



**Town of Trumbull
CONNECTICUT**

**PLANNING AND ZONING
COMMISSION
Application**

**Planning and Zoning
Department**
Telephone (203) 452-
5047
Fax (203) 452-5169

Town Hall
5866 Main Street
Trumbull, Connecticut
06611

APPLICATION FOR: SPECIAL PERMIT OR SITE PLAN APPROVAL
ZONE:

- COMMERCIAL ZONE B-C, B-C LH,
- INDUSTRIAL ZONE I-L, I-L2, I-L3
- RESIDENTIAL ZONE A, AA, AAA
- OVERLAY ZONE _____

-
- SPECIAL PERMIT
 - SITE PLAN REVIEW

LOCATION OF PROPERTY _____

Assessor's Map No. _____ Parcel No. _____ Lot No. _____
Trumbull Land Records Volume: _____ Page: _____

Applicant

Name _____
Address _____
Telephone Number _____
Email _____

Owner or Record

Name _____
Address _____
Email _____
Telephone Number _____

Party to be Notified

Attorney or Agent _____
Address _____
Telephone Number _____
Email _____

Site Engineer:

Address _____
Telephone Number _____
Email _____

Relevant Section(s) of the Regulations _____

Attach Detailed Description of the proposed request, Including Specific use to be conducted.

Is the property within 500 feet of another municipality?

YES NO

Does this proposal involve a structure that was built before 1940?

YES NO

Does the proposal require the approval of the Inland Wetlands Agency?

YES NO

Are there any Deed restrictions on this property that may affect this application?

YES NO

Has a previous application been filed for this property?

YES NO

If so when? _____ Attach copy of decision letter

Project is to be started on _____ Completed on _____

List of Federal and State permits required and their status.

Certification

I/We Certify that all of the above information and statements contained in any documentation submitted with the application are true to the best of my/our knowledge.

I/We fully understand that the Planning and Zoning Commission reserves the right to revoke any permit should the information contained herein not be true and correct or that the information requested by the application has not been fully disclosed.

Signature of Owner

Signature of Applicant

Date

Date

Notice: BY FILLING THIS APPLICATION, OWNER AND APPLICANT CONSENT TO SITE INSPECTIONS BY TOWN STAFF AND /OR COMMISSIONERS

Application Procedure for Special Permit and Site Plan

1. All applications for Special Permits and /or Site Plan Modification must be accompanied by an A-2 survey Showing:
 - a. The name and address of the applicant
 - b. A Site Plan Showing the subject property, a location map and north Arrow, the square feet and percent of coverage of building, parking and open space , setbacks building location, parking layout drainage and contour elevations, wetlands boundaries and landscaping including a bulk requirement chart.
2. Applicants should review the requirements shown on the attached Site Plan Checklist.
3. Wetlands and Zoning Board of Appeals approvals must be given **Prior** to Planning and Zoning
4. Applicant must submit fourteen (14) copies which should be submitted to the following departments for review and comment: Building, Fire Marshal, Police Department, Engineering Department, Health Department and Fire Department. A signoff from each department is required see attached form. Please allow adequate time for review
5. **ALL above-referenced (#4) signatures are required before the application is submitted to Planning and Zoning.**
6. A digital copy of the plans and data is required for the Planning and Zoning staff if the project is for a commercial or industrial development
7. The application must be legible, typewritten or printed, contain correct information, and be signed by the applicant who attests to the validity of the application
8. The application must be signed by the owner who thus indicates that the application is made with the consent of the owner of the property
9. Compliance with “Notification of Abutting Property Owners” procedure as shown on the attached
10. Applicants shall provide a copy of the landscaping plan in sufficient time for the Town Tree Warden to make comments and recommendations. The recommended plan shall be presented to the Planning and Zoning Office prior to the scheduled Public Hearing.
11. Copy Of the Deed (can be obtained from the Town Clerk’s Office)
12. Copy of the Field Card (can be obtained from the Assessor’s Office)
13. All checks shall be made payable to Town of Trumbull
14. Application deadlines are enforced and are at the discretion of the Planning and Zoning Department
15. If an application is approved for a commercial or industrial development a Mylar must be submitted to the Planning and Zoning Department.
16. If the application is approved a Certificated Notice of Approval shall be recorded in Land Records in the Name of The Record Owner. A Recording Fee in the Amount of \$10.00 (Check Payable to Town of Trumbull), Shall be remitted to the Planning and Zoning Office for this purpose.



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SITE PLAN CHECKLIST

1. APPLICATION

- SIGNED APPLICATION
- FEE

2. SITE PLAN

- SCALE : Not Smaller than (1" =40')
- CERTIFIED SURVEY TO A-2 STANDARDS
- NAME OF DEVELOPMENT
- ADDRESS OF DEVELOPMENT
- ASSESSOR'S MAP AND PARCEL NUMBER
- NAME AND ADDRESS OF DEVELOPER
- NAME AND ADDRESS OF OWNER, IF DIFFERENT
- LOCATION MAP SCALE (1" = 1000')
 - o Showing location of site to existing roads
 - o Water courses adjoining properties
 - o Any major geographic features that would assist someone to orient themselves to the location
- NORTH POINT
- DATE OF PLAN PREPARATION
- SIGNATURE AND SEAL OF CONNECTICUT STATE LICENSED SURVEYOR
- NAMES, ADDRESS AND ZONING CLASSIFICATION OF ABUTTING PROPERTY OWNERS
- DISTANCE TO NEAREST STREET IN ALL DIRECTIONS
- EXISTING ZONING CLASSIFICATION OF PROPERTY
- SQUARE FOOTAGE OF PROPERTY
- PERCENTAGE OF EXISTING LOT COVERAGE
- PERCENTAGE OF EXISTING OPEN SPACE
- SURVEY DISTANCES, ANGLE AND BEARINGS

- LOCATION OF ALL EXISTING BUILDINGS
- EASEMENTS, AND RIGHT OF WAY
- EXSISTING CONTOURS AT TWO(2) FOOT INTERVALS
- LOCATIONS OF WETLANDS AS MAPPED BY A CERTIFICIED SOIL SCIENTIST AND 100FT REGULATED AREA BUFFER
 - o SOIL TYPES
- LOCATION OF EXISTING TREES OVER EIGHT(8) INCHES IN DIAMETER AT 4 FT HEIGHT
- FLOOD PLAIN DESIGNATION
- DEVELOPMENT NARATIVE
 - o NATURE OF DEVELOPMENT
 - o USE OF BUILDING
 - o DEVELOPMENT TIMETABLE
 - o PHOTOGRAPHS OF EXISTING BUILDING AND SITE
- Proposed Building
 - o SQUARE FOOTAGE OF ANY PROPOSED BUILDING
 - o PERCENTAGE OF BUILDING COVERAGE
 - o PERCENTAGE OF OPEN SPACE
 - o SETBACKS
 - o DISTANCE BETWEEN BUILDINGS
 - o NUMBER OF PARKING SPACES NUMBER OF LOADING DOCKS
- ENGINEERING DATA
 - o GROUND ELEVATION AT EACH CORNER OF BUILDING
 - o LOCATION OF CURBS
 - o DIRECTION OF TRAFFIC FLOW
 - o CATCH BASISNS, DRYWELLS, UNDERGROUND STORMWATER STORAGE TANKS, PIPE TYPE AND SIZE AND DRAINAGE CALCULATIONS
 - o PARKING LOT AND DRIVEWAY SLOPE
 - o FIRE HYDRANTS AND FIRE LANES
 - o LOCATIONS OF BUILDINGS ON ADJACENT AND ABUTTING LOTS
 - o STREET NAMES
 - o LOCATION OF UTILITIES ON AND ADJACENT TO THE SITE
 - o CURB CUT WITH AND RADII
 - o PARKING LOT ISLANDS AND PEDESTRIAN TRAVEL ROUTES
 - o LOCATION OF ELEVATION OF STORMWATER SEWERS
 - o LOCATION AND ELEVATIONS OF SANITARY SEWERS AND MANHOLES
 - o SIGNATURE AND SEAL OF CONNECTICUT LICENSED ENGINEER

- ELEVATION DRAWINGS
 - RENDERING OF BUILDING
 - FRONT, SIDE AND REAR ELEVATIONS
 - FAÇADE MATERIAL AND ORNAMENTS
 - CONCRETE SIDE WALKS AND PEDESTRIAN TRAVEL
 - LANDSCAPING PLAN SHOWING TRAVEL ROUTES
 - SIGNATURE AND SEAL OF CONNECTICUT REGISTERED ARCHITECT
- SIGNAGE
 - LOCATION, SIZE AND HEIGHT OF WALL SIGNAGE
 - LOCATION SIZE, HEIGHT, OF POLE MONUMENT SIGN
 - LOCATION OF DIRECTIONAL SIGNS
 - TOTAL SQUARE FEET OF SIGNAGE WITH BULK REQUIREMENTS
 - ILLUMINATION TYPE OF SIGNAGE
- LANDSCAPING PLAN WITH PLAN MATERIAL LIST
 - LIST OF PLAN SPECIES AND SPECIFICATIONS
 - EXAMPLE OF TREE AND SHRUB PLANTING DETAILS
 - LOCATIONS OF TREES AND SHRUBS
 - PARKING LOT SHADE TREE LOCATIONS
 - LOCATION OF DETAILS OR RETAINING WALLS AND FENCES
 - LOCATION AND DESIGN OF BERMS AND BUFFERS
 - LOCATION TYPE, SPECIES AND SIZE OF EXISTING AND PROPOSED STREET TREES
 - LOCATION HEIGHT, DESIGN AND DETAILS OF OUTSIDE STORAGE OR DUMPSTER LOCATION
 - SIGNATURE FROM A LICENSED LANDSCAPE ARCHITECT
- SITE LIGHTING
 - LOCATION, TYPE AND SIZE OF EXTERIOR LIGHTING
 - PARKING LOT LIGHTING
 - PHOTOMETRIC PLAN SHOWING FOOTCANDLE MEASUREMENTS AROUND PROPERTY LINES
 - HEIGHT OF LIGHT POLES
 - TYPE OF LIGHT FIXTURE
 - SKETCH OF FIXTURE
- OTHER INFORMATION, IF NECESSARY
 - Refer to Article XV Section 2 Of the Trumbull Zoning Regulations Required Information for Special Permit/ Exception
 - TRAFFIC STUDY
 - EROSION AND SEDIMENT CONTROL PLAN

NOTIFICATION OF ABUTTING PROPERTY OWNERS

Each applicant to the Planning and Zoning Commission for a change in zone, Special Permit, or Subdivision/Resubdivision shall be required to provide to the Clerk at the time of filing said application, a listing of the names and addresses of each property owner who owns property abutting the premises which is the subject of such application. In addition, if the application involves AA or AAA Residence Zones, all property owners within 500 feet of all property lines shall be notified. If the application does not involve AA or AAA Residence Zones, all property owners within 250 feet of all property lines shall be notified. In the case of multi-family dwellings or institutions, the administrator or association shall be notified in lieu of each individual. SPECIAL PERMIT APPLICATIONS FOR APARTMENTS SHALL NOTIFY PROPERTY OWNERS WITHIN 150 FEET OF ALL PROPERTY LINES.

It shall be the responsibility of the applicant to prepare the list of said abutting property owners from the records of the Assessor's Office as shown on the last completed Grand List by determining the names and addresses of said property owners as measured on the most recently completed Assessor's Maps as are on file in the Assessor's Office. Said property owners shall be notified by the applicant by FIRST CLASS MAIL of the time and place of the public hearing at which said application shall be heard. The mailing of said notices shall be evidenced by a certificate of mailing from the United States Postal Service. Said notice letters shall be postmarked not less than TWELVE (12) DAYS prior to the scheduled date for said hearing. It shall be the applicant's responsibility to file with the Clerk of the Commission, not less than FIVE (5) CALENDAR DAYS prior to the hearing date, the list of all property owners to whom notice has been sent, a copy of the letter mailed, and the certificate of mailing from the United States Postal Service.

SAMPLE FORM LETTER

Date:

Name:

Address:

Re: Application of: _____ (Applicant's name)

(Property address of premises which are subject of application)

Assessor's Map No: _____ Assessor's Lot No: _____ Zone: _____

Dear _____:

As a property owner within _____ feet of my property line, I would like to inform you that I have filed an application before the **Planning and Zoning Commission of the Town of Trumbull** for a _____ (type of application) _____ for my property.

My application is to allow: _____

If you, or your representative, have any interest in my application, you are invited to attend the **Planning and Zoning Commission Public Hearing** to be held in the Trumbull Town Hall at 7:30 p.m. on _____ (date of public hearing).

Copies of the plans and documentary material relative to my application are on file in the Planning and Zoning Office at Town Hall and may be inspected by you or your representative during regular business hours.

You may speak at the public hearing or submit written evidence to the Commission concerning this application prior to the public hearing.

If you have any questions, please feel free to call either myself, _____ (your name) at _____ (your phone number) _____, or the Planning and Zoning Office at 452-5047.

Very truly yours,

Name and Address of Sender

Check type of mail or service:

- Adult Signature Required
- Certified Mail
- CDD
- Delivery Confirmation
- Express Mail
- Insured
- Adult Signature Restricted Delivery
- Recorded Delivery (International)
- Registered
- Return Receipt for Merchandise
- Signature Confirmation

ASix Stamp Here
(If issued as a certificate of mailing or for additional copies of this bill)
Postmark and Date of Receipt

Article Number	Addresses (Name, Street, City, State, & ZIP Code™)	Postage	Fee	Handling Charge	Actual Value If Registered	Insured Value	Due Sender if COD	ASR Fee	ASRID Fee	DC Fee	SC Fee	SH Fee	RD Fee	RR Fee
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														

Total Number of Pieces Listed by Sender

Postmaster, Per (Name of receiving employee)

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PLANNING AND ZONING COMMISSION
FEE SCHEDULE

SPECIAL PERMIT/SITE PLAN:

NEW CONSTRUCTION	\$560.00*
OTHER	\$360.00*
MULTI-UNIT RESIDENTIAL:	
EACH UNIT	\$260.00*
MINIMUM	\$1,060.00*
IN-LAW/ACCESSORY APARTMENTS	\$260.00*
TELECOMMUNICATIONS.....	\$1,560.00*
MINOR DEVIATION BY RESOLUTION OF THE COMMISSION	\$160.00*
HOLIDAY DECORATIONS (NON-PROFIT ORGANIZATIONS)	\$30.00
HOLIDAY DECORATIONS (BUSINESS/COMMERCIAL & INDUSTRIAL) ..	\$360.00*
PRE APPLICATION/PRELIMINARY REVIEW.....	\$100.00
EXTENSION OF TIME.....	\$100.00

ZONE CHANGE:

AMENDMENT	\$460.00*
BOUNDARY	\$460.00*

SUBDIVISION:

MINIMUM (1-5 LOTS).....	\$560.00*
MINIMUM (6-10 LOTS).....	\$1,060.00*
EACH LOT (OVER 10 LOTS).....	\$160.00*
LOT LINE REVISIONS	\$180.00
FIRST CUT DIVISIONS OF LAND	\$180.00
INSPECTION FEE – 5% OF ESTIMATED IMPROVEMENT COSTS	

MISCELLANEOUS:

LIQUOR LOCATION.....	\$460.00*
ZONING REGULATIONS.....	\$30.00
SUBDIVISION REGULATIONS.....	\$15.00

*STATE SURCHARGE OF \$60.00 HAS BEEN ADDED

Revised: 8/01/11

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**SCHEDULE OF PLANNING AND ZONING REGULAR
MEETING DATES FOR 2016**

DEADLINE for Submittal of Application	Date of PUBLIC HEARING
December 30, 2015.....	January 20, 2016
January 27, 2016.....	February 17, 2016
February 24, 2016.....	March 16, 2016
March 30, 2016.....	April 20, 2016
April 27, 2016.....	May 18, 2016
May 25, 2016.....	June 15, 2016
NO JULY MEETING	
July 27, 2016.....	August 17, 2016
August 31, 2016.....	September 21, 2016
September 28, 2016.....	October 19, 2016
October 26, 2016.....	November 16, 2016
November 30, 2016.....	December 21, 2016
December 28, 2016.....	January 18, 2017

PUBLIC HEARINGS BEGIN PROMPTLY AT 7:30 P.M.

Departmental Application Sign-off
for receipt of Special Permit/Site Plans prior to scheduled
Planning & Zoning Commission Public Hearing
(not to be confused with sign-off for application approval).

Return to Planning & Zoning Office when completed.

Location of Premises: _____

Permit Application Number: _____

Required

- () Planning _____ Date: _____
- () Zoning _____ Date: _____
- () Engineering _____ Date: _____
- () Inland Wetlands _____ Date: _____
- () W.P.C.A. _____ Date: _____
- () Health Dept. _____ Date: _____
- () Fire Marshal _____ Date: _____
- () Police Dept. _____ Date: _____
- () Building Dept. _____ Date: _____
- () Fire Dept. _____ Date: _____