



# TOWN OF VERNON

OFFICE OF THE  
TOWN PLANNER

14 PARK PLACE, VERNON, CT 06066-3291

Tel: (860) 870-3667

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E-mail: [planning@ci.vernon.ct.us](mailto:planning@ci.vernon.ct.us)

Revised 3/29/06

## **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 (860-870-3637) 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. 3.11).

## Site Plan Materials To Be Submitted

1. Copy of legal description.
2. List of Abutters within 200 feet for PZC/500 feet for IWC.
3. Traffic impact statement.
4. 20 copies of site plan maps showing:
  - 4.1 Name of Development
  - 4.2 Abutters
  - 4.3 Existing and proposed roads, driveways, loading & parking areas.
  - 4.4 Existing and proposed walkways and sidewalks.
  - 4.5 Existing and proposed topography.
  - 4.6 Existing and proposed drainage.
  - 4.7 Adequate provisions for potable water supply & sewage disposal.
  - 4.8 Method of ingress and egress.
  - 4.9 Method of refuse storage and disposal.
  - 4.10 General landscaping plan.
  - 4.11 Adequate storage facilities for outside maintenance equipment including storage of recreational equipment in the PRD & MHP districts.
  - 4.12 Location of fire hydrants and/or fire alarm boxes as required.
  - 4.13 Elevation and floor plans for proposed structures.
  - 4.14 Location and use of proposed structures on site.
  - 4.15 Numbering plan for unit identification.
  - 4.16 Location plan at showing property in relation to area in Town of Vernon, including Zoning Districts and type of development in the immediate area.
  - 4.17 Location of all recreation areas and facilities.
  - 4.18 The soil classification (s) as given by U.S.D.A. Soil Conservation Service.
  - 4.19 A statement indicating the traffic impact of the proposed development.

- 4.20 Flood hazard zone information.
- 4.21 Aquifer protection zone information.
- 4.22 Design Review information as outlined in Section 21 of the Zoning Regulations.

**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 Committee 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 Committee).
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 Committee 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 Committee will not tolerate corporate pressure from franchise businesses in regards to uniform design.

## MEETING SCHEDULES

### DESIGN REVIEW COMMITTEE (DRC)

First Monday of each month; 7:30 p.m.  
Conference Room, WPCA Plant, 100 Windsorville Road (Route 74)

### PLANNING & ZONING COMMISSION (PZC)

First & third Thursday of each month; 7:30 p.m.  
Auditorium, Second floor, Senior Citizens Center, 26 Park Place

### ECONOMIC DEVELOPMENT COMMISSION (EDC)

Second Tuesday of each month; 7:00 p.m.  
Mayor's Office, Second Floor, Town Hall, 14 Park Place

### DEVELOPMENT STAFF

Second Wednesday of each month; 1:00 p.m.  
Conference Room, Building Department, 55 West Main Street

### TRAFFIC AUTHORITY (TA)

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

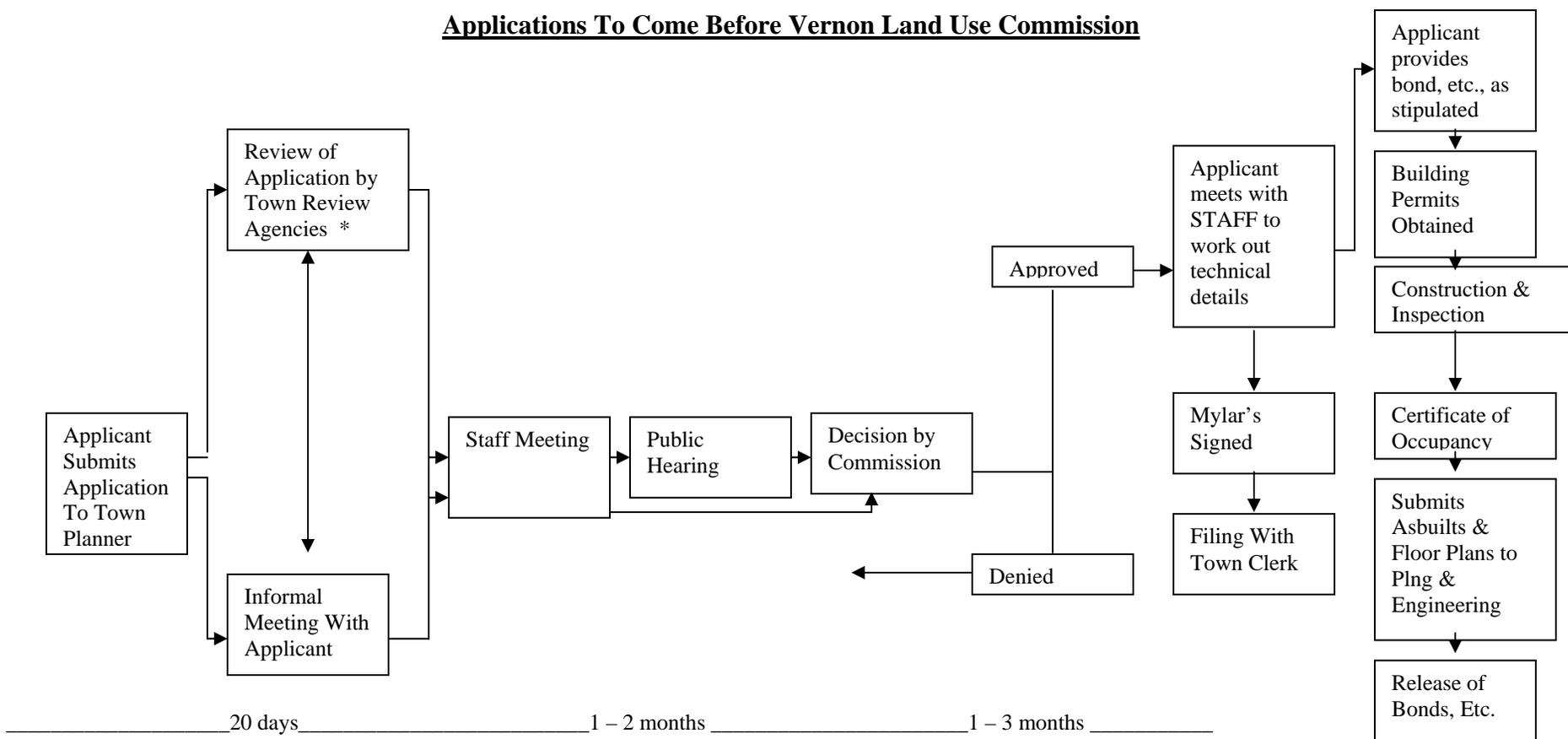
### ZONING BOARD OF APPEALS (ZBA)

Third Wednesday of each month; 6:30 p.m.  
Conference Room, Police Station, 725 Hartford Turnpike (Route 30)

### INLAND WETLANDS COMMISSION (IWC)

Fourth Tuesday of each month; 7:30 p.m.  
Auditorium, Second floor, Senior Citizens Center, 26 Park Place

**Applications To Come Before Vernon Land Use Commission**



(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 Committee

**PZC/INLAND WETLANDS APPLICATION TIME FRAMES**

	Action on Applications or Start of Hearing	Public Hearing	Decision on Application
Planning & Zoning	65 days	35 days	65 days
Inland Wetlands	65 days	NA	65 days
Inland Wetlands Public Hearing	65 days	35 days	45 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.
  3. Wetlands application must be received at least 3 business days prior to a regularly scheduled meeting.

## IWC & PZC APPLICATION MEETING SCHEDULE

### IWC & PZC Application submitted to Planning Department.

- Sufficient time to provide written notice to adjacent towns and the regional planning agency in advance at least sixty-five (65) 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.
- Twenty days (20) prior to meeting if information, if a legal notice of a public hearing is required to be published.
- 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 to be 'Received' by Commission.

### IWC & 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**

**ZONING**

Zone district or regulation change:	\$100.00
Special Permit:	\$100.00
Special Exception:	\$100.00
Variance:	\$100.00
Special Hearing for gasoline/Station or Repairer's License	\$100.00
Detailed Site Plan:	\$100.00

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 \$100.00 is required.

**SUBDIVISION**

\$100.00 plus \$10.00 per lot for each lot over two in any development.

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:           \$100.00

**WETLANDS**

Wetlands Redesignation	\$100.00
Permit to work in a regulated area or wetlands	\$100.00
Modification to an already permit or redesignation	\$50.00

**OTHER**

A \$30.00 fee mandated by the State shall accompany all applications.

A fee of \$.40 per Abutter shall accompany all applications requiring the filing of an abutters' list.

**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:

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

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\_\_\_\_ **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.*

## 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: \_\_\_\_\_

The Connecticut Water Company  
93 West Main Street  
Clinton, CT 06413-1600

Office: 860-669-8636  
Fax: 860-669-9326  
Customer Service: 800-286-5700

## CONNECTICUTWATER

September 29, 1998

Mr. Christopher Crowne, Chairman  
Planning and Zoning Commission  
Memorial Building  
14 Park Place  
Vernon, CT 06066

Dear Mr. Crowne:

As you know, Connecticut Water Company has sources of public drinking water supply located within your Town. Please be advised that as of October 1, 1998, Section 8-3i of the CT General Statutes was amended by PZ 98-115 which now requires any applicant who proposes any activity within an aquifer area to provide written notice of their application to the affected water company if such water company has filed a map showing the boundaries of the aquifer area as delineated by the Department of Environmental Protection's Level A or Level B mapping requirement (Sect. 8-3i still requires Notification of any proposed project located within a watershed area). This notice must be made by certified mail, return receipt requested within seven days of the date of the application. Enclosed is a copy of our Level B aquifer map for our Vernon wells and Talcottville well. We would appreciate your cooperation in advising applicants with proposed project within the aquifer areas of the new notification requirement. We would also appreciate it if you would require the applicant to send us a copy of the plan and complete the notification form (enclosed) for our review and comments for any proposed projects located within our aquifer or watershed areas.

As part of our on-going source protection program, we review Town Commission agendas for proposed projects located within our aquifer or watershed areas that have the potential to impact our sources of supply. Receiving adequate notification of proposals located with these environmentally sensitive areas provides us with the opportunity to review plans and submit comments to your Commission to protect our important sources of supply. We would appreciate continuing to receive your Commission's agendas so we can determine if we are receiving this required notification. I have enclosed postage paid envelopes for your convenience.

If you should have any questions, please call. I thank you in advance for your cooperation in this important matter.

PUBLIC WATER SUPPLY WATERSHED OR AQUIFER AREAS  
PROJECT NOTIFICATION FORM

Requirement:

All applicant before a municipal Planning & Zoning Commission, Inland Wetland Commission or Zoning Board of Appeals for any project located within a public water supply aquifer or watershed area are required by Section 8-3i of the CT General Statutes (as amended by PA 98-115) to notify the affected water utility by certified mail within 7 days of the date of the application.

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. Project description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
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/both/none
9. Number of existing or proposed floor drains and their point of discharge, e.g., sanitary sewer, holding tank, or ground \_\_\_\_\_  
\_\_\_\_\_
10. Water accessed by (circle one) – private well/public water/otherwise: If other, please specify  
\_\_\_\_\_
11. Distance of site disturbance to nearest watercourse or wetland \_\_\_\_\_  
\_\_\_\_\_
12. Brief description of existing or proposed storm water 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 \_\_\_\_\_





# 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 7:00PM 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:

<b>Date/Time</b>	<b>Documentation/Information</b>	<b>Contact</b>
<u>No Later Than:</u> Application by 1 <sup>st</sup> Wednesday of month	<u>Application:</u> <ul style="list-style-type: none"> <li>▪ Application narrative</li> <li>▪ Plans (Site Plans x 8) <i>Letter or Legal size only</i></li> <li>▪ Traffic Study (x 8) <i>Counts and expected impacts</i></li> </ul>	Chief of Police - Secretary 860-872-9126 Ext 137
<u>Attend Meeting</u> 7:00PM, 2 <sup>nd</sup> Thursday of month	No review will be conducted without an appearance by the applicant	Chief of Police – Secretary 860-872-9126 Ext 137

