

SUBMISSION REQUIREMENTS

1. Site Plan Contents

One original and nine copies of all site plans shall be submitted, signed, sealed and prepared by a land surveyor, professional engineer, architect, or landscape architect, licensed and registered in the State of Connecticut, at a scale of 1" equals 40' or larger (1" = <40') and containing the following written and graphic information. Site plans shall be drawn on standard sheet sizes of 24" x 36" unless otherwise authorized by the Department of Planning & Zoning prior to submission. Check each item included on the site plan. Any item which is not applicable to the proposal shall be designated "N/A." You must provide a written statement explaining the reasons why all other omitted items are not included on the site plan and you must request an exemption of the items in writing pursuant to § 10.D.5. In considering whether to exempt the site plan requirements of this section, the Department of Planning and Zoning may require such additional information as may be necessary to determine compliance with these Regulations. Approval of a Request does not relieve the applicant of the requirement to apply for a Zoning Permit in accordance with §10.B.1. Failure to comply with these submission requirements shall render the application incomplete and may result in unnecessary delays or denial.

Items with a section reference (e.g. § 8.D.) refer to the City of Danbury Zoning Regulations unless otherwise specified.

- 1. The name of the proposed development.
- 2. The name and address of the owner of the property.
- 3. The name, address, and seal of the individual or firm preparing the site plan.
- 4. Date of "Application for Site Plan Approval."
- 5. Graphic scale.
- 6. North point or arrow.
- 7. Vicinity map showing all lots, streets, and driveways within 500 feet from the exterior boundary of the lot.
- 8. Proposed use of the property, including identification of adult business uses, if any.
- 9. The total tract boundary with distances marked to at least the nearest hundredths of a foot.
- 10. Identification of all adjacent property owners.
- 11. Total size of each lot and/or area to be leased, to at least the nearest hundredths of a foot.
- 12. All zoning district names and boundaries which divide or abut the property.
- 13. Location of the front, side, and rear yard setbacks as required by the applicable zoning district for the use(s).
- 14. Existing topographic contours at two-foot intervals, depicted by dashed lines.
- 15. Proposed topographic contours at two foot intervals, depicted by solid lines.
- 16. Percentage slopes of all driveways, roads, and parking areas in sufficient detail to determine compliance with these Regulations.
- 17. Construction limit line, showing all areas to remain undisturbed.
- 18. Location and ground floor elevations and areas of all existing and proposed structures.
- 19. Detailed architectural renderings of facade elevations for all special exceptions.
- 20. Location of proposed buffer yards and usable open space and area of all usable open spaces.
- 21. Rock outcroppings and wooded areas by tree line; all proposed changes to tree lines.
- 22. All watercourses, wetlands, bogs, swamps, marshes and boundaries of public water supply watersheds and environmentally sensitive zones, including data source.
- 23. All floodways and floodplain boundaries (see §7.A.).
- 24. Location and dimensions of all easement areas.
- 25. All existing and proposed street rights-of-way and paved surfaces, including those abutting the property.
- 26. Names of all existing and proposed public and/or private streets.
- 27. All existing and proposed points of motor vehicle access to the property and clear sight triangles for corner lots (§3.I.3.); sight lines for proposed driveways.

- ___ 28. All existing and proposed parking and loading spaces and areas, including stalls, aisles, driveways, turning radii, landscaped areas and islands, and their dimensions as required (§8.C.).
- ___ 29. A statement of all surfacing and curbing material to be used for parking and loading areas.
- ___ 30. Location, width and surface material of all existing and proposed sidewalks, driveways and street curbing.
- ___ 31. Location of existing and proposed freestanding signs (see § 8.E.).
- ___ 32. Location, height and materials of all retaining walls.
- ___ 33. Location of proposed outdoor bulk trash containers or dumpsters; screening detail as required by § 3.G.
- ___ 34. Location of all railroad tracks and rights-of-way abutting or dividing the property.
- ___ 35. Location on the property of all airport approach and transitional district boundaries and flight path of the Danbury Municipal Airport.
- ___ 36. Location of on-site sewage disposal systems and reserve areas and design computations certified by a professional engineer licensed and registered in the State of Connecticut.
- ___ 37. Existing and proposed fire hydrants and sewer, water, gas, electric, and other utility lines and easements.
- ___ 38. Location of all public and private water supply wells and public water supply reservoirs.

A block containing the following written information:

- ___ 39. zoning district(s) in which the property lies;
- ___ 40. total area of the property to at least the nearest hundredths of a square foot;
- ___ 41. gross floor area of each building;
- ___ 42. proposed floor area ratio (F.A.R.) when required by district regulations;
- ___ 43. proposed percentages of building coverage and impervious surface coverage;
- ___ 44. maximum height of all existing and proposed buildings and other structures in feet and stories;
- ___ 45. number of parking spaces required and provided for each use, plus visitor spaces, and method of calculation as specified in §8.C.;
- ___ 46. number of handicap parking spaces required and provided;
- ___ 47. proposed overall density for each lot (number of dwelling units per acre), excluding single family lots;
- ___ 48. total trip generation of existing and proposed use(s) on the lot(s) as specified in §10.D. of these Regulations; and,
- ___ 49. minimum common and usable open space required and provided, in square feet.

2. Supplemental Documents

One original and nine copies of the following supplemental documents, as applicable, shall be submitted along with the site plan. Check each supplemental document included with the site plan. Any document which is not applicable to the proposal shall be designated “N/A.” You must provide a written statement explaining the reasons why all omitted documents are not included and you must request an exemption of the documents in writing. Failure to comply with these submission requirements shall render the application incomplete and may result in unnecessary delays or denial.

- ___ 1. **A-2 Survey:** An A-2 Survey of the property which complies with the 1976 code adopted by the CT Association of Land Surveyors, as amended, shall be prepared, signed and sealed by a land surveyor authorized to prepare such plans and licensed and registered in the State of Connecticut. Include the name and address of the individual or firm preparing the Survey. Said Survey shall include data and dimensional information for the area and shall extend 150 feet in all directions along all adjacent public street right-of-way from intersecting property boundaries, inclusive of the opposite curb line. Such data and information shall be in sufficient detail to obtain roadway dimensions along the property frontage and beyond to determine if road improvements are necessary in conjunction with the proposed project.

- ___ 2. **Utility Plans:** The following utility plans and documents, including all construction details, notes and computations, shall be prepared, signed and sealed by a licensed professional engineer registered in the State of Connecticut, drawn in accordance with an A-2 Survey and in compliance with the design standards and criteria of the Engineering Department whenever the proposed development includes or is required to provide such improvements. Include the name and address of the individual or firm preparing the plan. Provide a copy of all calculations and related backup information that supports any assumptions or computations submitted for review.
- (a) **Sanitary Sewer:** provisions for sanitary sewage disposal, including:
- ___ (1) location, size and type of existing and proposed on-site mains and laterals, pump stations and related sewage treatment facilities;
 - ___ (2) location, size and type of pipe of the nearest existing sanitary sewer to the proposed site and the existing or proposed connection to that sewer; and,
 - ___ (3) estimate of the volume of sewage expected to be generated by the proposal.
- (b) **Water Supply:**
- ___ (1) location and size of on-site public and private existing and proposed water mains and laterals, pump stations, storage tanks and related water supply facilities;
 - ___ (2) location, size and type of pipe of the nearest existing water supply to the proposed site and the existing or proposed connection to that supply;
 - ___ (3) needed fire flow analysis;
 - ___ (4) pressure in the existing City water system; and,
 - ___ (5) the licensed professional engineer's verification of the adequacy of available water supply.
- (c) **Storm Drainage:** provisions for storm drainage, including:
- ___ (1) catch basins, retention ponds, detention ponds, drywells, energy dissipaters, manholes, culverts, and similar facilities;
 - ___ (2) proposed drainage rights;
 - ___ (3) pre-development and post-development storm water runoff computations for a 25-year 24-hour design storm;
 - ___ (4) computations for sizing and design of all components of the proposed drainage system; and,
 - ___ (5) analysis of adequacy of existing downstream drainage systems.
- ___ 3. **Construction Details:** Construction details prepared by a licensed professional engineer registered in the State of Connecticut shall be provided of all proposed:
- ___ (1) roads;
 - ___ (2) bridges;
 - ___ (3) driveways and associated aprons;
 - ___ (4) sidewalks;
 - ___ (5) retaining walls; and,
 - ___ (6) curbing.

- ___ 4. **Landscape Plan:** A landscape plan shall be provided as specified for parking areas (§ 8.C.3.) and other landscaped areas, including perimeter planting strips, residential district buffer yards, and other screens and buffers as required in these Regulations. *Such plans shall be prepared in accordance with an A-2 survey by a licensed landscape architect registered in the State of Connecticut and shall contain:*
- ___ (1) location and Latin and common names of all plant species proposed;
 - ___ (2) quantity of each plant species;
 - ___ (3) planting schedule;
 - ___ (4) the height and caliper of all trees and height of all shrubs at the time of planting and at maturity;
 - ___ (5) the anticipated crown of trees and spread of shrubs at maturity; and
 - ___ (6) the name, address, and seal of the individual or firm preparing the plan.
- ___ 5. **Traffic Study:** A copy of the Traffic Impact Analysis shall be provided as required by §10.D.11 and shall contain the following information:
- ___ (1) the present roadway conditions;
 - ___ (2) existing roadway capacity;
 - ___ (3) traffic accidents for the previous three years;
 - ___ (4) existing and projected traffic volumes (including ADT, peak A.M. and peak P.M. volumes) upon completion of the proposed use;
 - ___ (5) existing and projected volume capacity ratios;
 - ___ (6) existing and projected levels of service;
 - ___ (7) existing and proposed sight lines and stopping sight distances, (based on verifiable data and reasonable generation factors for the site and immediately affected road networks and intersections); and
 - ___ (8) proposed methods, if any, of mitigating the impact of the proposal on traffic congestion and safety.
- ___ 6. **State Highway Correspondence:** When CTDOT approval is required for construction of the proposed project, documentation indicating the submission of plans shall be included herewith. The Department of Planning and Zoning shall receive copies of all correspondence associated with such required CTDOT approval.
- ___ 7. **Airport Review:** Plans shall be submitted to the Federal Aviation Administration when required for FAA review. Provide a completed copy of FAA Form 7460-1 with the Application for all development for which review is required by FAA.
- ___ 8. **Health and Housing Department:** Indicate if the proposed project requires review by one of these divisions of the Health and Housing Department:
- ___ (1) septic;
 - ___ (2) well;
 - ___ (3) stormwater (if one or more acres of impervious cover); and,
 - ___ (4) wetlands and watercourses.
- ___ 9. **Affordable Housing:** Include an Affordable Housing Application (§10.E.), if applicable.
- ___ 10. **Wetlands:** Provide evidence of submission to and/or approval by the Environmental Impact Commission in accordance with provisions of the City of Danbury Inland Wetlands and Watercourses Regulations.
- ___ 11. **Floodplains:** Include an application for a floodplain permit as required in §7.A.
- ___ 12. **Aquifers and Watersheds:** Indicate if the property is within or partially within an aquifer protection area or within or partially within the watershed of a water company and provide verification of notice to the CT Department of Public Health and the water company pursuant to §8-3i of the C.G.S., as amended.

- ___ 13. **Inter-Municipal Notice:** Indicate if the property is within five-hundred (500) feet of any municipal boundary requiring notice pursuant to §8-3h of the C.G.S.
- ___ 14. **Variations:** Provide copies of all variance certificate(s) granted by the Zoning Board of Appeals for the property and filed on the Danbury Land Records in the Office of Town Clerk.
- ___ 15. **Other:** List all other State approvals or permits, as applicable.
List: _____

3. Fees

Payment of all required fees, as specified below. All applicable fees shall be combined in one check made payable to the “*City of Danbury*”.

1. A fee of **\$500.00** for a new site plan (§ 10.D) *or* **\$350.00** for a revised site plan (§ 10.D.7.).
2. A **\$60.00** State land use fee (P.A. 09-3 §396 of CT General Statutes).
3. Legal advertisement fee of **\$100.00** for notice of decision (to be paid at time of Application).
4. Additional Land Use Processing Review Fees for initial Engineering and Fire Marshal reviews.

These fees are required by §11-2 of the City of Danbury Code of Ordinances, as amended. In accordance with the provisions of the Code, applicants, agents or owners seeking land use approvals requiring reviews by the Engineering Department and Office of the Fire Marshal are subject to additional review fees.

The fees are based on an estimated cost of construction at the time of application, and are calculated as follows.

- For projects in which 3% of the estimated cost of construction is \$ 1,000 or greater:

| | |
|-----------------------------|------------|
| Initial Engineering Review | \$ 1,000 |
| Initial Fire Marshal Review | <u>500</u> |
| Total | \$ 1,500 |

or

- For projects in which 3% of the estimated cost of construction is less than \$ 1,000:

| | |
|-----------------------------|--|
| Initial Engineering Review | 3% of the estimated cost of construction, minimum of \$ 50 |
| Initial Fire Marshal Review | 3% of the estimated cost of construction, minimum of \$ 50 |

If there is a question as to whether such reviews are required, contact the Department of Planning and Zoning for a determination based on the nature of the improvements. If it is determined that such reviews are required, the Department shall notify the applicant, agent and owner of the initial amount due for any Additional Land Use Processing Review Fees. Such fees are due and payable within twenty (20) business days of the date of notification. If the applicant, agent or owner fails to pay such required review fees, the “Application” will not be distributed or reviewed. Applications will subsequently be denied for failure to comply with these submission requirements.

Note: If revised or modified plans and/or supplemental documents are submitted during review of an “Application” which requires subsequent review by the Engineering Department, *each* submittal of such revised or modified plans and/or supplemental documents shall be accompanied by a check made out to the “*City of Danbury*” for \$ 300. Any subsequent review and distribution of additional revised plans will not commence until payment of all outstanding fees are received by the Department of Planning and Zoning.