

SITE PLAN APPLICATION

Town of Brookfield | Zoning Commission | 100 Pocono Road | Brookfield, CT 06883 | 203 775 7316

This Site Plan Application is pursuant to Zoning Regulations § 8.4 and Appendix 1 § 1.5 (See attached)

Further information: www.brookfieldct.gov. Applications must be submitted online <https://brookfieldct.viewpointcloud.com/>

DATE: _____ SITE ADDRESS: _____

APPLICANT (or authorized agent)

Name: _____

Address: _____

Email: _____

Phone #: _____

RECORD OWNER

Name: _____

Address: _____

Email: _____

Phone #: _____

SITE DATA

Street Address: _____ Zone: _____

(Note: If street number not assigned, use Assessor's PID and MBLU per Vision <https://gis.vgsi.com/brookfieldct/Search.aspx>)

Is site in an Aquifer Protection District? Y ☐ N ☐ Floodplain District? Y ☐ N ☐ Watershed Protection District? Y ☐ N ☐

Other Special District? Y ☐ N ☐

Permitted Use: _____ per § _____

DESCRIPTION OF WORK

Project Name: _____

Project Description: _____

DOCUMENTS

☐ This form, completed and signed by applicant and owner (or owner's authorized representative submitted in writing)

☐ Drawings by appropriate licensed professional with supporting documentation per §§ 8.4 and Appendix 1 §1.5

☐ Waiver requests, if any, and reasons (attach separate sheet)

☐ Site Plan Application fee (See Fee Schedule) + \$60.00 State fee: \$ _____

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

(Note: If signed by anyone other than owner, a written letter of authority must be attached, if signed on behalf of a corporation, indicate your authority)

SITE PLAN APPLICATION. Supporting documents and procedures

Attention! The following excerpts from Brookfield's Zoning Regulations, effective 12-21-2018 (revised through 9/2/2022), are current through at least June 2023. You are advised to check with the Land Use Office for any revisions that may affect the preparation of a complete application. The complete regulations can be found here:

<https://www.brookfieldct.gov/land-use/pages/brookfield-zoning-regulations>

EXCERPTS from the BROOKFIELD ZONING REGULATIONS (Rev. to 9/2/22)

§ 8.4 Site Plan Application

A. Applicability

A Site Plan Application shall be submitted for any activity designated as requiring Site Plan Approval in these Regulations.

B. Submission

1. A Site Plan application shall be submitted to the Land Use Department and shall include a completed application form and the appropriate fee.
2. A Site Plan application shall be accompanied by detailed plans, signed and sealed by an appropriate professional, for review by the Commission and its designees that comply with the requirements of Appendix 1 of these Regulations.
3. If a site plan application involves an activity regulated pursuant to CGS 22a-36 to 22a-45, inclusive, the applicant shall submit an application for a permit to the Inland Wetlands Commission not later than the day such application is filed with the Zoning Commission.
4. Upon written request by the applicant, the Commission may waive specific requirements for application, if, in its sole discretion, it finds that the particular information is not required or may be deferred to render a decision on the application.
5. A complete site plan application must be submitted a minimum of ten days before a regular meeting in order to be considered by the Commission at that meeting. Nothing in this section shall be construed to extend the time limits for action as specified in the CGS.

C. Procedures

1. 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 in accordance with the requirements of CGS 8-7 and Section 8.11(E) of these Regulations.
2. The date of receipt for the site plan application shall be determined in accordance with Section 8.11(B).
3. An incomplete site plan application may be denied in accordance with Section 8.11(C).
4. All required notices and referrals by the Commission and/or applicant shall be completed as required by Section 8.11(E).
5. The Commission may refer any Site Plan Application to any Town department, commission, or other agency in accordance with Section 8.11(F).
6. Whenever a Site Plan application is required in conjunction with another application requiring a public hearing (such as a Special Permit application or a Zone Change application):

- a. The time period for acting on the Site Plan application shall coincide with the time period for acting on the related application, and
 - b. A decision on the application shall be rendered within 65 days after the close of the public hearing on such other application except that the applicant may consent to one or more extensions of such period provided the total period of any such extension or extensions shall not exceed 65 days.
7. Whenever approval of a Site Plan is the only approval required, a decision on the application shall be rendered within 65 days after the date of receipt of such Site Plan application except that the applicant may consent to one or more extensions of such period provided the total period of any such extension or extensions shall not exceed 65 days, in accordance with CGS 8-7d.
8. The applicant may, at any time prior to action by the Commission, withdraw such application.

D. Approval Considerations

In reviewing any site plan under this Section, the Commission shall find that the application meets all site plan requirements. In addition, the Commission shall consider whether the site plan fulfills the following objectives:

1. To promote the public health, safety, comfort, convenience, prosperity, amenity, and other aspects of the general welfare
2. To ensure that the layout of the proposed use shall be in harmony with the surrounding area and shall contribute to its desirable and orderly development
3. To ensure that traffic generated by the proposed use will not adversely affect the surrounding area or public health, safety and welfare, and will not disrupt the orderly movement of vehicles and pedestrians in the area
4. To protect and preserve the supply of potable drinking water by protecting and preserving subsurface aquifers

E. Commission Action

1. The Commission shall render a decision on such application within the period of time specified in Section 8.11(D).
2. Whenever the Commission acts upon a Site Plan application, it shall state upon the record the reasons for its decision.
3. The Commission may approve the plan, approve the plan with modifications and/or stipulations, or deny the plan in accordance with CGS §8-3.
3. Written notice of the final decision of the Commission shall be sent by certified mail to the applicant within 15 days of its action.
4. The Commission shall have published in a newspaper with significant circulation in the Town of Brookfield notice of its final decision within 15 days of its action. If such notice is not published within the 15-day period, the applicant may provide for publication of such notice within 10 days of thereafter.

F. Submission of an Approved Plan

When an approval has been granted by the Commission, the applicant shall submit five sets of final plans, on which all modifications imposed by the Commission as part of the approval have been clearly indicated and noted in the revision block for signature by the Chairman of the Commission, within 60 days after approval. One final set of plans and associated documents shall be submitted in PDF digital format.

APPENDIX 1: Application Requirements

1.5 Site Plan

Any site plan application submitted under the provisions of Section 8.4 shall include the following materials. With the exception of items A and B, nine (9) hard copies of all items for review shall be provided unless otherwise noted.

- A. Completed application form
- B. Correct application fee (see Land Use Fee Schedule)
- C. A narrative statement describing the proposed project, including the following items:
 - a. A narrative description of the intended use(s) and sufficient data on the nature, size, and extent of proposed uses to determine compliance with these Regulations
 - b. Provisions made for water supply, sewage disposal, solid and liquid waste disposal, drainage, and other utilities
 - c. The basis for determining the parking and loading requirements for the use
 - d. An estimate of the type of vehicular traffic and number of vehicle trips to be generated on a daily basis and at peak hours
- D. Property survey meeting standards for a Class A-2 survey
- E. Copies of draft deeds or easements for any road widening, access, driveways, drainage, conservation, utilities, or other easements, restrictions, or covenants proposed
- F. Site or plot plans (X copies) drawn to scale and displaying the following information, as applicable:
 - a. The name of the proposed project, developer, and landowner of record
 - b. Zoning classification of the parcel to be built upon or used
 - c. Names of abutting property owners
 - d. North arrow, scale, and date of preparation
 - e. The actual dimensions of the parcel to be built upon or used
 - f. The location of the parcel in relation to public and/or private streets, accessways, and abutting lots
 - g. Locations, dimensions, and types of all existing buildings, structures, and signs
 - i. If deemed necessary by the ZEO to determine compliance with these Regulations, exact existing setback distances from the front, side, and rear lot lines
 - h. Proposed location, dimensions, and types of any new buildings, additions, signs, or structures to be built, with proposed setback distances from the front, side, and rear lot lines
 - i. Current and proposed:
 - i. Total building floor area
 - ii. Percent building coverage
 - iii. Percent impervious coverage
 - iv. Current and proposed total disturbed area
 - v. Current and proposed building heights
 - j. Existing and proposed topographical contours at intervals of two feet or less and proposed area alterations, including areas to be cleared, excavated, filled, or graded; and other unusual features
 - k. Wetlands and watercourses as delineated by the professional licensed or certified soil scientist

- l. Flood hazard zones as delineated by the FIRM and published by FEMA
 - m. Identification of areas listed in the Connecticut DEEP Natural Diversity Data Base
 - n. Existing trees and shrubs to be retained and proposed trees and shrubs to be located in the project, including type, common name, height, and caliper. Location of existing trees greater than 12" caliber shall be identified.
 - o. The location of any conservation and preservation restrictions
 - p. Existing and proposed roadways, drives, walkways, malls, paths, curbing, entranceways and exits from and to town and state roads
 - q. Location and dimensions of loading, storage, refuse collection, exterior machinery, and equipment
 - r. A parking plan showing the number, dimensions, and location of existing and any proposed parking spaces, demonstrating how needs will be met (for proposed change in or expansion of an existing use)
 - s. Locations and amount of open space, with type and use described
 - t. Location, dimensions, description, and capacity of all proposed utilities and their structures, including water supply, sewage disposal, electricity, gas and drainage, including the location and dimensions of catch basins, manholes, conduits, and grade and elevation of same. Such utilities shall be constructed underground unless otherwise permitted by the Commission and shall be in accordance with the standards contained in Technical Standards – Section 6.
 - i. If septic sewage disposal is proposed, the location and results of soil test pits and percolation tests, accompanied by design computations certified by a professional licensed engineer
 - u. Location, description, and dimensions of all signs in accordance with the Brookfield Sign Regulations as provided in Section 6.2
 - v. Location and dimensions of walls and fences, including a description of the type
 - w. Technical data sufficient to demonstrate compliance with performance standards and design criteria as set forth in Section 6 of these Regulations
 - x. For site plans in excess of 80,000 square feet in area, the site plan shall bear the seal of a registered professional engineer licensed to practice in the State of Connecticut.
 - y. Project start and completion dates, schedule of major construction milestones, sequence or phasing of construction as indicated by supplementary boundary markings
- G. Architectural Plans
- a. Where applicable, several copies of architectural plans at acceptable scale prepared by a professional architect, including:
 - i. Building elevations
 - ii. Identification of texture, color, and type of building materials
 - iii. Façade and fenestration details
 - iv. Roof-scape details
 - v. Wall and screening details
 - vi. Identification of lighting fixtures, including illumination and intensity data regarding outdoor lighting
- H. An Erosion and Sediment Control Plan in accordance with the requirements of § 6.6
- I. A stormwater management study, if required under Section 6.8, and/or written certification by a professional licensed engineer that the proposed stormwater management system has been designed in accordance with the DEEP 2004 *Stormwater Quality Manual* and complies with the standards of Section 6.8.

- J. A written copy of all approvals, and any conditions associated with such approval, required by any other applicable local, state, or federal department, bureau, or agency, including but not limited to:
 - a. Zoning Board of Appeals variance
 - b. Well/Septic Health Permit and/or Public Water/Sewer Approval
 - c. Driveway Permit
 - d. Inland Wetlands Permit
 - e. Floodplain Permit
 - f. Aquifer Protection Permit
 - g. Town Engineer Approval of Drainage/Sewer Plans
 - h. Connecticut DOT Permit
 - i. OSTA Approval
 - j. Connecticut DEEP Permit
 - k. Army Corp of Engineers Permit
 - l. Planning and Zoning Commission Approval
 - m. Sediment and Erosion Control Plan Certification
 - n. Historic District Certificate of Appropriateness
- K. Evidence of notification of the Site Plan application as may be required by Section 8.11(E), and, if applicable, to the holders of any easements or restrictions on the property that is the subject of the Site Plan application.