



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, approval of a (re) subdivision, or DMV location approval. **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.

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 _____

Does this site contain a watercourse and/or wetlands? (See the Inland Wetlands Map and Regulations)

No Yes IWC jurisdictional ruling has been/will be requested

No regulated activity will be done

Regulated activity will be done

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 National Register District

Talcottville Local District

Individual historic property (see Vernon Code of Ordinances, Sec. 2-126, Designation of historic properties)

IV. PROJECT

Project Name: _____

Project Contact Person:

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

V. 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 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:

VI. APPROVAL(S) REQUESTED (continued)

____ 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)

See Zoning Regulations Section 22 for application fee schedules.

____ **Dealer or Repairer License (location approval for DMV)**

VII. CERTIFICATION AND SIGNATURE

I, the undersigned Applicant or applicant’s agent, hereby certify that I have reviewed the “Town of Vernon Zoning Regulations and/or Subdivision Regulations” and have prepared this application with complete and accurate information:

Property Owner, Applicant, or Applicant’s Agent:

_____ Applicant or Agent Signature	_____ Printed Name	_____ Date
_____ Owner’s Signature, if different	_____ Printed Name	_____ Date

TO BE FILLED IN BY THE PLANNING DEPARTMENT

Date Application Submitted _____
Date Application Received by Commission _____
PZC File: _____

VIII. APPLICATION REQUIREMENTS

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 (½) acre or is an 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 enter onto the subject property to make inspections pursuant to the application review, approval, bonding requirements, or obtaining information materially relevant to the application.

An application coming before the PZC may be withdrawn up to the date and time advertised for public hearing, if any, by written notice delivered to the Town Planner; if a public hearing has been opened for the application, it may be withdrawn only with the approval of the PZC by majority vote. All fees paid for the advertising, review, and processing of the application are 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 cover drawing or plan shall include an inset map at 1"=1000' ± showing the location of the site in relation to the fronting and nearby streets.

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

Applications to the Planning & Zoning Commission (PZC) scheduled for public hearing 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 may be required to be submitted with the application.** Please consult with the Town Planner.

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. A traffic analysis prepared by a traffic engineer may be required for some applications. Applicants should consult with the Chief of Police for a determination whether review by the Vernon Traffic Authority will be required.

A stormwater management report and details are required for many applications. Please consult with the Town Engineer. **Vernon requires the feasible application of Low Impact Development (LID) techniques for the management of stormwater for development of any site proposed for subdivision and for development of other than single- and two-family single lot construction. Applicants must indicate consideration of LID measures in the checklist attached to this application form.**

Applicants shall submit fifteen (15) 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.

Plans and drawings submitted with the application must be prepared by the appropriate design professionals licensed in Connecticut. **The PZC will not accept plan revisions unless accompanied by an explanatory memorandum or explanatory text on the plan itself. Revision dates should reference specific changes made to a plan.**

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.

THE APPLICANT SHALL FILE A COPY OF ANY PROPOSED REGULATION AMENDMENT OR ZONE CHANGE WITH THE TOWN CLERK TEN (10) DAYS PRIOR TO THE HEARING AS PER SECTIONS 8-3(a) AND (d) OF THE GENERAL STATUTES. CERTIFICATION OF THE FILING UNDER THESE SECTIONS BY THE APPLICANT MUST BE PRESENTED AT THE PUBLIC HEARING. A FILING RECEIPT FORM IS INCLUDED IN THIS APPLICATION PACKET.

Per Connecticut General Statutes (CGS) Sections 8-3(g), 8-3c, and 8-26: If an application submitted to the Planning & Zoning Commission (PZC) involves any activity 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. 7.2)

Per CGS Sec. 8-3i: If the proposed activity is to take place within the watershed of a water company, the applicant is required to file a copy of the application with the water company and the Commissioner of Public Health by certified mail within seven (7) days of the date of the application.

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 confident 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
<u>No Later Than:</u> Application by 1 st Wednesday of month	<u>Application:</u> <ul style="list-style-type: none">▪ Application narrative▪ Plans (Site Plans x 8) <i>Letter or Legal size only</i>▪ Traffic Study (x 8) <i>Counts and expected impacts</i>	Chief of Police - Secretary 860-872-9126 Ext 137
<u>Attend Meeting</u> 7:00PM, 2 nd 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

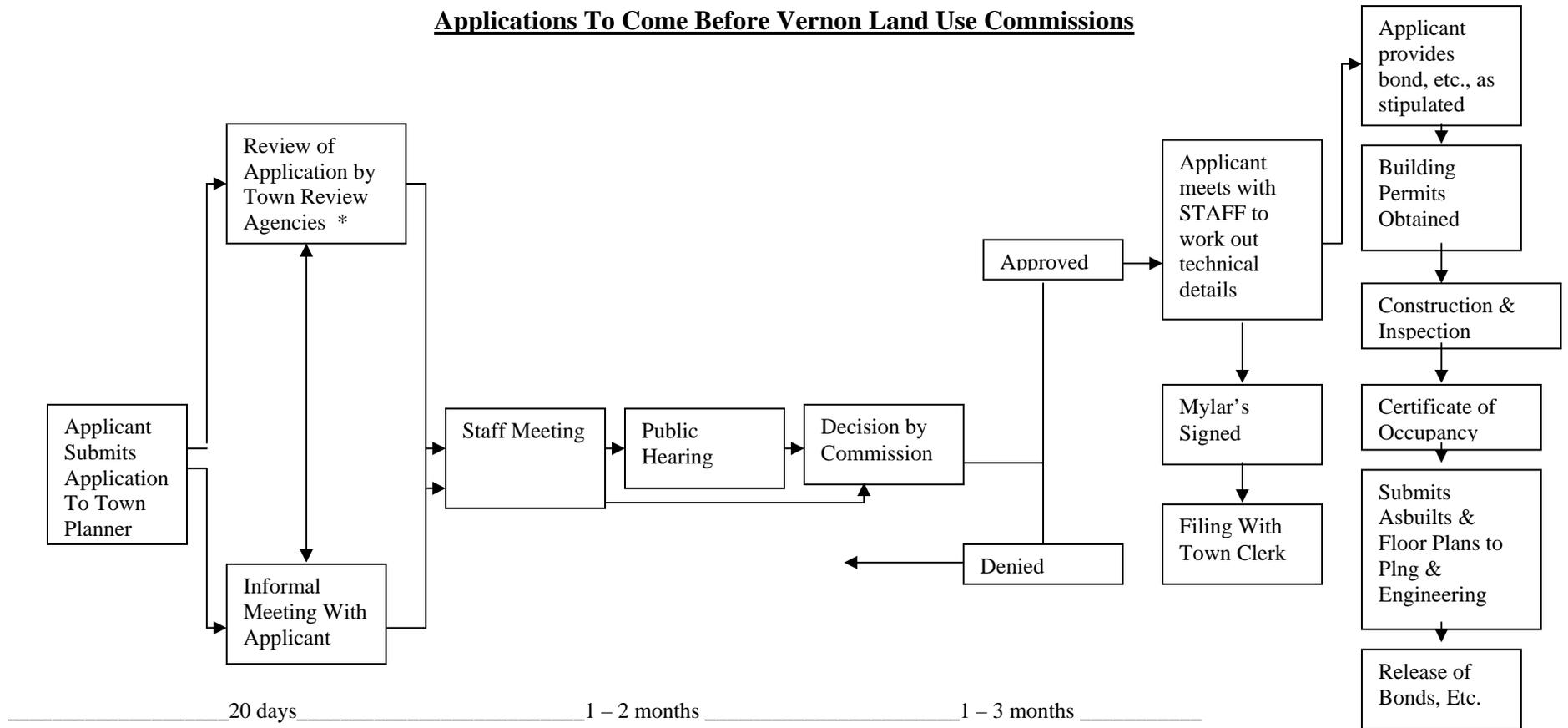
ZONING BOARD OF APPEALS (ZBA)

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

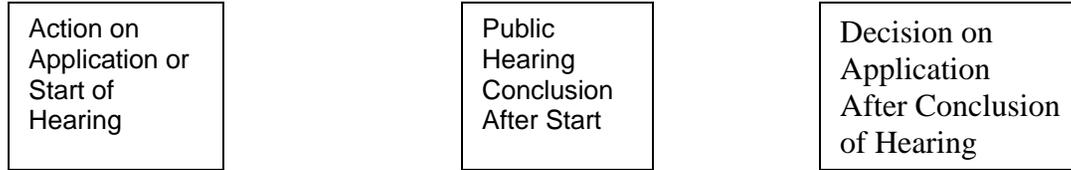


(All Time Frames are Approximate and for Reference Only)

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



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 road.

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.

LID CHECKLIST

Applicants must complete and submit the following checklist with the application.

Date: _____

Project: _____

Conformance with the following criteria shall be initiated in the spaces provided below by a Connecticut Registered Professional Engineer, Land Surveyor, or Certified Soils Scientist as appropriate. If conditions cannot be met comments addressing each item should be provided by the applicant in the space provided below. Comments will be reviewed with Town Staff at the scheduled Development Staff Meeting and documented.

Item	Description	Verified	Comments
1	An Existing Conditions Plan is provided documenting sensitive natural resources including but not limited to existing wetlands (as designated by a Certified Soils Scientist in Connecticut), streams, ponds, vernal pools, flood zones, stream channel encroachment lines, soil types and infiltration rates, wells, tree lines, property boundaries, and other items that may be requested by the Town.		
2	Utilizing the Existing Conditions Plan as a guide, development has been located to maximize preservation of contiguous natural sensitive areas.		
3	Proposed site developments for residential or two family dwellings on more than one individual parcel, all commercial, industrial, and retail developments have been guided by the applicable requirements of the Town's Low Impact Development Stormwater Quality Manual and the Connecticut Storm Water Quality Manual.		
4	Bioretention Basins or Rain Gardens have been incorporated within yards, median strips, cul-de-sacs islands, and parking lot islands.		

Date: _____

Project: _____

Conformance with the following criteria shall be initiated in the spaces provided below by a Connecticut Registered Professional Engineer, Land Surveyor, or Certified Soils Scientist as appropriate. If conditions cannot be met comments addressing each item should be provided below. Comments will be reviewed with Town Staff at the scheduled development staff meeting and documented.

Item	Description	Verified	Comments
5	Dry Wells have been incorporated into the design to control roof and pavement runoff.		
6	Permeable (Porous) Pavement has been incorporated into areas of low traffic, parking lots, residential and light commercial use driveways, walkways, bike paths, etc.		
7	Natural areas including woodlands, regulated wetland areas, naturally vegetated areas have been preserved/ and or replicated to the maximum extent practical.		
8	Post Development stormwater runoff is at or less than the predevelopment runoff.		
9	Stormwater infiltration has been provided by the use of underground storage units, devices, and/or infiltration swales/trenches.		
10	Level spreaders/vegetation have been provided at storm drainage outfalls to enhance water quality and mitigate erosion.		

Date: _____

Project: _____

Conformance with the following criteria shall be initiated in the spaces provided below by a Connecticut Registered Professional Engineer, Land Surveyor, or Certified Soils Scientist as appropriate. If conditions cannot be met comments addressing each item should be provided below. Comments will be reviewed with Town Staff at the scheduled development staff meeting and documented.

Item	Description	Verified	Comments
11	On-Site retention/detention facilities have been provided to address water quality and storm water runoff.		
12	Rain Barrels, cisterns, and/or other rainwater harvesting techniques to reuse rainwater for irrigation and other non-potable uses are incorporated into the design.		
13	An Erosion and Sedimentation Control Plan conforming to the Standards of the Connecticut Guidelines for Soil Erosion and Sediment Control is included in the design.		
14	A yearly maintenance plan of all components of best management practices associated with storm water management has been provided.		
15	Impervious area percentages for pre and post development have been provided.		
16	When conflicts exist between the Town's Low Impact Development Stormwater Quality Manual and the Connecticut Storm Water Quality Manual the State Manual shall govern.		

FORMS THAT MAY NEED TO BE SUBMITTED

Receipt issued by the Town Clerk for Documents Submitted for Public Inspection

The following form is required for proposed changes to the zoning regulations or zoning map.

USE THIS FORM ONLY IF THE REQUIREMENTS OF
8.3(a) OF THE C.G.S. MUST BE MET

RECEIPT FOR DOCUMENTS SUBMITTED FOR PUBLIC INSPECTION

TO: Bernice Dixon, Town Clerk

FROM: _____
Applicant

REFERENCE: Proposed Changes to the Vernon Zoning Regulations / Proposed Zone Change

DATE:

The attached documents, consisting of:

1. Application PZ-20__-__ of _____;
Applicant
2. Proposed Changes to the Town of Vernon Zoning Regulations / Proposed Zone Change,
dated _____, Application # PZ-20__-__ to _____

Purpose

are being submitted for public inspection under CGS 8-3(a).

A public hearing on Application PZ-20__-__ will be held by the Planning and Zoning
Commission on _____.
Date

Received: _____

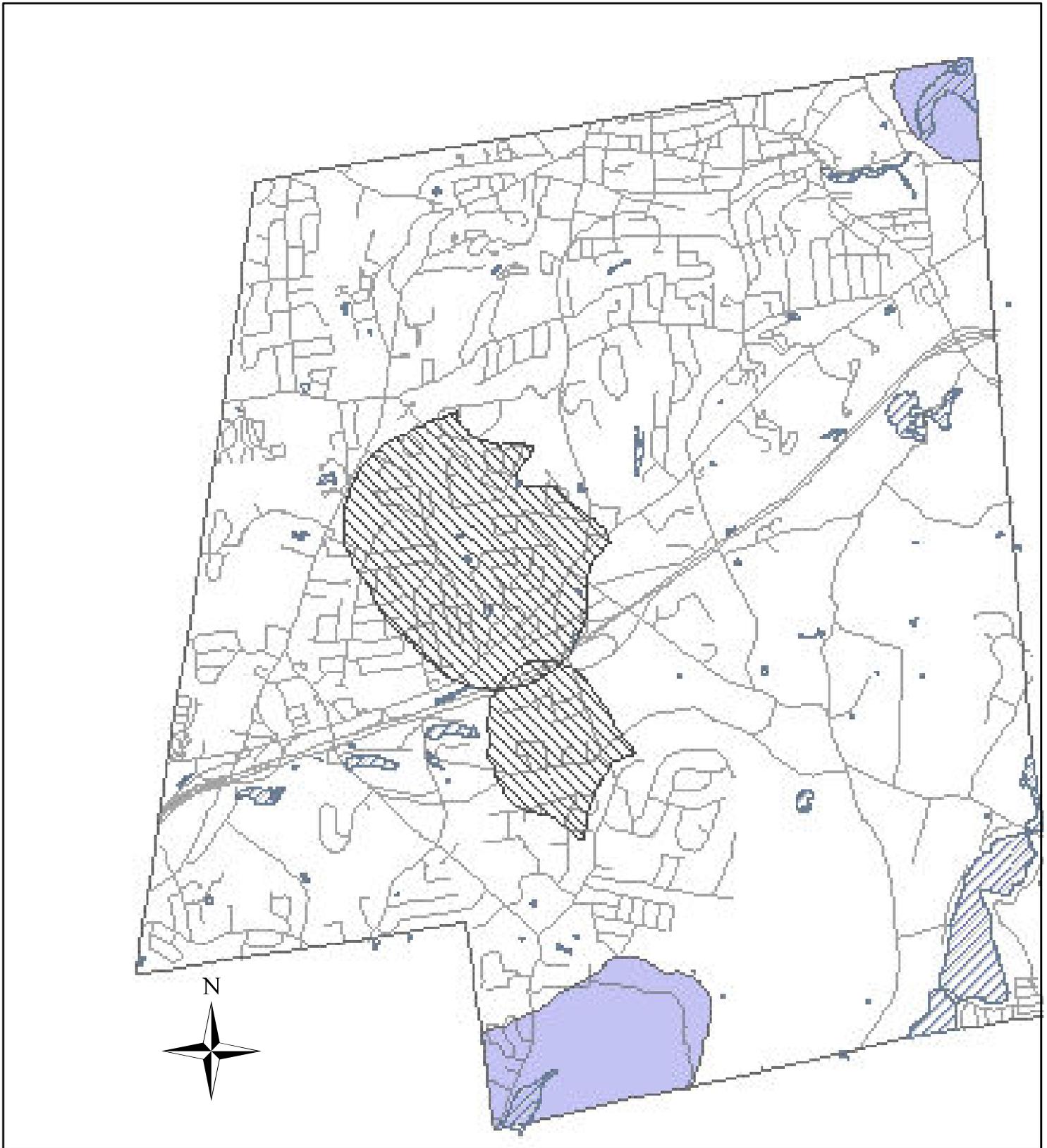
Vernon Town Clerk _____
Signature

Date: _____

FORMS (continued)

Public Water Supply Watershed Area Project Notification Form

If the proposed development activity falls within one of the designated areas within Vernon, the following form must be completed and sent by certified mail, return receipt requested, within seven (7) days of submitting the application, to the address provided on the form and to the CT Department of Public Health via online registration at the web address provided on the form. See the map that follows the referenced form entitled, "Areas Within the Town of Vernon Which Require Notice to CT Water Co. and CT Dept. of Public Health for Land Use Activities per CT General Statutes Sec. 8-3i and Sec. 22a-42f."



Legend

-  Vernon Streets
-  Water Bodies
-  Aquifer Protection Area
-  Protected watersheds

Areas Within the Town of Vernon
Which Require Notice to CT Water Co.
and CT Dept. of Public Health
for Land Use Activities per
CT General Statutes Sec. 8-3i



Prepared by the Vernon Planning Dept.
This map is for information only, and its
utilization and verification shall be the sole
responsibility of the user. No warranty,
expressed or implied, is made by the
Town of Vernon as to the accuracy or
completeness of this map, nor shall the fact
of distribution constitute any such warranty.

Data Source: CT Water Co.
GIS data source: CT Dept. of
Environmental Protection

Public Water Supply Watershed Area
Project Notification Form

Requirement:

All applicants before a municipal Inland Wetland Commission for any project located within a public water supply watershed area are required by Section 22a-42f of the CT General Statutes to notify Connecticut Water Company of the proposed project by certified mail not later than 7 days after the date of the application. The notice should be sent to: Cindy Gaudino, Manager Source Protection and Real Estate, Connecticut Water Company, 93 West Main Street, Clinton, CT 06413. The State Department of Public Health must also be notified via on-line registration at: http://www.dir.ct.gov/dph/Water/Web_form.htm

General Information:

1. Location map of the project site (please show enough information to locate site).
2. Site plans, including soil erosion and sediment control plan which have been submitted to the town commission for review.
3. Project address _____
4. Total acreage of project site _____
5. Existing land use _____
6. Description of proposed project _____

7. Acreage of area to be disturbed including structures, additions, paving, and soil disturbance____

8. Type of sanitary system (circle one)- septic system/public sewer/none
9. Number of **existing or proposed** floor drain and their point of discharge e.g. sanitary sewer, holding tank, or ground _____

10. Water accessed by (circle one)- private well/public water/none;
If other, please specify _____

11. Distance of site disturbance to nearest watercourse or wetland _____

12. Brief description of **existing or proposed** stormwater management system, including roof drainage, paved areas etc., and discharge points e.g. municipal sewers, drywells, streams, vegetated areas, detention basins etc. _____

13. Type of heat for facility _____

14. List of **existing and proposed** underground or above-ground storage tanks including age, capacity and contents _____

15. List of potentially harmful chemicals stored or used on property (**existing and proposed**) and typical onsite volumes, including but not limited to petroleum products, lubricants, solvents, detergents and pesticides _____

16. Describe any wastes generated and their means of disposal _____

17. Date application will be heard by Inland Wetlands Commission _____

18. Date application will be heard by Planning and Zoning Commission _____

19. Date application will be heard by Zoning Board of Appeals _____

20. Name, address and telephone number of contact person for the project:

Name of person completing form

Signature

Date