



SITE PLAN CHECKLIST

Town of Wethersfield - Planning and Economic Development Department

Town Hall – 505 Silas Deane Highway

(860) 721-2837 or (860) 721-2838

e-mail: planningcomments@wethersfieldct.gov

Town Website <https://wethersfieldct.gov/>

Project Address _____

Applicant's Name _____

Project Name _____

Application Number _____			
The Town of Wethersfield requires the submission of site plans for a variety of projects per the requirements of Sections 10.1.D. and Appendix A of the zoning regulations. This check list has been prepared to assist your preparation of the site plan submission to our land use boards and commissions			
Certifications - Plans shall be prepared by, thoroughly reviewed, and bear the name, signature, and seal of a land surveyor, engineer, architect; and/or landscape architect licensed in the State of Connecticut, each as required by law for preparation of the specific plan or drawing. The seal shall be impressed on all copies of the plans presented for approval			
	Completed	N/A	Waiver
The horizontal datum shall be based on NAD 83			
The vertical datum shall be based on NAVD 88 utilizing Geoid 96 Model			
NUMBER OF DRAWING SETS AND SHEET SIZE			
All permit applications must include a total of sixteen (16) copies of the plans folded to not larger than 9"x12"			
Four (4) copies shall be submitted as full size sets (24" x 36") in landscape view			
Twelve (12) copies shall be submitted as reduced size sets (11" x 17")			
Sixteen (16) copies of all associated reports and information			
* During the period of time that the Boards and Commissions are meeting virtually applicants shall submit four (4) paper copies of all applications, plans, reports and supporting documents and one (1) electronic/digital copy of the same. All electronic plans and documents shall be submitted as a "Portable Document Format" (PDF) via email, CD or flash drive.			
GENERAL PLAN REQUIREMENTS - All plan sheets shall include, the following information:			
Title Block that includes the following information:			
Project name, description and proposed use			
Sheet Title to indicate purpose/information content of the sheet			
Sheet number/identifier and total # of sheets in the plan set			
Note regarding type of survey prepared			
Date of original plan preparation, revision dates and content			

	Completed	N/A	Waiver
Street address of property			
Property owner's name and address			
Applicant and/or developer, phone # and/or email			
Name, address and phone number of surveyor, engineer, architect or landscape architect			
Certification, seal, signature and registration number of land surveyor and/or professional engineer responsible for preparation of the plan			
Graphic and word scale – Plans shall generally be drawn at 20' scale (but not more than 40' scale)			
All drawings shall be north-oriented to the extent possible and shall contain a north arrow with reference to grid, true or magnetic north			
Legend calling out the meaning of all abbreviations and symbols			
All plan notes, statements and map references			
Approval Signature Block on all plan sheets (Example is available on Town Website)			
COVER/INDEX SHEET - A cover sheet is required for all multi-page drawing sets and in addition to the general plan requirements shall include the following information:			
Permit application type			
Location map at 500' scale showing adjoining streets and intersections			
Index of plan sheets with corresponding sheet numbers and description			
Placeholders for the Commission's approval letter(s)			

EXISTING CONDITIONS SURVEY - The plan shall include a boundary and topographic survey prepared, signed and sealed by a land surveyor licensed in the State of Connecticut to a Class A-2 and T-2 standard of accuracy for property boundaries and topography			
	Completed	N/A	Waiver
Zoning district for the parcel and for adjoining properties			
Distances along boundary and easement lines to the nearest .01 of a foot, directions, defined by angles, bearings or azimuths, along boundary or easement lines to the nearest 10 seconds, curved lines defined with the central angle, radius, arc length and tangent and the radius of all curves			
All monuments and markers found along the property line with accurate descriptions (i.e. ½" metal rod)			
Coordinates for a minimum of two monuments or markers			
Rights-of-way, easements, or other property encumbrances and restrictions, including but not limited to conservation, drainage and access including the names of the affected party, the purpose and the vol/page evidencing recording in the Town Land Records			
Subdivision name and lot number			
Total area of the parcel in both square feet and acres			
Intersecting property lines for all adjoining properties			
Names and addresses for all adjoining property owners			
Front, side and rear yard setback lines			
Name of streets and State highways that front the property			
Assessor's map and lot number			

	Completed	N/A	Waiver
Topography			
Topography at a 2' max contour interval and spot elevations			
Elevations for top of foundation, basement, garage and first floor for any existing buildings or structures			
Location, type and top and bottom of retaining wall elevations			
Location of project benchmark (minimum of two)			
Highlight any areas of steep slopes >4:1 or 25%			
Development Information			
Location, description, height, square footage and dimensions of all buildings, foundations and accessory structures			
A minimum of three (3) dimensions from existing buildings to property lines (front, sides and rear)			
Type and height of guide rails, handrails, walls, and fences, and stairs and ramps			
Natural Resource Information			
Identify types and limits of ground cover and the limits of the canopy of existing wooded/forest areas			
Rock outcrops			
Location of any existing trees equal to or larger than 12" in diameter at breast height identified by species. Include all street trees on public rights-of-way along property frontage			
The location and limits of inland wetlands, water bodies and watercourses from the Town's Inland Wetlands Map or as delineated by a soil scientist with flag numbers, the direction of flow, and water surface elevations, or a note stating that no wetlands are present			
The location of the limits of FEMA one-hundred (100) year flood limits, (both Flood zone and Floodway, as appropriate) based on Base Flood Elev's (BFE's), or a note stating that no flood zone is present			
Utility Information - Location, size, material and description of existing overhead and underground utilities on-site and along the property frontage:			
All water mains, laterals, curb boxes and valves			
All fire service lines, standpipes, sprinkler connections and hydrants.			
Sanitary sewer mains, manhole structures and laterals, including top of frame and invert elevations			
Potable water supply wells and septic systems on site or on adjacent properties if within the separating distances to these facilities established by the Connecticut Public Health Code			
Utility and street light poles			
All other utilities (above or below ground) such as gas, electric, telephone and cable with above ground utility boxes, transformer pads, manholes, junction boxes, cabinets, vaults and handholds			
Storm drainage pipes, roof and foundation drains, catch basins, rip-rap and other structures, including top of frame and invert elevations			
Vegetated swales			
Limits and types of any storage tanks whether above or below ground			

	Completed	N/A	Waiver
Streets, Parking and Driveways - The location, dimensions and description of all paved streets, parking, sidewalks and driveways including:			
Sidewalks, walkways, patios and any other paved areas			
Streets, curbs, edge of pavement, driveways and driveway aprons with material type and dimensions			
Transit/bus stops adjacent to the property			
Traffic Control signs, pavement markings with traffic circulation			
Traffic and pedestrian signals			
Parking areas showing the number of spaces			
Other Information - The following additional information may be required depending upon the nature of the project or the property:			
National, State or Local Historic Property Designations			
Archaeological features, including whether the site is located within an area of sensitivity or pre-history			
Subsurface Conditions - Location of exploratory soil borings and test pits with supporting information, if applicable			
Area of known or suspected contamination or narrative of site history if none expected			

SITE DEMOLITION PLAN - The Site Demolition Plan shall be prepared by a professional land surveyor or engineer licensed in the State of Connecticut and shall be based upon the required existing conditions survey as detailed above and shall include the following additional information:			
	Completed	N/A	Waiver
Building(s) or structures to be demolished with method of demolition to be performed			
Any structures and/or impervious surfaces to remain			
Locations of all utility terminations (water, sewer, gas, electricity, etc.)			
Tree preservation plan for all trees that are to be retained			
Locations of staging, material storage and loading areas and notations if materials are to be reused on site			
Location of any portable toilet and construction trailers			
Location of any proposed construction fencing			
Traffic control and parking plan. This plan should identify contractor parking areas, construction entrance and identify truck routes for delivery of material entering or leaving the site			
Erosion and sediment controls showing all required best management practices with associated notes			
Storm Water Management Plan during the demolition phase of the project			

SITE LAYOUT PLAN - The Site Layout Plan shall include the details, location and description of all proposed improvements:			
	Completed	N/A	Waiver
All information shown on the "Existing Conditions Survey".			
Any proposed property lines changes			
Zoning table containing the following requirements from the Town's Zoning Regulations and proposed improvements to document compliance with the following:			
Planned use of existing and proposed structures			
Zoning designation for the site			
Lot area in both acres and square feet			
Lot frontage			
Building Area Coverage %			
Impervious Coverage %			
Front, side and rear yards			
Building height and number of stories			
Any variances, subdivisions, site plans special permits or other approvals previously granted for the property			
Depending upon the type of project the following additional information may be required for the zoning table:			
Required buffers			
Open Space and/or Recreation Areas/Facilities (Total and by Type)			
Number of residential units including bedroom/units			
Number and type of Affordable Residential Dwelling Units			
Number and type of Congregate Residential Units or Beds			
Proposed residential density			
Notations regarding any requested waiver, exception or modifications from the regulations			
Proposed Buildings and Structures			
Buildings and structures with square footage and dimensions			
Location of building entrances and exits			
Use of each building or portion thereof			
Outdoor seating, decks or patio areas			
At least three (3) dimensions from buildings and structures to the front, side and rear property lines			
Distances between adjoining structures			
Building overhangs/canopies			
Location, type and height of fences, guide rails, railing, etc.			
Location, type and height of retaining walls			
Building height and number of stories			
Any variances, subdivisions, site plans, special permits or other approvals previously granted for the property			
Depending upon the type of project the following additional information may be required for the zoning table:			
Required buffers			
Open Space and/or Recreation Areas/Facilities (Total and by Type)			
Number of residential dwelling units including bedrooms/unit			
Number and type of Affordable Residential Dwelling Units			
Number and type of Congregate Residential Units or Beds			

	Completed	N/A	Waiver
Proposed residential density			
Notations regarding any requested waiver, exception or modifications from the regulations			
Parking, Driveway, Loading and Circulation			
Location, dimensions and type of all exterior sidewalks, pedestrian walkways, crosswalks, stairs and handicap ramps (on-site and along frontage)			
Location, arrangement and dimension of all parking areas, drive aisles, parking stalls (numbered), wheel stops that clearly indicate from where the dimensions are taken (e.g., edge of pavement, face of curb or back of curb)			
Location, dimensions and annotations of all handicap accessible parking stalls, and ramps compliant with the Americans with Disabilities Act (ADA) and State Building Code			
Street driveway curb cut radii and width including any changes to roadway and lane widths/designations (right turn, left turn, bicycle lanes, etc.)			
Location and dimensions of all curbed islands, peninsulas and medians within parking areas			
Location, arrangement, and dimensions of truck loading areas			
Location of required fire lanes and signage			
Parking lot signage and pavement markings			
Pedestrian and/or traffic signals and all appurtenances			
Onsite traffic circulation pattern			
Vehicle turning templates for all parking areas, delivery and trash removal areas and fire lanes			
Sight distance visibility at all street intersections and driveways			
Location and details of all proposed bicycle parking areas			
Other structures such as mail boxes, etc...			
Location of all proposed exterior lighting			
Refuse disposal and recycling area(s) and associated concrete pads, enclosures and screening details			
Exterior advertising signs with description, dimensions, areas, type, color, materials and illumination			
Location, design, dimensions, data, and details of all existing and proposed outdoor display and storage areas including screening			
Any exterior machines or devices to be appended to or project from any building or structure			
Pervious pavement areas			
Bus stops and shelters adjacent to the property			
Location and details for any off-site parking			
Location of any reserved parking areas			
MS4 Permit Table with pre and post development impervious area, directly connected impervious area (DCIA) and net changes in acres			

Parking and Loading Table that lists the following requirements from the Town's zoning regulations and proposed improvements to document compliance with the following: It is the Town's intent to minimize the amount of impervious surfaces and allow the minimum amount of parking to serve the development			
	Completed	N/A	Waiver
Number of required and proposed parking spaces including handicap spaces			
Gross Square Feet of Building Area (Total)			
Gross Square Feet of Building Area (By Use)			
Parking Space Computation			
Loading spaces			
Compact parking spaces			
Proposed shared parking (if applicable)			
Any requested parking reduction			

UTILITY PLAN - The Utility Plan shall identify the location of all underground and above ground utility features on-site and along the property frontage with size, slope, and type of proposed utility services and mains, pipe alignments, and critical elevations necessary for layout including:			
	Completed	N/A	Waiver
Proposed rights-of-way, easements, or other property encumbrances and restrictions, including but not limited to conservation, drainage and access including the names of the affected party and the purpose			
Water mains, meters, gate valves and water services			
Fire service water main, stand pipe connections and hydrants			
Sanitary sewer mains, laterals, manhole structures, and cleanouts, including top of frame and invert elevations			
Septic system and wells including tank, primary leaching area, reserve leaching area and minimum clearances (contact the Central Connecticut Health District for specific requirements if the property requires a septic system and/or potable well)			
Utility poles, light poles and fixtures			
Natural gas, electric, telephone, or other utility lines with location of utility boxes, transformer pads, storage tanks, manholes, junction boxes, vaults, meters, HVAC equipment, condensers, cabinets or other mechanical equipment			
Mechanical room and/or service entrance locations			
Grease traps located external to buildings			
Location of radio towers, wind-powered generators, satellite dish, antennas, solar energy collection panels and similar structures			
Alternative or renewable energy equipment			
Note stating: "All new utilities will be located underground."			
Statement that the MDC has confirmed that the proposed uses for the development project will be adequately served by the proposed water distribution and sanitary sewer systems			

GRADING AND DRAINAGE PLAN - This Plan shall contain the following information necessary to identify grades and elevations for the proposed storm water management system. The plan shall include measures to protect/improve water quality and shall consider the use of low impact development (LID) practices with reference made to the Connecticut Stormwater Quality Manual:

	Completed	N/A	Waiver
Existing topography (dashed) and spot elevations			
Proposed topography (solid) contours @ 2' max intervals and spot elevations including corners of parking lot, property corners, retaining walls, top of berms, handicap ramps and other critical locations			
Building finished floor elevations			
Benchmark elevations (minimum of two)			
Location, size and type of storm drainage pipes and structures, including top of frame and invert elevations, headwall locations, dimensions, pipe size, material and slopes			
Location, size and type of roof and/or foundation drains with invert elevations at the building and outlet			
Vegetated Roof Systems			
Vegetated Drainage swales and channels			
Drywells or infiltration systems/basins			
All storm water treatment systems with appropriate top, bottom and invert elevations including labels for hydrodynamic separators, with manufacturer and model number.			
Short and long term inspection and maintenance plan and schedule to ensure performance of storm water treatment system			
Above and below ground detention basins including topography, top of berm, emergency spillway and bottom of basin elevations, and invert elevations for all inlet and outlet structures, and the locations and dimensions of any trash racks and other components that are critical to proper operation of the system			
Bio-retention areas, rain gardens and similar infiltration or other retention systems that include pipe or other structure sizes and limits, bottom of system elevation, and invert elevations for inlet and outlet structures, and other components that are critical to proper operation of the system			
Rainwater harvesting methods such as rain barrels or cisterns.			
Location, specifications and details for any other Low Impact Development (LID) practices			
Proposed landscape berms and contours to be coordinated with landscape plan			
Any wetlands habitat mitigation or creation			
Any floodplain compensation			

LANDSCAPING PLAN - The Plan shall be prepared by a licensed landscaped architect or professional engineer. The landscape plan shall show the location and details of all areas to be landscaped and shall include the following information:			
	Completed	N/A	Waiver
Any trees that are to be preserved along with tree protection measures			
Name, location and size of vegetation to be preserved with notations indicating when the vegetation is to be used for landscape credits			
Wooded areas identified by a canopy line			
Maximum limits of proposed tree clearing and site disturbance.			
Significant rock outcrops			
Street trees			
Location of fences and walls, including stone walls			
Limits of lawn areas, planting beds and any gardens			
Location and dimensions of all areas to be landscaped including: islands, strips, buffers, peninsulas and medians within parking areas specifying the location of individual trees, shrubs, and ground cover plants			
Plant and tree schedule and legend that includes the type, quantity, common name, botanical name, size (caliper) at planting (Indicate initial planting and mature height/size for trees, shrubs and ground cover). The use of indigenous plants is recommended. Non-native invasive plant species as identified by the State DEEP shall not be permitted as part of any landscaping plan approved by the Commission			
Required landscape buffer areas and means of screening new development from the view of public streets and nearby properties			
Parking perimeter requirements showing screening design and height, trees, shrubs, mounds, fences, and walls as required			
Landscaping used to meet screening requirements for dumpsters, mechanical units, loading areas, utility features, outdoor storage, and proposed sign foundations			
Edge treatment and ground cover/plantings in detention ponds, bio retention area and similar infrastructure			
Amenities associated with the landscape plan (specialty paving/details, walls, fences, recreation facilities/details, site furniture including benches, trash receptacles, bike racks, art work/details, etc...)			
Any other proposed landscape features			
Proposed irrigation system			
Relevant planting specifications and details			
Landscape table showing the quantity of trees, shrubs and perennials and compliance with all landscaping requirements:			
Overall landscape area			
Perimeter landscape areas (front, side and rear yards)			
Internal parking areas			
Landscape islands			
Sign areas			
Required buffer for adjoining uses			
Total quantity of all plantings			
Notation if existing trees are to be retained for credit			
Notation if a landscape modification or waiver is being requested			

SOIL EROSION AND SEDIMENT CONTROL PLAN – Reference is hereby made to the 2002 CT Guidelines for Soil Erosion and Sedimentation Control, as amended. It is the Town’s intent to protect native soils, prevent topsoil stripping and prevent the compaction of soils, to that end and where a soil erosion and sedimentation control plan is required, the Plan shall include, but not be limited to:			
	Completed	N/A	Waiver
Narrative describing the following:			
Proposed development			
Schedule for grading and construction activities including:			
Anticipated start and completion dates			
Detailed sequence of grading and construction activities			
Sequence for installation and/or application of soil erosion and sediment control measures and storm water management facilities			
Any proposed construction phasing and limits			
Sequence for final stabilization of the project site			
Design criteria for proposed soil erosion and sediment control measures and storm water management facilities			
Construction details for proposed soil erosion and sedimentation control measures and storm water management facilities			
Installation and/or application procedures for proposed soil erosion and sediment control measures and storm water management facilities			
Operations and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities, including dewatering measures and controls (when applicable)			
Method and locations for disposal of clearing debris and materials and any excess or waste materials to be removed from the site			
Assignment of responsibility for implementing and maintaining control measures with name and phone number			
Any notes related to the proposed soil and erosion control plan and associated measures			
In addition to the other site plan requirements contained in this check list a Site Plan at a scale of not less than 1" = 40' scale that includes the location of and design details for all proposed permanent and temporary soil erosion and sediment control measures and storm water management facilities including:			
Storm drain inlet and outlet protection			
Silt fence, hay bales and check dams			
Construction entrance(s)			
Tree protection fencing and location of all protected trees			
Temporary and permanent vegetation			
Stockpile and material storage areas			
Permanent and temporary diversion swales			
Sediment traps or basins			
Retaining walls or cribbing			
Any other information deemed necessary and appropriate by the applicant or requested by the Commission or Town staff			

ARCHITECTURAL PLAN/DESIGN REVIEW - Architectural plans at an appropriate scale prepared by a professional architect to demonstrate compliance with design guidelines and principles. The following items are required:			
	Completed	N/A	Waiver
Demonstrate how the criteria in Section 6.12 of the zoning regulations are achieved by submitting street views of the property and surrounding properties showing buildings, parking, loading and landscape areas in relationship to the public street and adjoining properties			
Overall architectural design of the proposed structure(s), including elevations of all exterior elevations, showing all fenestrations, signs and other architectural features, including the color and style of the building materials (and samples, if necessary) and any architectural peculiarities			
Schematic floor plans for each floor level (including basements and roofs) with dimensions, floor area and all proposed interior and exterior alterations, seating arrangements, ingress and egress			
Number of dwelling units by room count and by bedroom count			
Color renderings and views from all directions, if requested			
Exterior building elevations for all building faces that detail architectural elements, materials, colors and dimensions			
Proposed changes to existing structures			
All provisions for and design of balconies, sunshades, awnings, louvers, roof leaders, downspouts and utility lines/meters/boxes			
Elevation drawings from all streets abutting the site with all proposed plantings superimposed, which shall be shown at the height at which they are proposed to be installed (Applicant is also encouraged to provide elevations showing expected height of plantings in ten years)			
Building dimensions, building height, number of stories, fenestrations and roof lines			
Signage plan that includes the height, location and design of all signs			
Any proposed building illumination. The height, locations, fixture design, and intensity of all exterior lighting and expected illumination off the site			
Any proposed rooftop enclosures, rooftop mechanical equipment, chimneys, stacks, towers, tanks, shafts, vegetated roof systems or other roof mounted structures			
Any proposed accessory structures			
All artwork sculpture, fountains and other ornamental or decorative features visible from surrounding properties			
When warranted by the size, location or the nature of a proposal, or when determined to be in the public interest, the Commission may require a perspective drawing or a three dimensional physical model representation or a computer simulation of the proposal and portions of the neighboring properties and structure at an appropriate scale to show relationship after development of the site to off-site features			

FLOODPLAIN MANAGEMENT PLAN - Where any portion of a proposed site contains a FEMA Special Flood Hazard Area (SFHA) or a regulated floodway, the following additional information is required:			
	Completed	N/A	Waiver
The location of the limits of the FEMA one-hundred (100) year flood elevation (Special Flood Hazard Area) based on Base Flood Elevations (BFE'S) and site topography			
Where compensatory storage is required, such storage shall be appropriately shown and earthwork calculations shall be provided			
All new construction and substantial improvements to a building or structure or any other facility or equipment shall include the existing and proposed elevations and the details of the proposed anchoring system to prevent flotation, collapse, lateral movement and buoyancy			
All new and replacement utility services or systems (water, sanitary sewage, electrical, heating, ventilation, plumbing, air conditioning and on-site waste disposal) shall include details to demonstrate that the design and location of the system will minimize or eliminate infiltration of floodwaters or contamination from the facilities during flooding			
Elevation for the top of foundation for any proposed storage tanks and the top of the fill pipe or other such openings			
Top of foundation or the corresponding ground elevation, for any significant external utility, mechanical, or other service equipment, or facility			
Proposed elevation of the finished floor for, as may be applicable, basement, garage, first floor or any subgrade enclosures			

LIGHTING PLAN - Where site lighting is required or proposed, provide a lighting plan prepared by a qualified lighting consultant stamped by a Professional Engineer that contains the following information:			
	Completed	N/A	Waiver
Site plan showing the location of all proposed buildings, parking and pedestrian areas on the site and indicating the location and type of all existing and proposed light poles, decorative lighting, building/wall mounted light fixtures and canopy lighting			
Site plan showing the location and description of any light fixtures on adjacent properties or the street right-of-way within 10 feet of the property			
Detailed description, drawing, elevation, cut sheet or the manufacturers catalog information sheet for each type of light standard. Only full cut off compliant fixtures shall be accepted. The detail for pole mounted light standards shall consist of the foundation, pole base, pole, mounting arm, or other attachment device, mounting height and the fixture			

	Completed	N/A	Waivers
A <u>site lighting summary table</u> shall be provided that includes the following:			
Quantity of fixtures by type			
Mounting height above grade for all light fixtures			
Manufacturer and model number			
Lamp type			
Lumens rating			
Level of wattage			
Any shielding			
If canopy lighting is proposed provide details that the fixture is recessed and mounted flush with the bottom surface of the canopy			
Data provided by the manufacturer or a qualified source, showing the angle of cut off and light levels throughout the site to assure that there will not be light trespass on adjacent properties			
An Isolux Diagram that indicates:			
The maximum light levels measured in foot candles on a grid not to exceed ten (10) feet by ten (10) feet across the entire site, carried out a minimum of ten (10) feet beyond the parcel property line to tenths of a foot candle (0.0)			
The average illuminance on the site			
The maximum and minimum lighting levels on the site			
A statement on the plans of the proposed hours when the luminaries will be on and when they will be extinguished			
Description of controls such as timer, motion sensor, time clock, etc...			

DETAIL AND NOTES - Detail sheet(s) shall show all construction details, including profiles and cross-sections where appropriate, shall be submitted:			
	Completed	N/A	Waiver
Site Improvements – Fences, guide rails, railings, retaining walls, stone walls, refuse disposal enclosures, concrete pads, signs, bus shelters and outdoor storage			
Parking and Loading – Sidewalks, ramps, pavement, parking stalls, pavement markings, aprons, curbs, wheel stops, bollards, traffic control signs, stairs, driveways, crosswalks and ADA compliance details			
Utilities – Trenches, storage tanks, mains, services, manholes, cleanouts, meters, gate valves, grease traps, standpipes and hydrants			
Drainage – Trenches, drains, swales, catch basins, manholes, riprap aprons, storm water quality equipment, pipe inlet/outlet details and oil/water separators			
Landscaping – Tree protection, specialty paving, site furniture, bicycle facilities, artwork, mail boxes and planting details			
Soil Erosion Control – Silt fence barriers, hay bale check dams, construction entrances, sediment traps, swales, inlet protection, slope stabilization and silt sacks			

	Completed	N/A	Waivers
Floodplain Development – Anchoring, infiltration prevention and flood-proofing			
Lighting – Light poles, fixtures and luminaires			
Any other site improvements			
Contact the Engineering Division at 860-721-2850 for standard details of proposed improvements within the public right-of-way			

POSSIBLE ADDITIONAL INFORMATION - The following additional information shall be submitted if deemed necessary to make a reasonable review of the application:

Traffic analysis or parking demand study prepared by a Connecticut licensed professional engineer with traffic engineering expertise

The report shall include at a minimum, the following information:

	Completed	N/A	Waivers
Current roadway and intersection conditions			
Existing traffic volumes during the peak hours			
Accident analysis of the study area roadways and intersections			
Expected average daily vehicular trips and peak hour volumes to be generated by all of the proposed uses on the site			
Distribution of generated traffic for the roadway network, including vehicle approach and exit routes			
Level of service (LOS) and capacity of the study area roadways and intersections and the site access points prior to and after development			
Vehicle queue analysis for critical lane movements in study area intersections			
Analysis of truck traffic and any provisions made to ensure the safety of residents			
Impact of any proposals approved but not yet constructed in the study area			
Narrative explaining all assumptions utilized in preparing the analysis			
Recommended improvements both on and off site to address any level of service (LOS) reductions anticipated by the proposal as well as recommended improvements to improve any existing substandard or undesirable LOS conditions			
Geotechnical report related to required ledge removal, structural building or wall design, subsurface soils, high groundwater elevations, etc.			
Solar access plan and narrative			
Map and narrative for a telecommunication facility			
Analysis and supporting documentation regarding the availability of off-site parking, shared parking or joint use parking			
When requesting an exception to any of the area or dimensional requirements of the zoning regulations as an incentive for mixed-use, SRD, consolidated parcels, redevelopment or renovation of business properties a statement supporting the request			
Any 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			

STORMWATER MANAGEMENT REPORT - Stormwater Management Reports are required for, subdivision, site development, inland wetlands, erosion and sedimentation control, special permit applications, public road construction, and projects that discharge storm water runoff to public roadways, drainage systems, wetlands or watercourses.

Unless specifically waived by the Town Engineer or the Commission, a Stormwater Management Report (SMR) shall be submitted that details the storm water management plan for the proposed development and includes analysis of both existing and proposed drainage facilities. At a minimum, the Storm Water Management Report shall include:

	Completed	N/A	Waiver
Seal and signature of the professional engineer licensed in the State of Connecticut that was responsible for its preparation			
Narrative summarizing the proposed project, design methods used, and a table comparing pre-development and post-development peak flows for the 2, 10, 25 and 100-year design storm events at all critical design points (defined as any areas where runoff leaves the site)			
Drainage Area Maps for pre and post development conditions at a scale not to exceed 1"=40', with topographic contours showing the upstream contributing drainage areas and labeled to coincide with the drainage computations used to compare pre- and post-development peak flows and for design of proposed drainage systems			
Limits of the FEMA 100-year flood elevation at the site obtained from existing site topography and the base flood elevations (BFE's) identified in the Flood Profiles (if applicable)			
Inland Wetland boundaries as defined on the Town's Inland Wetlands and Watercourses Map or as field delineated by a soil scientist in accordance with the Town's Inland Wetlands and Watercourses Regulations, as amended			
Inventory and evaluation of the flow capacity and physical condition of on-site hydraulic structures and watercourses located within the downstream "zone of influence". The downstream "zone of influence" generally extends to the next two existing structures located downstream of the proposed development. The Town Engineer will confirm the limits of analysis required			
Identification of all drainage pipes, structures and watercourses that are insufficient to convey storm water runoff under existing or reasonably anticipated future conditions			
Identification of the peak rate of runoff and flow velocities at various design points in the watershed and the relative timing of the peak flow rates			
Supporting calculations for design of all proposed drainage facilities, including but not limited to, piping, structures, riprap, swales, detention basins, drywells, treatment systems, etc. This information shall include calculations for the time of concentration, runoff coefficients, curve numbers, hydraulic grade line, flow velocities, gutter flow, ponding depths for inlets at low points, detailed hydraulic models for the conveyance system and detention basin sizing, etc.			

	Completed	N/A	Waiver
For sites that are currently developed with Directly Connected Impervious Area (DCIA) of forty (40) percent or more, demonstrate that one-half the water quality volume has been retained on site			
For new development and for redevelopment of sites with less than forty (40) percent DCIA, demonstrate that the entire water quality volume for the site has been retained			
In cases where the required volumes cannot be retained, provide documentation detailing the factors or site constraints limiting the ability to meet these requirements and the retention levels that can be met to the maximum extent achievable with the control measures utilized to meet these levels			
Optional: Photographs of critical areas and general site conditions to substantiate drainage calculations. The report shall be supplemented with a complete set of site development plans and all drainage structures and pipe systems shall be labeled to coincide with the drainage calculations			
Exceptions - When approved by the Town Engineer, a Storm water Management Report is not required if:			
The proposed project will have little or no impact to the existing drainage patterns and/or downstream conveyance systems (i.e. building renovation with no site work, construction of a single family house, etc.).			
The proposed project already has an approved Stormwater Management Report on file in the Engineering Division. Note that amendments to the originally approved Stormwater Management Report may be required to address compliance with requirements that were not in effect at the time of approval			

ZONE CHANGE MAP REQUIREMENTS

Sixteen (16) copies of a Compilation survey map prepared at 24" x 36" at no less than 100 scale for the entire parcel showing:

	Completed	N/A	Waiver
Boundaries of the property certified to an A-2 Survey standard			
Boundaries of the existing and proposed zoning			
Location of significant natural features (wetlands, watercourses, steep slopes, flood plain)			
Key map at the scale of the current zoning map showing the proposed change			
The existing street limits and properties with the names and addresses of all parcel owners as per the latest Assessor's records, keyed by parcel number, located within 500 feet			
North arrow and location key map at a scale of 1" = 1000'			

EARTH FILLING & REMOVAL PLAN REQUIREMENTS - For applications involving the excavation, removal or filling of earth materials, the following additional information shall be submitted unless specifically waived by the Commission:

	Completed	N/A	Waiver
Limits of the proposed excavation, removal, filling, grading or processing			
Quantity of material to be removed, the total earthwork volumes calculated for the site based on the design, including stripping, cut, fill, borrow, waste and export (cubic yards)			
Proposed location of a permanent bench mark plus an additional permanent elevation reference for every five acres, or part thereof			
Storm drainage data showing all existing and proposed drainage facilities to ensure proper drainage of the premises both during and after completion of the proposed operation			
Buffer areas and adequate provision for lateral support of adjacent properties			
Fences or embankments where necessary for the protection and safety of vehicular and pedestrian traffic			
Vehicular access to and egress from the site and proposed work roadways within the site			
The limits of any proposed processing and the specific location and type of proposed processing equipment			
Location of soil test pits together with individual soil profiles			