



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 checklist of all the required application 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. The Hamden Zoning Regulations are available 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 following month's agenda for the Planning & Zoning Commission meeting. 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 all appropriate outside departments and agencies for comments.

SUBMISSION REQUIREMENTS

The applicant must make certain that the proposed project complies with all applicable Zoning Requirements of the Special Permit and Site Plan application.

The applicant must submit twelve (12) copies of all the required application information required per sections 718.2 and 720.4 of the Zoning Regulations:

- **APPLICATION FEE:** \$310 (subject to change) cash or check payable to the Town of Hamden,
- **COMPLETED APPLICATION** signed by **BOTH** the property owner **AND** the applicant.
- **COMPLETE SITE PLANS, FLOOR PLANS, BUILDING ELEVATIONS & ANY OTHER DOCUMENTATION REQUIRED, SUCH AS SEDIMENTATION & EROSION CONTROL & STORMWATER MANAGEMENT CALCULATIONS:** In accordance with Sections 718.2 and 720.4 of the Hamden Zoning Regulations. All plans prepared by a licensed engineer, architect, or surveyor should also be submitted in PDF File Format. All plan sets 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 appropriate. (**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).

- **A STATEMENT OF USE describing the existing and proposed uses must also be provided.**
- **Notification to the Regional Water Authority (RWA)** – If the subject property lies within the Public Water Supply Watershed, please complete the RWA Notification Form (attached) and **send by certified mail to the address below**. This notice must be mailed within seven (7) days of the date of the application submittal. 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

- **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. (Attached is a page with instructions).
- **A Coastal Area Management Consistency Review Application** (2 copies) must be submitted to the Planning Office for properties located in the Coastal Management Area.
- **Applicants must Install a Sign(s) Informing the Public of the Public Hearing per the following:**

Per Section 726.5.3 of the Zoning Regulations, “the applicant must place a sign or signs on the affected property, clearly visible to passersby, 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 cause the Commission to deem an application as incomplete.

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

- **LIST OF ALL ABUTTERS along with STAMPED (not metered) ENVELOPES** addressed to all property owners (not tenants) listed on an abutters list (which can be obtained from the Assessor's Office), including one envelope addressed to yourself. Please address the envelopes to the property owner's mailing address (as listed on the abutters list) 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**

- **PLEASE NOTE:** Any 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 meeting where the Planning & Zoning Commission will review 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 (cubic yards) OF FILL DEPOSIT/REMOVAL/REGRADE: _____

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 in 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 in 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
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 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, Assistant Town Planner and members of the Planning and Zoning Commission or their authorized representatives to enter and reenter

Hamden Special Permit and Site Plan Application Revised 09/15/23.

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 because 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 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.

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: _____ (Property Owner)</p> <p>MAILING ADDRESS _____ _____ _____</p>	<p>SIGNATURE _____ (Applicant)</p> <p>MAILING ADDRESS _____ _____ _____</p>
<p>SIGNATURE _____ (Additional Property Owner)</p> <p>MAILING ADDRESS _____ _____ _____</p>	<p>SIGNATURE _____ (Additional Property Owner)</p> <p>MAILING ADDRESS _____ _____ _____</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 rwalters@rwater.com.

Please email this completed form and attachments to:

rwalters@rwater.com

or by mail 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:

<https://portal.ct.gov/DPH/Drinking-Water/DWS/Project-Notification-Form>.

2. Print a copy of the completed form and submit it to the Planning and Zoning Department with your application.
3. If you have any questions or problems concerning the website, contact the Department of Public Health staff at: (860) 509-8000.