



**MADISON PLANNING & ZONING COMMISSION**

TOWN OF MADISON

Land Use Office, 8 Campus Drive, Madison, CT 06443

203 245-5632

- SITE PLAN REVIEW APPLICATION**
- SPECIAL EXCEPTION PERMIT APPLICATION**
- SITE PLAN REVIEW MODIFICATION**
- SPECIAL EXCEPTION PERMIT MODIFICATION**

Includes **DOWNTOWN VILLAGE DISTRICT (DVD) APPLICATION**  
 (requires submission of additional complete set of application documents)

**DOWNTOWN VILLAGE DISTRICT (DVD) MAJOR MODIFICATION** only

**INSTRUCTIONS:** Submit all data in accordance with the provision of Sections 4 “Special Exception Permit Regulations” and Section 29 “Site Plan Review” of the Madison Zoning Regulations, and provisions of all other pertinent sections (including Section 30, Downtown Village District, if applicable). 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 4 and 29 must be provided.**

1. LAND LOCATION AND DESCRIPTION:

- a. Street Address: \_\_\_\_\_
- b. Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Total Acreage: \_\_\_\_\_
- c. Number of Dwelling Units: \_\_\_\_\_; Square Feet of Non-Residential Use: \_\_\_\_\_
- d. Attach copy of deed and describe any easements or deed restrictions relating to the site and attach a copy of each:

2. TITLE OF PROJECT: \_\_\_\_\_

3. APPLICANT:

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

\_\_\_\_\_

e. Interest in property: \_\_\_\_\_

4. RECORD OWNER:

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

5. DESIGNATED CONTACT:

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

(FOR OFFICE USE ONLY)

Appl. No. \_\_\_\_\_

Date Filed \_\_\_\_\_

Fee Paid \_\_\_\_\_

DEP Fee \_\_\_\_\_

Unique ID \_\_\_\_\_

Date of Receipt \_\_\_\_\_

6. PROFESSIONAL ENGINEER:

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

7. LICENSED LAND SURVEYOR:

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

8. LICENSED ARCHITECT:

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

9. LANDSCAPE ARCHITECT / LANDSCAPER:

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

10. ATTORNEY:

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

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

**Submit all items required in Section 29 and, if applicable, Section(s) 4 and 30. Complete attached checklist(s).**

12. 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.

13. 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.

14. 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.

15. 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.

16. WATER SUPPLY:

- Public Utility as per P.A. 84-330 (Attach copy of Certificate of Public Convenience)
- Individual Private Wells
- CT Water Company

17. 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.

18. 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.

19. DOWNTOWN VILLAGE DISTRICT. Applications in the Downtown Village District and in view from the public roadway shall be subject to an advisory review and recommendation by ACCA. See attached checklist for required components. **A separate copy of the complete application must be submitted.**

Site  is  is not subject to the requirements of the Downtown Village District.

DVD Sub-District:  Post Road Core  The Backs  Wall Street  
 Bradley Road  Post Road East  Post Road West

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](http://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](http://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](mailto: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.

21. NAMES AND ADDRESSES OF ALL ABUTTING PROPERTY OWNERS. On a separate sheet provide a typed list of current owners of record of all properties contiguous to, or

within 500 feet, of the site in Rural Districts or 150 feet of the site in all other districts. List must be accurate and contain street address, map and lot identification, and current mailing addresses as indicated in the records of the Town Assessor.

22. 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 satisfactory completion of all work as shown. Such bond shall not be released until so voted by the Commission.

23. SIGNATURES REQUIRED ON THIS APPLICATION. The following is the legal agreement regarding application approvals which must be signed by the applicant and by the owner, if different from the applicant. Signatures of agents acting for either of the above are not acceptable.

*The undersigned hereby applies for approval of the foregoing Site Plan/Special Exception Permit and declares that the statements contained in this application and in all documents and/or drawings submitted as part of same are, to the best of his/her knowledge and belief, true and accurate as presented. Further, as owner, the undersigned covenants and grants hereby permission to the Madison Planning & Zoning Commission and its authorized representatives to enter upon the property proposed for the development for purposes of inspection and enforcement of the Zoning Regulations of the Town of Madison.*

*Furthermore, the undersigned covenants and agrees with the Planning & Zoning Commission of said Town of Madison that said Site Plan/Special Exception Permit, if approved, will be constructed in accordance with the applicable regulations, ordinances and special acts of the Town of Madison and any other applicable laws, codes and regulations of the State of Connecticut and the United States.*

*The undersigned covenants and agrees that all work in connection with said approval shall be completed within a period of five (5) years or such other time as allowed by statute unless an extension of this time has been approved by the Planning and Zoning Commission.*

*This agreement shall be binding on the heirs, executors, administrators, assigns, and successors of the undersigned.*

**APPLICANT(S)/CORPORATE OFFICER(S)**

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*signature* *print name* *date*

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*signature* *print name* *date*

**OWNER(S)/CORPORATE OFFICER(S) IF DIFFERENT FROM APPLICANT**

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*signature* *print name* *date*

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*signature* *print name* *date*

## CHECKLIST

### Site Plan/Special Exception Permit 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.

Also 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 uplight..
- 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:

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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 is omitted.** (See Section 29.4)

See Regulations for additional information required for Special Exceptions, Design Guidelines and Standards, Offstreet Parking, Deposit or Removal of Topsoil, Signs, Coastal Zone, Soil Erosion & Sediment Control, etc.

## CHECKLIST

### Downtown Village District Requirements

Per Section 30 of the Zoning Regulations, applications in the Downtown Village District shall also include the following:

- a) detailed statement of use;
- b) survey or scaled site plan indicating the locations of all structures on adjacent parcels and the proposed structures and site improvements;
- c) indication of all areas of the proposed development that will be visible from the public way;
- d) streetscape rendering or photo montage of the proposed development and the buildings and site development on either side of it for a distance of at least three hundred (300) feet in each direction;
- e) samples of building, paving and other site materials, including actual colors, not photographic copies;
- f) details for all miscellaneous site structures including, but not limited to, trash containers, planters, mechanical or electrical equipment, furniture, exterior building lights, and signs;
- g) half size sections through all major building trim details;
- h) statement regarding the environmental compatibility of the project;
- i) statement regarding the history of the site;
- j) three-dimensional model (if required by the Commission).