



MADISON PLANNING & ZONING COMMISSION

TOWN OF MADISON
Land Use Office, 8 Campus Drive, Madison, CT 06443
203 245-5632

(FOR OFFICE USE ONLY)	
Appl. No.	_____
Date Filed	_____
Fee Paid	_____
DEP Fee	_____
Unique ID	_____
Date of Receipt	_____

APPLICATION for DEPOSIT OF MATERIAL

APPLICATION for REMOVAL OF MATERIAL

INSTRUCTIONS: Submit all data in accordance with the provision of Sections 9 “Deposit or Removal” and Section 29 “Site Plan Review” of the Madison Zoning Regulations, and provisions of all other pertinent sections. Include all required supporting data and application fee with this application form. Checks should be made payable to the Town of Madison. ***Unless specifically waived, all information required under Sections 9 and 29 must be provided.***

1. LAND LOCATION AND DESCRIPTION:

- a. Street Address: _____
- b. Map: _____ Lot: _____ Zoning District: _____
- c. Total Acreage in parcel: _____ Total Acreage in project: _____
- d. Attach copy of deed and describe any easements or deed restrictions relating to the site and attach a copy of each:

2. APPLICANT:

- a. Name: _____
- b. Mailing address: _____
- c. Phone: _____ Fax: _____ email: _____
- d. If corporation, list names and addresses of officers:

- e. Interest in property: _____

3. RECORD OWNER:

- a. Name: _____
- b. Mailing Address: _____
- c. Phone: _____ Fax: _____ email: _____

4. DESIGNATED CONTACT:

- a. Name: _____
- b. Mailing Address: _____
- c. Phone: _____ Fax: _____ email: _____

5. PROFESSIONAL ENGINEER:

- a. Name: _____
- b. Mailing Address: _____
- c. Phone: _____ Fax: _____ email: _____

6. LICENSED LAND SURVEYOR:

- a. Name: _____
- b. Mailing Address: _____
- c. Phone: _____ Fax: _____ email: _____

7. LANDSCAPE ARCHITECT / LANDSCAPER:

- a. Name: _____
- b. Mailing Address: _____
- c. Phone: _____ Fax: _____ email: _____

8. ATTORNEY:

- b. Name: _____
- c. Mailing Address: _____
- d. Phone: _____ Fax: _____ email: _____

9. List all previous Deposit/Removal Permits for this property (application number and date).

10. Number of yards to be removed: _____. Number of yards to be deposited: _____.

11. Length of Permit requested: 6 months 1 year 2 years.

12. Number of trucks per day to/from site: _____. Gross vehicle weight of each _____.

13. Trucks are owned by property owner applicant other (identify below)

14. List all state and/or town roads that will be used to access the site:

15. List number and location of proposed entrances/exits to the site (indicate on site plan):

16. List all equipment not previously indicated that will be used in this operation:

17. **SUBMISSION REQUIREMENTS include a written STATEMENT OF USE / PROJECT DESCRIPTION, which must be attached to this application.**

18. A complete Site Plan shall be submitted (see Section 29 and attached checklist).

19. Per Section 9, the Site Plan shall be certified by a licensed professional engineer and shall include:

- a) existing elevations in the area to or from which the above material is to be deposited or removed, together with finished elevations at the conclusion of the operation;
- b) names of abutting property owners;
- c) location of buildings, roads, septic tanks and wells within 200 feet of the affected area;
- d) location of existing and proposed storm drains, pipes, tiles, ditches and other drainage facilities.

The plan shall provide for proper drainage of the area of the operation after completion and no bank shall exceed a slope of one foot vertical rise for two feet of horizontal distance.

20. At the conclusion of the operation, or any substantial portion thereof, the whole area where deposit or removal takes place shall be covered with not less than four inches of top soil and seeded with a suitable cover crop. **A closure plan for the conclusion of the operation and for any substantial portion thereof shall be submitted with the application.**

21. **COASTAL BOUNDARY.** Projects partially or fully within the Madison Municipal Coastal Boundary must meet the additional requirements of Coastal Site Plan application and review as set forth in the Connecticut General Statutes and Section 25 of the Madison Zoning Regulations. The Coastal Site Plan application must be attached to this application and **an additional full set of plans submitted.**

Site is is not within the Coastal Boundary.

22. **FLOOD HAZARD ZONE.** Sites partially or fully within the Town's Special Flood Hazard Area must meet the requirements of the Flood Plain Ordinance of the Town of Madison.

Site is is not within the Flood Hazard Area.

23. **ADJOINING MUNICIPALITIES.** Sites within 500 feet of, or affecting, an adjacent municipality require notification to that municipality and may also require notification to the regional planning agency.

Site is within 500 feet of an adjoining municipality.

There may be significant traffic, water or sewer system, or water runoff impact on an adjoining municipality from this project.

Site is not within 500 feet and will not impact any adjacent municipality.

24. INLAND WETLANDS AND WATERCOURSES. Any application that involves an activity regulated by the Inland Wetlands Agency must be submitted to that Agency for a review prior to, or simultaneous with, submission to the Planning and Zoning Commission.

- This plan was submitted to the Inland Wetlands Agency on _____ (date).
- Permit, copy of which accompanies this application and is a part hereof, has been issued by the Inland Wetlands Agency.
- Letter is attached, signed by the Authorized Agent for the Inland Wetlands Agency, indicating no jurisdiction.
- _____ Signature of Authorized Agent to indicate no jurisdiction.

25. OTHER REQUIRED PERMITS. The following additional permits are required for this activity and a copy of the submitted application and/or permit is attached.

- U.S. Army Corps of Engineers
- CT Department of Environmental Protection
- CT Department of Transportation

26. WATER COMPANY NOTIFICATION. The applicant must provide written notice to the affected water company and to the CT Department of Public Health when any project is within an aquifer protection area or watershed of that water company.

- Project is not within an aquifer protection area or watershed of a water company.
- Project is within an identified Level A Aquifer Protection Area or a water company watershed and that company and the CT DPH have been notified.

27. GENERAL PERMIT FOR THE DISCHARGE OF STORMWATER. Any activity that will cumulatively disturb five (5) acres or more requires a General Permit for the Discharge of Stormwater from the CT DEP.

- Project will not disturb more than 5 acres.
- Project will disturb more than 5 acres and a copy of the General Permit Registration will be supplied to the Town prior to the start of any construction on the site.

20. CONSERVATION COMMISSION INFORMATION.

- a. Is the property enrolled in any local or state forest, open space or farm tax abatement program? yes no. If yes, then please describe:

- b. Have any prior proposals and/or applications been submitted for this site?
 yes no. If yes, please describe (attach additional sheets if necessary).

- c. Identify all known dedicated or managed open space (e.g., Madison Land Conservation Trust, Subdivision Open Space), and any conservation easements (e.g., Madison Land Conservation Trust, Nature Conservancy) and indicate locations on the Plan(s).

- d. WATERSHED. Identify by name and number the Subregional Drainage Basin in which the property is located and indicate the boundaries on the Plan(s). _____ (Boundary maps are available for viewing in the Land Use Office or on the CT ECO website, www.cteco.uconn.edu/index.htm.)
- e. UNIQUE HABITATS/SPECIAL AREAS. Site has does not have Unique Habitats or Special Areas as identified by DEP and/or the Town of Madison Plan of Conservation and Development. (DEP information available at CT ECO website, www.cteco.uconn.edu/index.htm. If yes, provide details and indicate the location on the Plan(s).

- f. HISTORIC RESOURCES. Does the property contain any of the following? Check all that apply.
- Archaeologically significant sites Stone walls
- Historically significant sites (e.g., iron works, mill sites)
- Locate on the Plan(s) and describe in the space below. For information on archaeological sites, contact the Office of State Archaeology (State Archaeologist Nicholas Bellantoni, phone 860-486-5248, email nicholas.bellantoni@uconn.edu).

- g. RECREATIONAL RESOURCES. Does the property contain, or is it adjacent to, any of following? Check all that apply.
- Maintained trails Recreational areas
- Other: _____
- Locate on the Plan(s) and describe in the space below. (Information may be obtained from the Madison Land Conservation Trust, the Regional Water Authority, the Madison Recreation Department, the Madison Plan of Conservation and Development.)

- h. SCENIC RESOURCES. Does the property contain any scenic vistas, scenic areas, or scenic roads? yes no. If yes, locate on the Plan(s) and describe in the space below.

- i. Attach any additional information which may be helpful to the Commission's review.

28. PERFORMANCE BOND. The applicant may be required to file a performance bond in a form approved by Commission Counsel for an amount approved by the Planning and Zoning Commission to guarantee performance with the provisions of any permit issued under this application.

CHECKLIST Site Plan Requirements

Per Section 29 of the Zoning Regulations, **3 copies of all plans**, certified by the appropriate professional(s), must be submitted. If ACCA review is required, **one additional full size set and full set of 11" X 17" reductions** shall be submitted. If Coastal Site Plan review is required, an **additional complete plan set** is required.

Additionally, per Section 29, a "Site Development Plan submission shall contain the following":

- a) The title of the development, date, revision dates, north arrow, scale, name and address of owner and name and address of applicant if different from owner.
- b) Street and property lines, sidewalks, easements, driveways, rights-of-ways, parking areas with numbers of spaces, surface treatment and loading spaces.
- c) Location and dimensions of all existing and proposed buildings, structures, walls, fences and utility facilities.
- d) Existing and proposed zone designations and/or special designations, a schedule specifying the area of the lot, the amount of the Floor Area, the building ground Coverage, Bulk zoning requirements, and parking calculations.
- e) A location map showing the nearest existing roads in all directions.
- f) A boundary and improvement location survey conforming to the Standards of Class A-2 and prepared by a land surveyor registered in the State of Connecticut. .
- g) Location of all existing watercourses, inland and tidal wetlands, coastal resources as defined in Conn. General Statutes 22a-93(7), and 100-year flood plains.
- h) Location, size and type of proposed landscaping and buffer planting and the designation of those areas of natural vegetation not to be disturbed. Plans shall show existing trees of 12-inch caliper or more at breast height, and other existing significant landscape elements.
- i) Location, type, design, shielding, power and hours of operation of all existing and proposed exterior lighting along with an iso-illuminance circle or light level grid lighting plan. All lighting shall be designed to minimize light trespass, glare and upright..
- j) Location, type, size, and illumination of all signs.
- k) Soil erosion and sediment control and stormwater management plans. (See Book III.)
- l) Construction details for all site improvements.
- m) Two sets of basic architectural plans of proposed buildings and structures at a scale of 1/8" = 1' minimum, including exterior elevations and generalized schematic floor plans, specifying colors, materials, window treatment, and rooftop mechanical equipment.
- n) Existing and proposed contours at maximum two-foot intervals. Engineering plans and calculations on stormwater drainage. The plans and calculations must be prepared by a licensed land surveyor and professional engineer respectively. The Planning and Zoning

Commission may waive the requirement of this section “n” upon the recommendation of the Town Engineer.

ADDITIONAL INFORMATION THAT MAY BE REQUIRED:

- o) A written report addressing the traffic impact of the proposed project is required if a State Traffic Commission permit is required or if the Planning and Zoning Commission or the Town Engineer request one.
- p) Engineering plans and calculations that address the quantity and nature of all wastewater to be generated on-site and demonstrate the adequacy of the on-site soils to handle the expected sewage effluent. Waste products other than domestic sewage must also be identified as to content, quantity, and ultimate disposal methods to be used. The plans and calculations must be prepared by a professional engineer. The Planning and Zoning Commission may waive the requirement of this section upon the recommendation of the Town Engineer or Health Director.
- q) Existing and proposed contours at maximum two-foot intervals. Engineering plans and calculations for stormwater drainage. The plans and calculations must be prepared by a licensed land surveyor and professional engineer respectively. The Planning and Zoning Commission may waive the requirement of this section upon the recommendation of the Town Engineer.
- r) When a site plan submission is made for a site that includes an historic structure, or which is adjacent to a Lot that includes an historic structure, or is located in an historic district, or has been identified by the State Historic Preservation Officer or State Archaeologist as historically or architecturally significant, the applicant will identify on the plans the nature and location of the historic or archaeological resource and will indicate what measures are being taken to protect the resource.
- s) Such additional information as the Commission may deem necessary. The Commission may refer the application for investigation to one or more expert consultants selected by it. Such consultants shall make a report to the Commission within thirty days of such referral. The cost of such consultants shall be paid by the applicant.
- Other (status of all other required approvals, draft legal documents, etc.)
Please List:

Additional information regarding the required contents of each of the above can be found in the regulations. **All items must be submitted unless specifically waived by the Commission. An application may be deemed incomplete if any of the required or requested information listed above is omitted.**

See Regulations for additional information.