

**PLANNING & ZONING COMMISSION
125 EAST AVENUE
ROOM 129
NORWALK, CONNECTICUT 06856-5125**

Revised October 12, 2022

C.A.M. SITE PLAN REVIEW APPLICATION

A. APPLICATION INFORMATION (3 HARD COPIES AND A DIGITAL COPY FOR ALL REQUIRED DOCUMENTS)

1. **FILING FEE:** - Payment of this application fee must be made by *credit or debit card only*; cash and checks are not accepted. (Fee includes \$60 for State of Connecticut land use processing fee).

1 or 2 Family	\$310.00
All Others	\$810.00

2. Owner of record and owner's address: All applications must include the signature of the applicant and, if the applicant is not the owner, the signature of the owner(s) of record. If the applicant is unable to obtain the signature of the owner(s) on the application form, a letter of authorization signed by the property owner(s) may be submitted instead.
3. Applicant's name and address
4. Address of property
5. Assessor's Map No.
6. District, Block & Lot No.
7. List all adjoining property owners and all property owners directly across the street from the subject property
8. Zoning of property (including land within 100')
9. Plan of Conservation and Development designation
10. Plot Plan certified by Licensed Land Surveyor (substantially correct Class A-2 Survey)
11. Existing conditions map
12. Proposed construction plan
13. Grading plan (existing and proposed contours at 2' intervals)
14. Utility Plan (existing & proposed: water, drainage, sanitary sewers, electric & gas lines)
15. Planting Plan (street trees & screening)
16. Easements (utility, sight preservation, conservation, pedestrian)
17. Location on aerial photo (Request prints for most current year available from D.P.W.;
18. Location of buildings on adjoining properties
19. Zoning Officer's comments (parking calculations, square footage of buildings, proposed use, building setback lines, area of parcel, flood hazard zone (first floor elevation.)
20. R.O.W. width

21. Paved road width
22. Sidewalks
23. Curbs
24. Corner radii (sight line easements at corners)
25. Erosion/sedimentation controls
26. Schedule of project
27. Drainage calculations
28. Refuse collection areas; include a description of how compliance with the state recycling law will be accomplished.
29. Resource inventory & analysis (natural & manufactured)
30. Three-dimensional, architectural block model of proposed building(s) and site, at same scale as site plans, if requested by Commission. For large scale developments, a digital media presentation is required for public hearings, with one printed copy to be submitted for the file, if requested by Commission.
31. **Property Taxes: Public Act No. 95-320** requires that approval of building applications be withheld when taxes are delinquent for a property. Please stop at the Tax Collector's Office (Room 105) to get written confirmation of your tax status before submitting an application for zoning approval. Copies of the form are available in the Planning & Zoning and Tax Collector's Office.
32. **Office of the State Traffic Administration application:** Where required by the CT. General Statutes, a copy of the Office of the State Traffic Administration (OSTA) application must be submitted as part of this application
33. **Notification of Neighbors:**

Notice of Application Submittal: All applications shall notify **by a certificate of mailing** the owners of land that abut or are directly across the street from the subject parcel **within ten (10) days of submitting an application** to the Planning & Zoning Commission. The name of the owners shall be taken from the latest Tax Assessor records. **Proof of mailings shall be evidenced by providing a certificate of mailing** that must be submitted to the Planning & Zoning staff immediately following mailing.

Public Hearing Notice: Any application for which a public hearing is required, the applicant shall notify **by certified mail, return receipt requested at least ten (10) days prior to the public hearing**, the owners of land that abut or are directly across the street from the subject parcel. The name of the owners shall be taken from the latest Tax Assessor records.

When a condominium is located across the street, or abuts the subject proposal notification may be sent to the condominium association in lieu of the individual unit owners. Evidence of certified mailings shall be submitted by the applicant on or before the public hearing date.

(See attached Notification forms)

34. **Payment for Legal Notice Publication:**

When a public hearing is required, applicants shall be responsible for payment of three legal notices in the HOUR newspaper. Two notices will advertise the application's public hearing date and one will advertise the Commission's action on the application.

The Planning & Zoning staff will provide the required legal notices to the HOUR. Applicants must contact the HOUR at the address given below to arrange for payment in advance of the publication date.

Classified Advertising Manager
The HOUR
Phone: (203) 354-1100 or 846 – 3281
Fax: (203) 846 – 9897

35. **Expert Testimony at Public Hearings:** It shall be the applicant's responsibility to furnish the resumes, ten (10) days in advance of a public hearing (if required), of those person(s) who will provide expert testimony to the Planning & Zoning Commission.

- N.B. 1. The Commission reserves the right to require any further plans or documentation which in its judgement may be necessary for the proper exercise of its responsibilities under the terms of Section 118-1110 of the Building Zone Regulations of the City.
- N.B. 2. **NO APPLICATION WILL BE ACCEPTED BY THE COMMISSION UNTIL IT IS COMPLETE AND DOCUMENTED AS SPECIFIED ABOVE.** The applicant is encouraged to review his application with the Planning and Zoning Staff prior to the date of submission to facilitate expeditious administration of the application, and to insure that all necessary information and documentation is included.
- N.B. 3. Upon written request, the Commission may waive any of the requirements of a Coastal Site Plan Review application where such requirements are inappropriate or do not apply.
- N.B. 4. Applicant shall submit four complete copies of plans accompanying a Coastal Site Plan Review application.

As revised to January 9, 2004 with new state land use fee.

As revised to August 9, 2004 with new state land use fee.

As revised to September 21, 2005 to request architectural model – Effective September 30, 2005.

As revised effective March 24, 2006 to increase filing fees.

As revised effective May 26, 2006 to add STC requirement and 10 day hearing deadline.

As revised effective May 29, 2009 to add expert testimony requirement.

As revised effective Oct 1, 2009 with new State land use fee

As revised effective September 30, 2011 to add digital media requirement for large developments

As revised effective March 20, 2015 to add notification form for single family residences

As revised effective May 27, 2016 to add notification of application submittal requirements

As revised to October 12, 2022 to revise number of copies required, updated fee amount, and revised "Zoning Commission" to Planning and Zoning Commission where applicable

CERTIFICATE OF MAILING

APPLICATION SUBMITTAL NOTIFICATION FORM

NOTE: This form letter is to be used to prepare a letter from the applicant and mailed on applicant's letterhead to owners of land that abut or are directly across the street from the subject parcel *within ten (10) days of submitting an application.*

Proof of mailings shall be evidenced by submittal of a *certificate of mailing* for each property to be notified and shall be submitted to Planning & Zoning staff *immediately following mailing.*

Dear _____ ,

Be advised that _____ has applied for a Coastal Site Plan
(Applicant)

application for property located at the following address: _____

(Street name and number and District, Block and Lot numbers)

The proposal is for _____
(Description of Proposal)

You are being notified because your property abuts the property or is located directly across the street from the subject parcel. If you have any questions regarding this application please call the Planning & Zoning Office at (203) 854-7780. The application is on file in the Planning & Zoning Office located at City Hall, 125 East Avenue, Room 129, P. O. Box 5125, Norwalk, Connecticut 06856-5125.

Signature of applicant

Applicant must sign above and provide contact information below:

(THIS FORM IS TO BE COMPLETED BY APPLICANT)

PUBLIC HEARING NOTIFICATION FORM

Dear _____ ,

Be advised that _____ has applied for a Coastal Site Plan
(Applicant)

application for property located at the following address: _____

(Street name and number and District, Block and Lot numbers)

The proposal is for _____
(Description of Proposal)

The Norwalk Planning & Zoning Commission will conduct a public hearing on this proposal on

(Day, Date, Time, and Location of Public Hearing)

You are being notified because your property abuts the property or is located directly across the street from the subject parcel. If you have any questions regarding this application please call the Planning & Zoning Office at (203) 854-7780. The application is on file in the Planning & Zoning Office located at City Hall, 125 East Avenue, Room 129, P. O. Box 5125, Norwalk, Connecticut 06856-5125.

Signature of applicant

Applicant must sign above and provide contact information below:

(THIS FORM IS TO BE COMPLETED BY APPLICANT)

ZONING COMMISSION
125 EAST AVENUE
P.O. BOX 5125
NORWALK, CONNECTICUT 06856-5125

Revised March 29, 2002

COASTAL AREA MANAGEMENT APPLICATION
(SHORT FORM)

Date: _____

Type of Request: _____

Name of Applicant: _____

Address of Applicant: _____

Address of Project: _____

All applications must include the signature of the applicant and, if the applicant is not the owner, the signature of the owner(s) of record.

Owner's Name: _____

Owner's Address: _____

Name and address of builder: _____

Phone number: _____

Tax Map: _____ Dist. _____ Block _____ Lot _____ Zone _____ Flood zone: _____

Identification of coastal resources and description affected by the project (see Coastal Resource Map and Publication #30, check those that apply).

- | | |
|-------------------------------|--------------------------------------|
| _____ A. General Resource | _____ H. Coastal Hazard Areas |
| _____ B. Bluffs & Escarpments | _____ I. Developed Shorefront |
| _____ C. Rocky Shorefronts | _____ J. Islands |
| _____ D. Beaches & Dunes | _____ K. Shorelands |
| _____ E. Intertidal Flats | _____ L. Shellfish Concentration |
| _____ F. Tidal Wetlands | _____ M. Coastal Waters & Embayments |
| _____ G. Freshwater Wetlands | _____ N. Air Resources & Quality |

1. Description of proposed project with relation to coastal resources identified above.

2. Identification of significant natural features:

3. Identification of significant historical and cultural resources:

4. Identification of applicable coastal policies affected by the project (see Coastal Resource (Check those that apply).

- | | |
|--|---|
| <input type="checkbox"/> A. General Development | <input type="checkbox"/> I. Sewer & Water Lines |
| <input type="checkbox"/> B. Water Dependent Use | <input type="checkbox"/> J. Energy Facilities |
| <input type="checkbox"/> C. Ports & Harbors | <input type="checkbox"/> K. Fuels, Chemicals & Hazardous Material |
| <input type="checkbox"/> D. Coastal Structures & Filling | <input type="checkbox"/> L. Transportation |
| <input type="checkbox"/> E. Dredging & Navigation | <input type="checkbox"/> M. Solid Waste |
| <input type="checkbox"/> F. Boating | <input type="checkbox"/> N. Dams, Dikes & Reservoirs |
| <input type="checkbox"/> G. Fisheries | <input type="checkbox"/> O. Cultural Resources |
| <input type="checkbox"/> H. Coastal Recreation & Access | <input type="checkbox"/> P. Open Space & Agricultural |

Description of proposed project with relation to policies identified above.

5. Identification and description of Potential Adverse Impacts and Potential Beneficial Impacts of the Project (as defined in Section 3 (15) of Public Act 79-535):

Adverse

Beneficial

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6. Other comments relating to project's relationship to Coastal Area Management Act:

Applicant (Signature)

(Print name)

If agent signs, a letter of authorization from the owner(s) of the property must accompany this application.