

TOWN OF VERNON PLANNING & ZONING COMMISSION (PZC)

APPLICATION

This form is to be used to apply to the Vernon Planning & Zoning Commission (PZC) for a change of zoning district, amendment of the Zoning Regulations, Site Plan of Development (POD), Special Permit(s), amendment of the Subdivision Regulations, and/or approval of a (re) subdivision. **Provide all the information requested.**

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 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.

The applicant understands that the application is complete only when all information and documents required by the PZC have been submitted and, further, 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.

Provide all the information requested:

I. APPLICANT:

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____

Fax: _____

E-mail _____

II. PROPERTY OWNER (S):

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____ Fax _____

E-mail: _____

If the applicant is not the property owner, include a letter from the property owner authorizing the applicant to seek approval by the PZC. (ZR Section 2.3)

III. PROPERTY

Address: _____

Assessor's ID Code: Map # ____ Block # ____ Lot/Parcel # ____

Land Record Reference to Deed Description: Volume: ____ Page ____

USGS Location of Site:

Map Quadrangle Name: Rockville Map Quadrangle #: 39

Circle the Sub-regional Drainage Basin #:

3108 4500 4502 4503 Other: _____

Does this site contain a watercourse and/or wetlands? (See the Inland Wetlands Map and IWR Section 2.14, 2.15, 2.23, 2.24, 3.11; 4)

No

Yes

No work will be done in regulated area

Work will be done in the regulated area

IWC application has been submitted

IWC application has not been submitted

Zoning District _____

Is this property located within five hundred (500) feet of a municipal boundary?

No

Yes:

Bolton

Coventry

Ellington

Manchester

South Windsor

Tolland

Check if Historic Status Applies:

Located in historic district:

Rockville

Talcottville

Individual historic property

IV. PROJECT

Project Name: _____

Project Contact Person:

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

**V. PZC APPLICATION
PROJECT SUMMARY**

Describe the project briefly in regard to the purpose of the project and the activities that will occur. Attach to this application a complete and detailed description with maps and documentation as required by the “**Town of Vernon Zoning Regulations**” and “**Town of Vernon Subdivision Regulations**”.

Purpose: _____

General Activities: _____

VI. APPROVAL (S) REQUESTED

___ **Subdivision or Resubdivision**

- ___ Subdivision (Sub. Sec. 4, 5, 6)
- ___ Resubdivision (Sub. Sec. 4, 5, 6)
- ___ Minor modification of subdivision or resubdivision (Sub. Sec. 4.6)
- ___ Town acceptance of a road (Sub. Sec. 6.5-6.8 & 9)
- ___ Amendment of Subdivision Regulations (Sub. Sec. II)

See Subdivision Regulations Sec. 4 for application fee schedules.

___ **Soil Erosion and Sediment Control Plan (ESCP)** (ZR Sec. 2.117; 18) (Sub. 6.14)

___ **Site Plan of Development (POD)** (ZR Sec. 14)

- ___ POD approval (ZR Sec. 14.1.1.1; 14.1.2)
- ___ Modification of an approved POD (ZR Sec. 14.1.1.1)
- ___ Minor modification of a site POD (ZR Sec. 14.1.1.2)

___ **Special Permit(s)** (ZR Section 17.3)

- ___ Special Permit in an aquifer area (ZR Sec. 2.4; 2.5; 2.119; 20)
- ___ Special Permit for excavation (ZR Sec. 2.52; 2.79; 15)
- ___ Special Permit for use in a district (ZR Sec. 1.2 & 4)

- ___ Special Permit for lot coverage (ZR Sec. 1.2; 2.61; 2.68; 4)
- ___ Special Permit for signs (ZR Sec. 1.2; 2.106-115; 4; 16; 21.7)
- ___ Special Permit for parking (ZR Sec. 4; 12; 21.4)

- ___ Special Permit for elderly housing (ZR Sec. 2.60; 17.4)
- ___ Special Permit for Bed & Breakfast (B & B) (ZR Sec. 2.9; 17.3.4)
- ___ Special Permit for serving alcohol (ZR Sec. 2.103, 17.1)

- ___ Special Permit for massage (ZR Sec. 2.76-78; 4)
- ___ Special Permit for telecommunications (ZR Sec. 2.21; 3.23 & 23)
- ___ Special Permit for dumps and/or incinerators (ZR Section 8)

____ Other Special Permit(s). Cite ZR Section and describe activity:

____ Special Permit modifications (ZR Sec. 17.3.2.2). Cite ZR Section and describe activity.

____ **Zoning:**

____ Site specific change of zoning district and map (ZR Sec. 1.2; 1.3; 4)

____ Amendment of Zoning Regulations (Sec. 1.2; 1.3; 4)

____ Site specific change to the Aquifer Protection Overlay Zone Map (SR 20.3.2)

See Zoning Regulations Section 22 for application fee schedules.

VII. APPLICATION CONDITIONS / STIPULATIONS

The following provisions apply to all applications submitted to the Planning & Zoning Commission (PZC) and are incorporated as part of the application.

All information shall be submitted to the Town Planner and no application shall be considered as being filed if incomplete or if delivered to any other Town Official (Sub Sec.4).

If the area to be developed contains more than one-half (1/2) acre area that will be physically altered or disturbed, a completed erosion and sedimentation control plan (ESCP) in accordance with Zoning Regulations Section 18 and/or Subdivision Regulations Section 6.14, as applicable, must be submitted. The applicant shall be responsible for all costs associated with the certification of the ESCP.

By signing this application, permission is granted to Commission members, employees of the Town of Vernon, and persons assisting the Town Staff to go onto the subject property to make inspections pursuant to the application review, approval, bonding requirements, or obtaining information materially relevant to the application.

No application coming before a Commission may be withdrawn after it has been advertised for a public hearing unless the Chairman or Secretary of the Commission is notified in writing by the applicant or his representative not later than forty-eight (48) hours prior to the scheduled hearing before the Commission. All fees encumbered in the advertising and review of the application is non-refundable (ZR Section 1.5).

All applications must be submitted on drawings which are one of the following sizes: 8.5" x 11"; 12" x 18", 18" x 24"; 24" x 36". Subdivision and resubdivision maps must be 24" x 36".

The application shall include an **8.5" x 11" map showing the location** of the site and an **8.5" x 11" general plan of development (POD) map** showing the development proposed on the site.

A legal description of the subject property must be submitted with this PZC application. The legal description should bear the Volume number and Page number by which it is recorded in the land records.

Applications to the Planning & Zoning Commission (PZC) require notification of property owners within two hundred feet (200') of the subject property. **A list of property owners and a complete set of mailing labels must be submitted with the application.**

Applicants shall **submit one copy of a brief narrative including a traffic impact statement**, outlining the proposed activity and the reason for the application. The traffic impact statement shall provide sufficient data for the Vernon Traffic Authority and PZC to be able to access traffic conditions relative to the location, site design, and proposed activity.

Applicant shall submit **twenty (20) copies of a map** showing all information required in Zoning Regulations Section 14 Site Plans, and Section 17.3.2 Special Permits as may be required, and/or the Subdivision Regulations Section 4,5,7.

The map must be prepared by a licensed surveyor, if the application involves (a) exterior modification to the building or premises, such as off-street parking, which need dimensionally critical measurements to insure compliance with zoning or (b) the improvements involve disturbing more than one half acre of land.

Applicant shall submit the above-required information to the Town Planning Office accompanied by a **check in the amount determined by the fees established by the State of Connecticut**, Town of Vernon and/or the PZC with the application. The check, which is required as a filing fee, is to be payable to, "Town of Vernon". (See attached fee schedule).

THE APPLICATION WILL BE CONSIDERED INCOMPLETE IF ANY REQUIRED INFORMATION IS NOT SUBMITTED.

APPLICANT SHALL FILE A COPY OF ANY PROPOSED REGULATION AMENDMENT, ZONE CHANGE, OR WETLANDS REDESIGNATION WITH THE TOWN CLERK TEN (10) DAYS PRIOR TO THE HEARING AS PER SECTIONS 8-3(a) AND (d) AND 22a-42a (b) OF THE GENERAL STATUTES. CERTIFICATION OF THE FILING UNDER THESE SECTIONS BY THE APPLICANT MUST BE PRESENTED AT THE PUBLIC HEARING.

Per Connecticut General Statutes (CGS) Section 8-26: If an application submitted to the Planning & Zoning Commission (PZC) involves any 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 Planning & Zoning Commission (PZC) application is filed by the applicant. (IWR Sec. 3.11)

Per CGS Sec. 8-31: If the proposed activity is to take place within a watershed of a Water company, the applicant is required to file a copy of the application with the Water Company via certified mail within seven (7) days of the date of the application. (IWR Sec. 4.3.6).

The applicant, undersigned, has reviewed the “Town of Vernon Planning and Zoning Regulations and Inland Wetlands and Watercourses Regulations” and has prepared this application with complete and accurate information:

Property Owner, Applicant, or Applicant’s Agent:

| | |
|-----------|-------|
| _____ | _____ |
| Signature | Date |
| _____ | _____ |
| Signature | Date |

TO BE FILLED IN BY THE PLANNING DEPARTMENT

Date Application Submitted _____

Date Application Received by Commission _____

PZC File: _____

USE THIS FORM ONLY IF THE REQUIREMENTS OF
8.3(a)/22-a-42a(b) OF THE C.G.S. MUST BE MET

RECEIPT FOR DOCUMENTS SUBMITTED FOR PUBLIC INSPECTION

TO: VERNON TOWN CLERK

FROM:

REFERENCE:

DATE"

The attached documents, consisting of:

Are being submitted for public inspection under CGS 8-3(a)/22a-42a (b).

Received: _____

Vernon Town Clerk _____
Signature

Date: _____