



Planning Department · Hamden Government Center
2750 Dixwell Avenue · Hamden, CT 06518
Phone (203) 287-7070 Fax (203) 287-7075
www.hamden.com

TOWN OF HAMDEN SITE PLAN APPLICATION REQUIREMENTS

PLEASE READ

Below please find a list of the materials to be submitted to the Planning Office. It is your responsibility to provide all of this information. While Town staff will be happy to answer your questions, they are not responsible for preparing the information or assuring its accuracy. The Hamden Zoning Regulations are available in the Planning Office as well as on-line at www.hamden.com.

DEADLINE FOR APPLICATIONS:

Completed applications must be submitted **by 3:00 pm on the 15th of the month** to the Planning Office, 3rd Floor, Hamden Government Center, 2750 Dixwell Avenue, Hamden, CT 06518 in order to be put on the agenda for the meeting **two months later**. The regular meetings of the Planning & Zoning Commission are held on the **second and fourth Tuesdays** of each month. Site Plan applications will be referred to the appropriate departments and agencies for comments.

SUBMISSION REQUIREMENTS

The applicant must make certain that the proposed project meets the requirements of the Zoning District for which the Site Plan application is submitted. If approved, construction must proceed in accordance with approved plans. Any subsequent changes must be submitted in advance to the Planning and Zoning Office for review and prior approval by the staff or by the Commission, as required. Any changes made prior to such review and approval shall constitute a violation of Section 720.8 of the Zoning Regulations.

The applicant must also make sure to provide all of the Site Plan information required per section 720.4 of the Zoning Regulations

1. **FEE:** \$260.00 (subject to change) cash or check payable to the Town of Hamden
2. The application must be signed by the property owner **and** applicant.
3. Submit one (1) original and ten (10) copies of your application and one (1) original and ten (10) copies of site plans, floor plans, building elevations and any other required documentation in accordance with Section 720.4 of the Hamden Zoning Regulations. Any plans prepared by a licensed engineer, architect, or surveyor should also be submitted in PDF File Format on a CD. Note: A **statement of use** describing the existing and proposed uses must be provided. **All maps shall include an accurate**

Class A-2/T-2 Survey prepared by a land surveyor registered in the State of Connecticut unless waived by the Commission. All plans shall be **signed and sealed** by a Connecticut registered engineer, architect or landscape architect, whichever is appropriate. **An application is not complete until all of the required materials are submitted.**

4. **All maps must be folded** not to exceed the dimensions of 11½ x 9 ½". Fold maps so that the title block is face up.
5. Any change(s) of use, installation or expansion on a property with a **septic system and/or well water require approval by the Quinnipiac Valley Health District (QVHD.)** Receipt of approval must be submitted along with this application. QVHD can be reached at:

1151 Hartford Turnpike
North Haven, CT 06473
Phone 248-4528
Fax 248-6671

6. **Notification to the Regional Water Authority (RWA)** – If the subject property lies within the Public Water Supply Watershed, please complete the attached RWA Notification Form and **send by certified mail to the address below**. This notice shall be mailed within seven (7) days of the date of the application. Documentation of mailing shall be provided to the Hamden Planning Office.

Environmental Analysts,
Environmental Planning Department
Regional Water Authority
90 Sargent Drive
New Haven, CT 06511

7. **Notification to the CT Department of Public Health** – All applicants for any project located within a public water supply aquifer or watershed area are now required by Public Act No. 06-53 of the CT General Statutes to notify The Connecticut Commissioner of Public Health of the proposed project within seven days of filing. The instructions are on the last page of the application package.
8. Two (2) copies of the **Coastal Management Consistency Review Application** must be submitted to the Planning Office for properties located in the Coastal Management Area.
9. Revision(s) to maps or additional information required beyond the original submission must be received in the Planning Office **at least ten (10) days prior** to the Commission's hearing of the application.



Site Plan # _____
Date of Filing _____
Fee _____
Date Paid _____
Receipt # _____

**TOWN OF HAMDEN
SITE PLAN APPLICATION**

PROPERTY ADDRESS _____
(Street Number) (Zip Code)

TOTAL NO. OF ACRES _____ ZONE _____
 Spring Glen Village District
 Newhall Design District

PERTINENT SECTION OF ZONING REGULATIONS _____

CURRENT and INTENDED USES _____
(If manufacturing, specify amount of floor area for office use, storage area, manufacturing, etc.)

APPLICANT _____ TELEPHONE _____
(Name)

ADDRESS _____
(Street No.) (Zip Code)

EMAIL ADDRESS OF CONTACT PERSON _____

PROPERTY OWNER(S)
(If title is held in partnership, a sworn statement disclosing the identification of equitable owners is required.)

Name Mailing Address (include zip code) Telephone No.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AQUIFER PROTECTION ZONE (APZ) APPLICATION YES NO
(If yes speak to the Planning and Zoning Staff)

WATERSHED APPLICATION

YES NO

COASTAL AREA MANAGEMENT (CAM) APPLICATION

YES NO

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Are there Wetlands on the property? Y / N
2. Has an application been submitted to Inland/Wetland? Y / N Date submitted _____
3. Has an application been submitted to RWA? Y / N Date submitted _____
(If your property is in a Public Water Supply Watershed please attach a copy of RWA application.)
4. Is any portion of the property identified on this application within 500' of the boundary of an adjoining town? Y / N
5. Will a significant portion of traffic, resulting from the proposed activity on the site identified on this application, use streets of an adjoining municipality to enter or exit the site? Y / N
6. Will a significant portion of the sewer or water drainage, from the proposed activity on the site identified on this application, flow through and significantly impact the drainage and sewerage system of an adjoining municipality? Y / N
7. Will water runoff, from the proposed activity on the site identified on this application, impact streets or other municipality or private property of an adjoining municipality? Y / N

If the answers to questions 1 and 2 are "yes" have you received approval from the Inland Wetlands Commission? Y / N Date of Inland Wetlands Approval _____

If the answer is "yes" to questions 4, 5, 6 or 7, pursuant to Connecticut General State Statutes Section 8-3h, you must provide stamped (not metered) envelopes with completed certified mail tickets addressed to any municipalities that abut your property. The towns that abut Hamden are listed below:

- | | |
|---|---|
| 1. Town Clerk of North Haven
18 Church Street
North Haven, CT 06473 | 2. Town Clerk of New Haven
135 Church Street
New Haven, CT 06510 |
| 3. Town Clerk of Cheshire
84 South Main Street
Cheshire, CT 06410 | 4. Town Clerk of Wallingford
45 South Main Street
Wallingford, CT 06492 |
| 5. Town Clerk of Bethany
40 Peck Road
Bethany, CT 06525 | 6. Town Clerk of Woodbridge
11 Meeting House Lane
Woodbridge, CT 06525 |

NOTE: An application is not complete until all of the required materials are submitted.

REMARKS _____

RIGHT OF ENTRY: The undersigned owner and/or authorized Agent grants permission to the Zoning Enforcement Officers, Town Planner and members of the Planning and Zoning

Commission or their authorized representatives to enter and reenter property herein referred to, for purposes of inspecting said property prior to Commission action and during construction to see that all conditions stipulated as part of any approval are being met.

It is further agreed that in the event the bond is forfeited as a result of failure to complete all required improvements, the Town of Hamden and/or duly authorized persons will be permitted right of entry to complete unfinished work, regardless of change in ownership. Such rights shall be included as part of the deed and to remain in effect until all required work has been completed and the bond released by the appropriate commission. Should the ownership change prior to completion, the new owner shall assume responsibility for commission approval, and comply with all original commission conditions.

The Applicant must make certain that the proposed project meets the requirements of the Zoning District for which the Site Plan application is submitted. If approved, construction must proceed in accordance with approved plans. Any changes proposed by an applicant to an approved site plan shall be submitted in advance to the Planning and Zoning Office for review and prior approval by the staff or by the Commission, as required. Any changes made prior to such review and approval shall constitute a violation of Section 720.8 of the Zoning Regulations.

<p>SIGNATURE _____ (Property Owner)</p> <p>_____</p> <p>(Please print or type name)</p> <p>MAILING ADDRESS _____</p> <p>_____</p> <p>_____</p>	<p>SIGNATURE _____ (Applicant)</p> <p>_____</p> <p>(Please print or type name)</p> <p>MAILING ADDRESS _____</p> <p>_____</p> <p>_____</p>
<p>SIGNATURE _____ (Additional Property Owner)</p> <p>_____</p> <p>(Please print or type name)</p> <p>MAILING ADDRESS _____</p> <p>_____</p> <p>_____</p>	<p>SIGNATURE _____ (Additional Property Owner)</p> <p>_____</p> <p>(Please print or type name)</p> <p>MAILING ADDRESS _____</p> <p>_____</p> <p>_____</p>

Revised 05/17/2011

Public Water Supply Watershed/Aquifer
Project Notification Form
For The
South Central Connecticut Regional Water Authority

REQUIREMENT:

All applicants before a municipal Planning and Zoning Commission, Inland Wetlands Commission, or Zoning Board of Appeals for any project located within a public water supply watershed are required by Public Act 89-301 (Sections 8-3i and 22a-42f of the Connecticut General Statutes) to notify the affected public water utility by certified mail within 7 days of the application.

GENERAL INFORMATION:

Maps showing the location of Regional Water Authority (RWA) watershed boundaries are on file with municipal planning and zoning, and inland wetlands staff, and Town Clerks. The applicant's notification to the RWA should include the information requested on pages two and three. The RWA may request additional information if it is determined that a more detailed review is necessary. Any questions should be directed to (203) 401-2741, or (203) 401-2743.

Please mail this completed form and attachments to:

Environmental Analysts
Environmental Planning Department
Regional Water Authority
90 Sargent Drive
New Haven CT 06511

RWA Watershed/Aquifer Project Notification Form
Page 2

1. Applicants are requested to submit any information that was included in the application to the municipality including: site plan, project narrative, sediment and erosion control plan and drainage calculations if applicable.

2. Project address _____ Town _____

3. Application for: ___ Planning and Zoning ___ Inland Wetlands ___ Zoning Board of Appeals

4 Project Description: _____

5. Waste Water Disposal: ___ Septic System ___ Public Sewer ___ None

6. Water Supply: ___ Private Well ___ Public Water

7. Heating Fuel: ___ Oil ___ Gas Other _____

Applications involving additions or modifications to single family residences or applications with no site disturbance and no storage or use of hazardous chemicals skip to item 18.

8. Total acreage of project site _____

9. Total acreage of area to be disturbed including structures, additions, paving, and soil disturbance

10. Percent of existing impervious surfaces including buildings, roads and pavement _____

11. Proposed increase in impervious surfaces _____

12. Number of **existing and proposed** floor drains or sump pumps and their point of discharge e.g. sanitary sewer, holding tank, or ground

13. Are there any wetlands or watercourses on the property? If so, describe

14. Brief description of **existing and proposed** stormwater management system, including roof drainage, paved areas etc., and discharge points e.g. municipal system, drywells, streams, vegetated areas, detention basins etc. Attach drainage plans and calculations if available_____

15. List of **existing and proposed** underground or above-ground storage tanks including age, capacity and contents

16. List of potentially harmful chemicals stored or used on property (**existing and proposed**) and typical onsite volumes, including but not limited to petroleum products, lubricants, solvents, detergents, and pesticides

17. Describe any wastes generated and their means of disposal

18. Contact Information:

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Name of Person Completing Form

Signature

Date

NEW REQUIREMENT: NEED TO NOTIFY

CONNECTICUT DEPARTMENT OF PUBLIC HEALTH

Using Public Water Supply Watershed or Aquifer Area Project Notification Form

Note: All applicants before a municipal Planning Commission, Zoning Commission, Planning and Zoning Commission, Zoning Board of Appeals or Inland Wetlands Commission for **any project located within a** public water supply aquifer **or watershed area** are now required by Public Act No. 06-53 of the CT General Statutes to notify The Connecticut Commissioner of Public Health of the proposed project within seven days of filing.

To notify the Commissioner of Public Health, you must use the Online Notification Form, which you can find by doing the following:

1. Type in the following URL to access the website: www.dir.ct.gov/dph/water/web_form.htm -- It will take you to the DPH Drinking Water Section web page and the form you need to complete.
2. Answer each question. For Steps 2.1 and 2.2., consult the map in the Planning & Zoning Department to see which one applies. **Note: *If your property lies outside the public water aquifer and watershed areas, you do not need to fill out the online form.***
3. For Step 2.3, the PWSID number is: **0930011**
4. Print a copy of the completed form and submit to the Planning and Zoning Department with your application.
5. If you have any questions or problems concerning the website contact the Department of Public Health staff at: (860) 509-8000.

