pedestrian, bicycle, and vehicular circulation.
- 13.10. where applicable, the applicant shall include the written recommendations of the Connecticut Department of Transportation, the Canton Traffic Authority, and the Commission's engineer.
- 13.11. whether a significant traffic impact will occur as identified under Section 7.8.B.4
- 14. If a multi-family development, fifteen (15) copies of a report of the proposal including:
  - 14.1. Number of units proposed and breakdown of dwelling unit types;
  - 14.2. The density of the proposed development (units per gross acre);
  - 14.3. Acreage in buildings and parking and acreage in open space
  - 14.4. Anticipated number of people and number of school age children per unit
  - 14.5. Projected dwelling unit floor areas
  - 14.6. A draft of proposed covenants and restrictions
- 15. **Traffic**  
  
Comments from the Local Traffic Authority.  
  
Copy of approval of the Office of the State Traffic Administration.
- 16. **Staging**  
  
A statement describing the proposed staging if the development is to be constructed over a period of years.
- 17. **Fire**  
  
A report from the Canton Fire Marshal commenting and/or recommending on fire protection provisions affecting the development or nearby properties.

Introduction

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18. **Topo/ Drainage**

In cases where unusual topographic, drainage or other conditions exist, the Commission may require the submission of additional data pertinent to their review.

19. **Construction Schedule**

A narrative describing construction stages and manner in which the application complies with the requirements for erosion and sedimentation control prescribed under these Regulations

20. **Special Permit Criteria**

A narrative describing compliance with the Special Permit Criteria of Section 9.2.E

21. **Additional Information**

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