



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 SPECIAL PERMIT & SITE PLAN APPLICATION REQUIREMENTS

### PLEASE READ

Below please find a list of the materials to be submitted to the Planning Office. It is the applicant's 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](http://www.hamden.com).

### DEADLINE FOR APPLICATIONS:

Completed applications must be submitted **by 3:00 pm on the 15<sup>th</sup> of the month** to the Planning Office, 3<sup>rd</sup> 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. Special Permit and 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 Special Permit and Site Plan application is submitted.

**The applicant must make sure to provide all of the Site Plan information required per sections 718.2 and 720.4 of the Zoning Regulations**

1. **FEE:** \$310 (subject to change) cash or check payable to the Town of Hamden
2. Both the property owner **and** the applicant must sign the application.
3. Submit one (1) original and nine (9) copies of your application and one (1) original and nine (9) copies of site plans, floor plans, building elevations and any other documentation required, in accordance with Sections 718.2 and 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. **A statement of use describing the existing and proposed uses must be provided.** All maps must include an accurate Class A-2 Survey. All plans shall be **signed and sealed** by a Connecticut registered engineer, architect or landscape architect, whichever is

***Hamden Special Permit and Site Plan Application Revised 07/17/12***

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 requires 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 203-248-4528  
Fax 203-248-6671

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 must 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. Provide a **list of all abutters** and **stamped** (not metered) **envelopes** addressed to all property owners (not tenants) on abutters list from Assessor's Office, including one addressed to yourself. Address the envelopes to the property owner's mailing address rather than to the address of the property that abuts yours. The return address should read:

Planning and Zoning Commission  
Hamden Government Center  
2750 Dixwell Avenue  
Hamden, CT 06518

10. **Install Sign(s) Informing the Public of Public Hearing** – This application requires a public hearing. Therefore, per Section 726.5.3, the applicant must place a sign or signs on the affected property, clearly visible to passers by, giving notice of the proposed public hearing. Where the property is a corner lot, a sign shall be placed on both frontages of the property.

The sign(s) is to be placed at or near the street line or traveled way and shall be clearly visible to the general public. Weather permitting, the sign should be placed on a pole at a height between four and six feet. Alternatively, the sign may be placed on a fence, tree or structure. The sign (s), which is provided by the Planning Department, shall be installed by the applicant no less than 10 days before the hearing. The sign(s) should remain in place until after the Public Hearing has been completed.

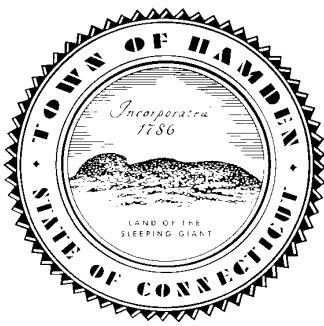
Sign(s) are subject to a security deposit in an amount set by the Legislative Council.

An affidavit shall be presented at the public hearing by the applicant or his/her agent certifying that this sign was installed and maintained in accordance with the provisions of this section. A photograph of each sign, showing it placed on the site should also be provided.

Failure to post and/or maintain said sign(s) shall be cause for the Commission to deem an application as incomplete.

The sign(s) should be returned after the Public Hearing has been completed.

11. 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.



Special Permit & Site Plan # \_\_\_\_\_  
 Date of Filing \_\_\_\_\_  
 Fee \_\_\_\_\_  
 Date Paid \_\_\_\_\_  
 Receipt # \_\_\_\_\_

**TOWN OF HAMDEN  
 SPECIAL PERMIT and SITE PLAN APPLICATION**

PROPERTY ADDRESS \_\_\_\_\_  
 (Street Number) (Zip Code)

Total No. Of Acres \_\_\_\_\_

Pertinent Section(s) of Zoning Regulations \_\_\_\_\_

TOTAL AMOUNT (c.y.) OF FILL DEPOSIT/REMOVAL/REGRAIDING: \_\_\_\_\_

ZONE \_\_\_\_\_  Spring Glen Village District  Newhall Design District

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

APPLICANT \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
 (Name)

ADDRESS \_\_\_\_\_  
 (Street Name & No.) (Town, State) (Zip Code)

EMAIL ADDRESS OF PRIMARY CONTACT \_\_\_\_\_

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

| <u>Name</u> | <u>Mailing Address (include zip code)</u> | <u>Telephone No.</u> |
|-------------|---|----------------------|
| _____       | _____                                     | _____                |
| _____       | _____                                     | _____                |
| _____       | _____                                     | _____                |
| _____       | _____                                     | _____                |

AQUIFER PROTECTION ZONE (APZ) APPLICATION  YES  NO  
 (If yes speak to 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 located 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 affect 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, affect streets, or property in 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<br>18 Church Street<br>North Haven, CT 06473 | 2. Town Clerk of New Haven<br>135 Church Street<br>New Haven, CT 06510        |
| 3. Town Clerk of Cheshire<br>84 South Main Street<br>Cheshire, CT 06410   | 4. Town Clerk of Wallingford<br>45 South Main Street<br>Wallingford, CT 06492 |
| 5. Town Clerk of Bethany<br>40 Peck Road<br>Bethany, CT 06525             | 6. Town Clerk of Woodbridge<br>11 Meeting House Lane<br>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

***Hamden Special Permit and Site Plan Application Revised 07/17/12***

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.

Applicant must make certain that application meets the Zoning requirements of the Zone district in which Special Permit is located. 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 718.6 of the Zoning Regulations.

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

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

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](http://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**.