



# WETHERSFIELD

## ECONOMIC & COMMUNITY DEVELOPMENT

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### SITE PLAN REVIEW GUIDANCE\*

In order to determine conformity with the zoning regulations, the Town requires the submission of a site plan showing the layout and design of proposed use and site improvements as required by Section 10.1.D and Appendix A of the Wethersfield Zoning Regulations.

\*This guide is intended for general guidance only, and does not replace the full zoning regulations. Any questions should be directed towards the Town of Wethersfield Community Development Department, which can be reached at (860) 721-2838.

**When Is a Site Plan Required?**-Site plans shall be submitted on forms supplied by the Commission for:

- Any construction, development, or change of use of buildings or structures; or
- Any expansion, or exterior alteration of a building or structure; or
- Any alteration in site improvements, such as parking, pedestrian, and vehicle circulation, public utilities and landscaping:
  - Designated in the Zoning Regulations as requiring Site Plan Approval,
  - For any residential use, involving a building to house three (3) or more families, or
  - For any non-residential use, except farming.

### **General Requirements**

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Each plan submitted shall:

- Be prepared by, and bear the seal(s) of a licensed design professional as appropriate for the type of drawing submitted,
- Be on a sheet size of 24" by 36", 18" by 24", or 11" by 17".
- Be drawn to an appropriate scale generally as follows:
  - 20 feet to the inch (but not more than 40 feet to the inch) for a site plan application,
  - not more than 100 feet to the inch in the case of an earth removal application,
  - not more than 200 feet to the inch for a zone change application
- Contain a title block with property address, names of applicant and owner, date of map, project name, proposed use and zoning district,
- Contain a north arrow, graphic and written scales, and an approval block,
- Contain a location key map, at a scale of one-inch equals 200 feet, showing the property and all surrounding property, zoning districts, Town lines, and streets within 500 feet,
- Be updated to reflect the date, number, and content of any revision,
- Contain a legend.

# Site Plan Requirements

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## NUMBER OF DRAWING SETS

Sixteen (16) copies of site plans shall be submitted showing the following information.

## PROPERTY SURVEY

A boundary survey shall be submitted showing the following information:

- Certification and seal of a land surveyor licensed in the State of Connecticut,
- Date of survey,
- Property boundaries, locations of setback lines, and total acreage of the parcel.
- Location and names of owners of record of abutting property and subdivisions, including those located across public or private streets,
- Location of all existing monuments and pins and the Town Line, where applicable,
- Lengths and directions of present property lines, with dimensions on all lines to the hundredth of a foot; all bearings or interior angles to the nearest second, and the central angle, tangent distance and radius of all curves,
- Rights-of-way, easements, or other property encumbrances or appurtenances including the names of the affected party and the volume and page where the instrument evidencing such right is recorded in the land records,

A boundary survey, when required, shall conform to the Class A-2 requirement of the Regulation for Connecticut State Agencies, Section 20-300b (Regulations) and the Standards for Surveys and Maps in the State of Connecticut (standards) adopted by the Connecticut Association of Land Surveyors, Inc.


## SITE DEVELOPMENT PLAN

A site development plan shall show the following information:

- The seal of a licensed land surveyor, professional engineer or a licensed landscaped architect, as appropriate.
- A zoning schedule clearly showing that the minimum requirements of the Regulations for the applicable zone (lot area, coverage, yards, parking, etc.) have been complied with. An example is shown below:

SUMMARY CHART			
Parcel Size			
Zoning District			
Assessor's Location			
Proposed Use			
Zoning Summary			
Item	Existing	Required by Code	Proposed Building
Min. Site (Lot) size			
Minimum Lot Frontage			
Building Setback:			
Front			
Side			
Rear			
Max. Building Height			
Max. Building Coverage			
Max. Impervious Coverage			
Min. Yard Abutting Residential Zone			
Building Area			
Number of Stories			
Distance Between Buildings			

- A map showing abutting property owners within 300 feet.
- A list of owners and mailing addresses within 300 feet.
- An approval block for the signature of the Chairman of the Commission, as shown below:

APPROVED by the Wethersfield Planning and Zoning Commission on:	
	
Chairman's Signature	Date Signed

**Natural Resource Information**

- Existing and proposed contours at two-foot intervals or less to Class T-2 accuracy,
- Existing water bodies, water courses, swamps and marshes,
- Accurate delineation of all soil types designated as Inland Wetlands,
- Delineation of flood hazard areas,
- Any existing trees greater than 12 inches in caliper,
- Location of rock outcrops and tree lines,
- Location of all flood boundaries

**Infrastructure Information**

- Existing and proposed water, sewerage, and natural gas systems.
- Existing and proposed storm drainage systems (including pipe size, top of frame, and invert elevations),
- Existing and proposed electrical service systems.
- Existing and proposed utility easements.
- Proposed refuse disposal area(s) and screening details.
- Design calculations for utility systems.
- Location and size of all utility mains and services

**Development Information**

- Existing and proposed buildings.
- Location, height, square footage, and dimensions of all existing and proposed buildings and structures including walls, and fences.
- Location, dimensions, areas, type, color, materials, and illumination of all proposed exterior signs.
- Location, height, design and intensity of all proposed exterior lighting.
- Permanent elevation bench mark.

**Traffic and Parking Information**

- Existing and proposed roads and driveways.
- Location of loading and parking areas showing the number of spaces, as shown in the following table:

PARKING	EXISTING	PROPOSED	REQUIRED
Parking Calculations			
# of Standard Sized			
# of Compact Spaces			
# Within Building			

# Handicapped			
Total # Spaces			
Loading Spaces			

- Proposed interior traffic circulation system, adequately designed to provide safe accessibility to all required off-street parking as well as providing police and fire protection to all structures, equipment and materials.
- Proposed provisions for pedestrian traffic including concrete sidewalks and/or easement where required by the commission.
- Limits of areas to be permanently paved and provided with lip curbing, and parking and planting islands.
- Construction details for roads, drives, parking areas, curbs and other improvements.

**LANDSCAPING PLAN**

A landscaping plan shall be submitted showing the following information:

- The seal of a licensed landscaped architect or professional engineer, as appropriate.
- Existing Conditions
  - Significant existing trees with a caliper of 12 inches or more,
  - Name, location and size of existing vegetation to be preserved ,
  - Present wooded areas indicated by a foliage line,
  - Existing stone walls,
  - Significant rock outcrops.
- Proposed Conditions
  - Details of landscaping showing the type, common name, scientific name, size at planting, number, location and extent of all proposed planting or vegetation, or otherwise provided for on the site.
  - Buffer areas and means of screening development from the view of highway traffic and neighboring property owners.
  - Other proposed landscape features.
- Proposed measures for guaranteeing survival of proposed plantings.
- Planned maintenance of landscaped areas.
- A table which includes the calculations used to demonstrate compliance with the landscaping requirements, as shown below:

LANDSCAPING	EXISTING	PROPOSED	REQUIRED
Overall			25% Lot Area
Side Yard			5 feet
Front Yard			
Rear Yard			
Perimeter Tree			1/50 Feet
Parking Area			15% Paved Parking Area
Parking Area Tree			1/10 Parking Spaces
Free Standing Sign Area			Min. 64 S.F.
Landscape Buffer			

- Relevant planting specifications.

**ARCHITECTURAL PLANS**

Architectural plans shall be submitted showing the following:

- The seal of a licensed architect
- Schematic architectural floor plans

- Exterior building elevations for all building faces showing:
- Proposed structures and/or changes to existing structures
- All exterior building materials and colors, clearly labeled
- Proposed signage.

**TECHNICAL INFORMATION**

The following additional information shall be submitted:

- Construction details, including cross-sections where appropriate, detailing the construction of proposed sidewalks, driveways, parking areas, storm drainage structures, and other site improvements.
- Storm drainage data showing drainage areas and estimated run-off of the area to be served by existing and proposed drainage facilities.
- A timber cutting plan if site planning involves land within the Connecticut River Assembly Conservation Zone.

**EROSION AND SEDIMENT CONTROL**

- Erosion and sediment control plans shall be submitted if the cumulative disturbed area shall exceed more than one-half acre or if site development would occur within the Connecticut River Assembly Conservation Zone.
- See separate Erosion and Sediment Control handout for additional information.

**POSSIBLE ADDITIONAL INFORMATION**

The following additional information shall be submitted if specifically requested by the Zoning Enforcement Official or the Commission:

- Traffic analysis of the proposed development.
- The Commission shall also have the right to request that any applicant conduct other studies or impact analysis (including fiscal) that would allow the Commission to adequately determine the potential impacts of the proposed development to the site and to the community.

**WAIVERS**

The ZEO or the Planning and Zoning Commission may specifically waive the information requirements of the site plan sections above, should they be deemed unnecessary. In addition, Site Plan Applications shall not be required for the following activities, unless, in the judgment of the Zoning Enforcement Official, the Town Planner and the Director of Public Works/Town Engineer, the proposed changes materially affect the character of the site or building or that of adjoining properties:

- Installation of siding overlays on buildings.
- Introduction, removal, or enlargement of doorways and windows within exterior building facades.
- Where as-built plans differ from approved preconstruction plans.
- Addition or removal of minor decorative site or building features, such as arches, lampposts, and railings, or awnings and canopies over doors and windows.
- Installation of HVAC equipment on roof or ground if screened from public view.
- Installation or removal of loading platforms.
- Minor building and site changes in the rear yards of commercial and industrial premises or if otherwise shielded from public view.

In addition, when an unsafe building exists or when emergency measures are required under Section 124.0 and 125.0 of the State of Connecticut Building Code, as amended, the Zoning Enforcement Officer shall have the authority to waive, in writing, the requirement for submission of a site plan for either a period of 30 days so that the owner can prepare a site plan application, or entirely if the maintenance and repair which is required does not involve a change of existing design, exterior materials, scale, or outward appearance.