

PLANNING & ZONING COMMISSION
125 EAST AVENUE - CITY HALL
P.O. BOX 5125
NORWALK, CONNECTICUT 06856-5125

Revised October 12, 2022

SECTION 118-1450 SPECIAL PERMIT APPLICATION INSTRUCTIONS

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

1. 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.
2. Applicant's name and address
3. Address of property
4. Assessor's Map No.
5. District, Block & Lot No.
6. Zoning District
7. Plan of Conservation and Development designation
8. Land Record Map No.
9. List all adjoining property owners and all property owners directly across the street from the subject property
10. Existing Use (s)
11. Proposed Use (s) - Include written description of proposed use(s)
12. Written legal description of subject property
13. **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.
14. **FEE: Eight hundred and ten dollar (\$810.00) application 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).

B. SPECIAL PERMIT INFORMATION

1. **Aerial Photograph/Photogrammetry** (1" = 100' OR 1" = 200' for very large sites) of neighborhood including area within 500' of project site boundaries, showing boundaries of site, title, scale, date photo was taken, north arrow, and all street names. (Request prints for most current year available from D.P.W.)
2. **Site Survey (1" = 30' or 1" = 20')** Class A-2 prepared and sealed by Licensed Land Surveyor showing following existing data or facilities:
 - a. Dimensions and data indicating area of plot
 - b. Names of adjoining property owners
 - c. Watercourses, waterbodies and wetlands
 - d. Off-street parking and loading spaces, interior traffic circulation, and driveways
 - e. Width of adjacent streets, location of driveways adjacent to or across the street from project site
 - f. Existing buildings and structures
 - g. Sidewalks and pedestrian ways
 - h. Storm drainage and sewer R.O.W.'s or easements
 - i. Water and electric line R.O.W.'s or easements
 - j. Existing utilities in street
 - k. All existing trees greater than 8" caliper; where conditions warrant, the Commission may require trees less than 8" caliper to be shown.
3. **Project Site & Utility Plans (1" = 30' or 1" -20')** prepared and sealed by a Registered Architect, Landscape Architect, Registered Professional Engineer, and/or Licensed Land Surveyors as appropriate showing following proposals:
 - a. All features indicated on Site Survey (above) which are intended to remain
 - b. Existing contours (5' intervals) and proposed contours (2' intervals)
 - c. Parking areas, access drives and loading spaces, include dimensions and radii of driveways

- d. Sidewalk and curbs, indicate material
- e. Setback lines
- f. Proposed building with dimensions, area with distances to property lines (include existing buildings to remain).
- g. Existing and proposed sewerage/septic tank facilities
- i. Fire hydrants
- j. Existing and proposed water and electric lines or facilities
- k. Refuse collection areas: include a description of how compliance with the state recycling law will be accomplished.

Proposed commercial and residential projects must include location and description of the following required containers;

- 1. garbage dumpster
- 2. cardboard & office paper container
- 3. can/bottle/plastic container

Proposals must be reviewed by the Waste Programs Manager for compliance with local and state recycling laws.

- l. Existing and proposed landscaping, including foundation, ornamental and buffer planting; indicate the name, size and quantity of the plant materials.
 - m. Existing and proposed outdoor lighting, location, design and specs
4. **Building Plans, Elevations & Sections (Scale 1/8" = 1' 0" or larger)** prepared and sealed by a Registered Architect or Professional Engineer showing the following proposals (new & existing buildings to remain):
- a. Use and occupancy
 - b. Schematic delineation of floor space, lobbies, elevators and stairs, mechanical equipment spaces etc.
 - c. Height of proposed building (by cross-section) showing elevations from mean sea level and number of stories
 - d. Roof structures, if any
 - e. Exterior materials, showing window areas
 - f. Future buildings or additions, if any

5. **Additional Information Required:**
 - a. Lot coverage and parking space computations
 - b. Detailed soil erosion and sediment control plan per Article 112
 - c. Gross building area computations by floor (and unit, if applicable)
 - d. 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.
 - e. Storm drainage computations
 - f. Assessment of the environmental impact of the proposed development upon Section 118-1450, C, (e) and upon additional environmental standards which meet the particular Special Permit use.
 6. **Signs:** location, design, size, color, height and lighting of all proposed signs including free standing and also those affixed to buildings. (Per Article 121)
 7. **Traffic Report:** prepared by a professional Traffic Engineer containing the following data:
 - a. **Roadway characteristics**
 - i. road classification
 - ii. road widths
 - iii. traffic signals
 - iv. roadway capacity (level of services)
 - b. **Traffic conditions**
 - i. average daily traffic
 - ii. peak hour traffic volumes
 - c. **Impact of the proposed development upon traffic flow and safety**
 - i. trip generation
 - ii. effect upon peak hour traffic and level of service
 - iii. improvements in road conditions or signalization made necessary by the proposed development.
- 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.
8. **Deadline for application submittals:** The applicant must submit all documentary evidence in support of the application to the Commission no fewer than ten (10) days prior to the day of the hearing or any reconvening thereof.
 9. **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)

10. Payment for Legal Notice Publication:

Applicants shall be responsible for payment for the publication 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 of the required notices in advance of their publication date.

Connor Wack, Classified Advertising Manager
Hearst Media Services Classifieds Department
The Hour
301 Merritt 7 Suite 1 Norwalk, CT 06851-1075
Email legals@hearstmediact.com
Phone: (203) 330-6327

11. 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. Original plans shall be suitable for filing in the Norwalk Land Records.
- N.B. 2. 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 118-1450 of the Building Zone Regulations of the City.
- N.B. 3. **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. 4. Upon written request, the Commission may waive any of the requirements of a special permit application where such requirements are inappropriate or do not apply.

N.B. 5. Applicants shall submit four complete copies of plans accompanying Special Permit application.

Amended August 28, 1986 - Effective Sept. 3, 1986

Amended Sept. 16, 1987 - Effective Sept. 28, 1987

Amended Dec. 21, 1988 - Effective Dec. 30, 1988

Amended Oct. 24, 1989

Amended Feb. 2, 1990

Amended Aug., 1991

Amended October 27, 1995

Amended March 20, 2002, Effective March 29, 2002

Amended August 20, 2003; Effective August 29, 2003

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 with new application fee.

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 April 25, 2011 to revise reference from recycling coordinator to Waste Program Manager

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

As revised March 30, 2015 to revise payment options

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

As revised to January 1, 2018 to eliminate references to Plan Review Committee (disbanded 12/31/2017)

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
(Applicant)

Special Permit 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. The application is on file in the Planning & Zoning Commission Office, 125 East Avenue, 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 Special Permit
(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
at

(Day, Date, Time, and Location)

You are being notified because your property abuts the property or is located directly across
the street from the subject parcel. The application is on file in the Planning & Zoning
Commission Office, 125 East Avenue, 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)