INSTRUCTIONS FOR PREPARING PZC APPLICATIONS

The "**Town of Vernon Zoning Regulations"**, "**Town of Vernon Subdivision Regulations**", and **Commission Policies** contain the regulations and requirements for obtaining the approvals that need to be obtained from the Planning & Zoning Commission (PZC) for a development project in the Town of Vernon and what information needs to be provided in applying for approval. Zoning Regulations (ZR) Section 2 defines terms used in the Regulations. Subdivision Regulations (Sub) Section 3 defines terms used in the Regulations.

Please review the Regulations to determine how they apply to the proposed development project. **The list of approvals and the references to sections of the regulations are for informational purposes only to assist with preparation of the PZC application and are not a definitive statement of the sole requirements that may apply to a specific project.** Contact the Planning Department by telephone (860-870-3667) or email (planning@vernon-ct.gov)for assistance preparing the PZC application.

The applicant must be the property owner, the property owner's agent, the Town of Vernon, or someone with a direct financial interest in the subject property; said interest shall be explained and written permission for this application must be obtained from the property owner and submitted with this application if the applicant is not the property owner (ZR Section 2.3).

The applicant understands that the application is complete only when all information and documents required by the PZC have been submitted and that any approval by the PZC relies upon complete and accurate information being provided by the applicant. Incorrect information provided by the applicant may make the approval invalid. The PZC may require additional information to be provided by the applicant in the course of reviewing the application and during the monitoring of the project.

Variances and special exceptions should be obtained from the Zoning Board of Appeals (ZBA) prior to submitting application to the PZC (ZR Sec. 17.2). If an application submitted to the PZC involves an activity or area regulated under the wetlands statutes, an application for this activity must be filed with the Inland Wetlands Commission (IWC) on or before the day the PZC application is filed by the applicant (IWR Sec. 7.2).

Applications requiring submission of a site plan of development or modification to an approved site plan of development should provide relevant and necessary information listed in item 4, below, under "Site Plan Materials to be Submitted."

Applications proposing any form of development other than single- and two-family dwellings generally require architectural and design review in accordance with Z.R. sec. 21. Submission requirements for the Design Review Advisory Commission (DRC) follow those for site plans.

Applications that may have an impact on Vernon's streets may require review by the Vernon Traffic Authority. The Traffic Authority's Instructions to Applicants follow the submission requirements for the DRC.

Upon completion of most development projects, plans showing "as-built" improvements must be submitted to the Planning Department. Guidelines follow the Traffic Authority's Instructions.

Site Plan Materials To Be Submitted

1. Copy of legal description.

2. List of Abutters within 200 feet.

3. Traffic impact statement.

4. 20 copies of site plan maps showing:

   4.1 Name of development.

   4.2 Abutters, to include names and referenced deed volume and page.

   4.3 North arrow, scale and bar scale, date, and signatures and certification of the appropriate design professionals.

   4.4 The location of general features, based on the best available information, within 100 feet of the subject property, shall be depicted on the plan;

   4.5 Boundary survey of the site with angles or bearings and distances;

   4.6 Zoning classification of the property;

   4.7 Area of the parcel, in both acres and square feet;

   4.8 Existing and proposed buildings and structures within the site including dimensions, distances from building corners to property lines, finish floor elevations, and number of stories;

   4.9 Existing and proposed roads, driveways, loading and parking areas, curbs and curb cuts;

   4.10 Existing and proposed walkways and sidewalks;

   4.11 Where appropriate, existing contours and proposed contours at no more than 2 foot intervals and spot grades to the tenth of a foot;

   4.12 Where appropriate, existing and proposed drainage with invert and top of frame elevations; wherever feasible, drainage design for roof area, parking lots and driveways; shall employ low impact development (LID) techniques for stormwater management;

   4.13 Location of field delineated inland wetlands as delineated by a certified soils scientist;

   4.14 Where applicable, 100 year base flood elevation as published by FEMA, in their latest flood insurance study and State of Connecticut Stream Channel Encroachment Lines;

   4.15 Adequate provisions for potable water supply and sewage disposal; where applicable,

existing and proposed sanitary sewer facilities with elevations;

4.16 Method of ingress and egress.

4.17 Method of refuse storage and disposal.

4.18 General landscaping plan, including a list indicating size and count of all trees and shrubs to be planted;

4.19 Location of existing healthy trees larger than 18" in diameter at breast height shall be located by field survey, either singly or as groups and shall be incorporated into the site design to the maximum extent possible. Whenever possible existing trees shall be saved by “welling” or “mounding”. All trees larger than 8" in diameter within the public right-of-way shall be depicted on the plan. Groups of trees may be located by a “tree line”. Stands of significant (10 or more trees) of similarly species shall be located by field survey and preserved and incorporated into the site plan whenever possible, except that a site plan prepared for selective clearing within a wooded area shall show those trees or clusters of trees to be removed. Trees within areas not proposed to be disturbed need not be individually located and may be designated as “treed area not to be disturbed.”

4.20 Soil erosion and sedimentation control measures designed in accordance with the 2002 Connecticut Guidelines for Soil Erosion and Sediment Control, as may be amended;

4.21 Location and description of existing and proposed easements and/or rights-of-way;

4.22 Adequate storage facilities for outside maintenance equipment, including storage of recreational equipment in the PRD and MHP districts.

4.23 Location of fire hydrants and/or fire alarms boxes, as required.

4.24 Elevations and floor plans for proposed structures.

4.25 Numbering plan for unit identification.

4.26 Location plan showing property in relation to area in Town of Vernon, including zoning districts and type of development in the immediate area.

4.27 Location of all recreation areas and facilities.

4.28 The soil classification(s) as given by the USDA Natural Resource Conservation Service (NRCS).

4.29 A statement or analysis indicating the traffic impact of the proposed development.

4.30 Aquifer protection zone information, if applicable.

4.31 Design Review information as outlined in Section 21 of the Zoning Regulations, if applicable.

Intent of the Design Review Process in the Town of Vernon
Items Required for Submission to Design Review

Applicants that appear before the Design Review Advisory Commission (DRC) should have completed their review of Section 21 of the Zoning Regulations for the Town and should feel confidant that they have prepared all required drawings, photographs and color samples that will be discussed at the meeting. At a minimum the following items are required for submission to Design Review.

1. The overall architectural design of the proposed structure including elevations at an appropriate scale, of the façade and all exterior elevations, showing all fenestration, signs and other architectural features including the color and style of the building materials (and samples if required by the Design Review Advisory Commission).

2. Color photographs and/or color rendering.

3. A drawing showing the height and architectural style of the proposed structure in relationship to surrounding buildings, composite elevations from all surrounding buildings, composite elevations from all streets abutting the site if multiple buildings are proposed.

4. The height, location, fixture design, and intensity of all exterior lighting, expected illumination off the site.

5. The height, location, exact colors and design of signs.

6. Elevation drawings from all streets abutting the site with all proposed plantings superimposed. Location and size of plants and trees shall be shown.

7. All foundations and other ornamental or decorative features visible from surrounding properties.

8. All provision for the designs of the following appurtenances if visible from the exterior:

    - Utility lines, meter, boxes;
    - Refuse storage and pickup areas:
    - Stairs, ramps;
    - Flues, chimneys, exhaust fans;
    - Sunshades, awnings, louvers;
    - Balconies;
    - Mechanical equipment visible from exterior;
    - Loading docks, loading spaces;
    - Roof leaders, downspouts;
    - Antennas.

Not all of the above items will be required by every applicant. You may submit any other information you think may be helpful to the Design Review process. If you have any questions regarding what is required, contact the Planning Department.

In your presentation to the Commission, you should identify all key points that you believe show you are complying with the Regulations. It should be clear to the Commission that you view your business as an integral part of the community of Vernon and not a sole entity. Your materials must show that you are concerned about the visual impact your business has on surrounding businesses and residences. The Commission will not tolerate corporate pressure from franchise businesses in regards to uniform design.

TOWN OF VERNON

725 HARTFORD TURNPIKE • VERNON, CT 06066
Telephone **(860) 872-9126**

OFFICE OF
Vernon Traffic Authority

INSTRUCTIONS TO APPLICANTS

Once the Planning and Zoning Commission has received an application, that applicant will be directed to contact the office of the Chief of Police to schedule an appearance before the Vernon Traffic Authority, if deemed necessary.

It is the responsibility of the applicant to arrange an appearance.

The Vernon Traffic Authority meets at 7:00 PM on the second Thursday of each month at the Vernon Police Department Community Room, 725 Hartford Turnpike, Vernon CT 06066. These meetings are open to the public.

The following is a timeline and instructions list for applicants to adhere to:

Date/Time	Documentation/Information	Contact
No Later Than: Application by 1st Wednesday of month	Application: ▪ Application narrative ▪ Plans (Site Plans x 8) *Letter or Legal size only* ▪ Traffic Study (x 8) *Counts and expected impacts*	Chief of Police - Secretary 860-872-9126 Ext 137
Attend Meeting 7:00PM, 2nd Thursday of month	No review will be conducted without an appearance by the applicant	Chief of Police – Secretary 860-872-9126 Ext 137

MEETING SCHEDULES

DESIGN REVIEW ADVISORY COMMISSION (DRC)

First Monday of each month; 7:00 p.m.
Council Chambers, Memorial Building (Town Hall), 14 Park Place, Rockville

PLANNING & ZONING COMMISSION (PZC)

First & third Thursday of each month; 7:00 p.m.
Council Chambers, Memorial Building (Town Hall), 14 Park Place, Rockville

ECONOMIC DEVELOPMENT COMMISSION (EDC)

Third Wednesday of each month; 7:30 a.m.
Council Chambers, Memorial Building (Town Hall), 14 Park Place, Rockville

DEVELOPMENT REVIEW

Second Wednesday of each month; 10:00 a.m.
Conference Room, Development Resource Group, 55 West Main Street, Rockville

TRAFFIC AUTHORITY (TA)

Second Thursday of each month; 7:00 p.m.
Conference Room, Police Station, 725 Hartford Turnpike (Route 30)

LOCAL HISTORIC PROPERTIES COMMISSION (LHPC)

Second Thursday of each month; 7:30 p.m.
Vernon Historical Society, Grange Building, 734 Hartford Turnpike (Route 30)

CONSERVATION COMMISSION (CC)

Third Monday of each month; 7:00 p.m.
Council Chambers, Memorial Building (Town Hall), 14 Park Place, Rockville

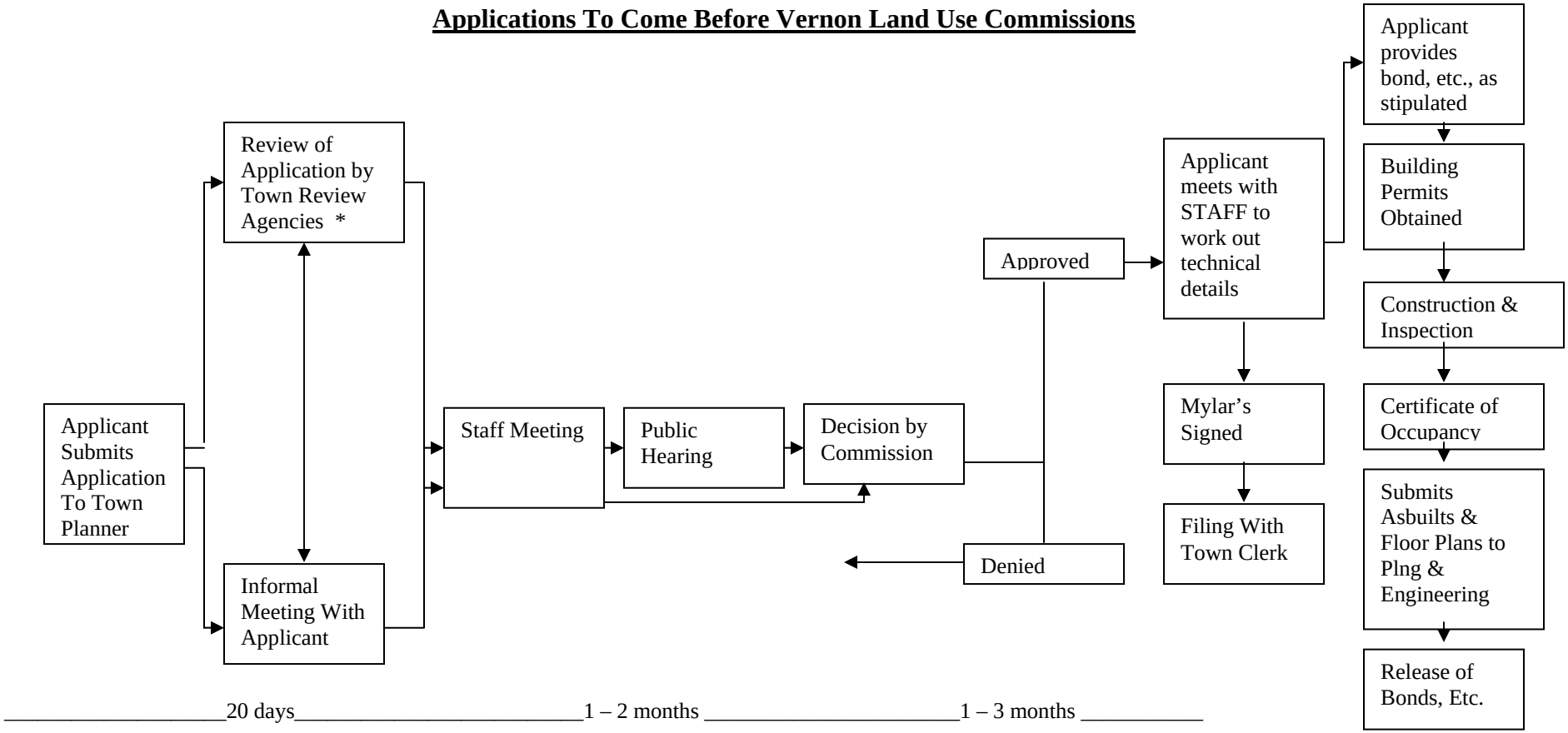
ZONING BOARD OF APPEALS (ZBA)

Third Wednesday of each month; 6:30 p.m.
Council Chambers, Memorial Building (Town Hall), 14 Park Place, Rockville

INLAND WETLANDS COMMISSION (IWC)

Fourth Tuesday of each month; 7:00 p.m.
Council Chambers, Memorial Building (Town Hall), 14 Park Place, Rockville

Applications To Come Before Vernon Land Use Commissions



(All Time Frames are Approximate and for Reference Only)
Note: When application involves PZC, IWC, and/or ZBA approvals, IWC & ZBA must be obtained first.
*Town Review Agencies may include Conservation Commission, Traffic Authority and/or Design Review Advisory Commission

PZC/INLAND WETLANDS APPLICATION TIME FRAMES

	Action on Application or Start of Hearing	Public Hearing Conclusion After Start	Decision on Application After Conclusion of Hearing
Planning & Zoning	65 days of receipt	35 days	65 days
Inland Wetlands	65 days of receipt	35 days	35 days

NOTES:

1. Applicant may consent to one extension of each time frame. Said extension may not exceed the original time frame, e.g., one 65-day period may be extended for another 65 days.

2. All applications are considered "received" at the next regularly scheduled meeting or 35 days, whichever is sooner, after submission to the Town Planner's office.

PZC APPLICATION PROCESSING SCHEDULE

PZC Application submitted to Planning Department.

- Sufficient time to provide written notice to adjacent towns and the regional planning agency in advance at least thirty-five (35) days prior to a Commission meeting for a project/proposal within five hundred feet (500') of the Town line or having a potential drainage or traffic impact on roads or property in an adjacent Town.

- Ten (10) days prior to meeting if information is to be distributed in meeting agenda packet.

- At least one (1) business day prior to meeting if it is to be 'Received' by Commission.

PZC Application Received by Commission

- At the first regularly scheduled meeting following submission to the Planning Department, when at least one (1) business day prior to meeting.

Open Public Hearing

- Within sixty-five (65) days of 'Receipt' by Commission, unless extended.

Complete Public Hearing

- Within thirty-five (35) days of opening of public hearing, unless extended.

Render Decision

- Within sixty-five (65) days of close of public hearing, unless extended.

Extension(s)

- The Applicant may grant to the Commission extensions of a total of no more than sixty-five (65) additional days to open a public hearing, complete a public hearing, and render a decision.

APPLICATION FEES

Note: all fees are established by ordinance #275, effective 3/24/2007, as amended by ordinance #278, effective 8/26/2007.

ZONING

Zone district or regulation change:	$200.00
Special Permit:	$200.00
Location approval for Dealer's or Repairer's License	$200.00
Detailed Site Plan:	
Residential (new construction/expansion)	
Up to four (4) dwellings	$200.00
Each additional dwelling over four (4)	$5.00
Non-residential (new construction/expansion)	
Up to 2,000 square feet	$200.00
Each additional 1,000 square feet	$15.00

Any modification to plans previously approved: 50% of the original filing fee.

When a development requires Special Permit and Site Plan approval a single fee of $200.00 is required.

SUBDIVISION

$250.00 plus $100.00 per lot for each lot proposed on a new road, $50 per lot proposed on existing roadt.

Subdivision Modifications:

If over 50% of the lots are affected, the fee shall be 50% of the original filing fee.
If between 25% to 50% of the lots are affected, the fee shall be 25% of the original filing fee.
If 25% or less of the lots are affected, the fee shall be $50.00.
In no case shall the fee for a modification be less than $50.00

Subdivision Amendments: $200.00

OTHER

A $60.00 fee mandated by the State shall accompany all applications.

A fee of $1.00 per abutter shall accompany all applications requiring the filing of an abutters' list for mailing notice of public hearing.

All applications requiring a soil and erosion control plan certification requires an additional $300 fee payable to the North Central Conservation District.

In addition to the standard fees for the processing of an application, the applicant may be required to pay an additional fee to cover the cost of technical services and consultants to analyze, review and report on areas requiring a detailed, technical review if one or more thresholds prescribed by ordinance are met.