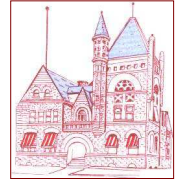




CITY OF WEST HAVEN, CONNECTICUT

PLANNING AND ZONING COMMISSION

c/o Planning & Development Department, Third Floor, City Hall, 355 Main Street,
West Haven, Connecticut, 06516-0312 Phone 203.937.3580. Fax 203.937.3742



CITY HALL 1898-1967

APPLICATION PROCEDURE FOR SITE PLAN REVIEW

(Rev. 12-13-17)

A. Submission of Application

- 1. Prior to submitting an application for approval by the Planning and Zoning Commission, the applicant should submit one (1) copy of the complete application(s) for review and approval by the Planning and Development Department staff. Allow at least two (2) days for this process.**
2. Once approved, applications must be filed with the Planning and Development Department by 3:00 P.M. of the due date as shown on the attached meeting schedule, along with required fees.
3. Applications for Site Plan Review must be accompanied by an A-2 survey showing:
 - a. The name and address of the applicant
 - b. A Site Plan showing the subject property, a Location Map and North Arrow, the square feet of the property, square feet and percent coverage of building, parking and open space, setbacks, building location, parking layout, drainage and contour elevations, wetland or C.A.M. boundaries (if applicable), landscaping.
4. Applicants should review the requirements shown on the attached Site Plan Requirements and Section 75 of the Zoning Regulations.
5. If a review of the Inland Wetland Agency is required, that approval must be granted before the Planning and Zoning Commission can act upon an application.
6. The applicant must submit thirteen (13) copies of the application, plans and other data, collated before submitting the application. Where large maps are provided, make sure those are folded and included in your collated packages. Please do not submit rolls of plans. (In some cases, the Office may need additional copies of plans, e.g. referrals to the Regional Planning Agency, the CT Dept. of Energy and Environmental Protection, etc.)
7. The application must be legible, typewritten or printed neatly, contain correct information, and be signed by the applicant who attests to the validity of the application.
8. The application must also be signed by the owner (or accompanied by a letter of authorization from the owner) indicating consent to the application.

B. Preparation for Planning and Zoning Meeting

1. The applicant or his representative must be present at the Planning and Zoning meeting and will be asked to explain their application to the Commission. Should the applicant or his/her representative be unable to attend the meeting, please let staff know and provide a written request for continuation to the next meeting. **Otherwise, the application may be denied.**

C. After the Meeting

1. If the application is approved, the applicant is required to submit a fixed Mylar site plan for signature by the Chairman and to be filed on the land records of the City of West Haven before site work or building permits will be authorized
2. If the application is approved, a Certificate of Decision will be sent to the Applicant, who is then required to file the Certificate with the West Haven City Clerk before a Building Permit will be issued.
3. Where required, a Performance Bond must be posted before a Building Permit will be issued.

NOTE:

Should any information that is submitted found not to be true and correct, or such that information has not been fully disclosed to the Commission, the Planning and Zoning Commission reserves the right to revoke any permit.

SITE PLAN SUBMISSION REQUIREMENTS

1. APPLICATION

- ☐ SIGNED APPLICATION
- ☐ FEE

2. SITE PLAN (Site Plans must be prepared by a Registered Land Surveyor or Engineer and must provide sufficient information to demonstrate to the Planning and Zoning Commission full compliance with the requirements for Site Plan Review, under Section 75 of the Zoning Regulations). Most Engineers and Surveyors should be familiar with the City's requirements. Plans should include:

- a. **An A-2 Survey** layout of boundaries and all existing and proposed improvements at a scale of 1"= 40' or larger;
- b. **Zoning Table.** Required and provided area, bulk and parking requirements of the applicable zoning district.
- c. **Landscaping Plans** presenting in detail the landscaping treatments, screening, buffers and open space proposals, as well as the species, quantity, size and height of proposed plantings.
- d. **Engineering Plans** presenting the detail designs and information supporting all the engineering of proposed improvements;
- e. **Traffic and Parking Plans** presenting in detail the proposed parking areas, number and configuration of spaces, striping, internal traffic patterns and controls, curb cuts and all dimensions of same;
- f. **Signs and Lighting** presenting the proposed and existing outside lighting scheme and all exterior signs, along with a photometric analysis illustrating proposed lighting at ground level at different locations on the site and on adjacent properties to demonstrate that light will not spillover onto adjacent properties.
- g. **Wetland Boundaries** presenting the location of any inland or tidal wetlands, Special Flood Hazard, Coastal Area Management boundary, or watercourse
- h. **Site Plan Details.** Survey information, easements, size and location information of existing and proposed building(s), building and spot elevations, on-site traffic flow and location of catch basins and other drainage information.
- i. **Elevation Sketch.** Scaled sketches of all building elevations.
- j. **Erosion Control Plan** in accord with Section 74.
- k. **Parking and Loading Plan** in accordance with Sections 60 and 61.
- l. **Utilities.** Location, size and connection details both on and off site.
- m. **Grading, Contours, Topographic and Environmental Information.** Existing and proposed contours at 2 foot intervals, location of water bodies or significant topographic or natural features, location and amount of fill to be removed or added, and CAM and FEMA designation.

2. IMPERVIOUS COVER ANALYSIS. The City of West Haven is aggressively managing all stormwater drainage throughout the city as part of its MS4 Permit. Therefore, the Planning and Zoning Commission needs to determine how the approval of each proposed development will impact on the City's overall compliance. Towards that end, each applicant must complete the attached analysis of total impervious cover.

PROJECT:

DATE:

PREPARED BY:

IMPERVIOUS COVER ANALYSIS

PROJECT AREA

_____ Sq. Ft.

IMPERVIOUS COVER
(ANY AREA ASSIGNED A CN OF 98)

_____ Sq. Ft.

EXISTING DIRECTLY
CONNECTED IMPERVIOUS AREA (DCIA)

_____ Sq. Ft.

EXISTING % DCIA

PROPOSED DCIA

_____ Sq. Ft.

PROPOSED % DCIA

DECREASE (-)/INCREASE (+) DCIA

_____ Sq. Ft.

DECREASE (-)/INCREASE (+) % DCIA

IF DCIA >40%, ONE HALF WATER QUALITY VOLUME RETAINED
ON SITE

IF DCIA <40%, FULL WQV RETAINED ON SITE