

TOWN OF ESSEX  
**LAND USE APPLICATION**  
PART ONE

PLEASE CHECK THE APPROPRIATE LINE(S) AND ATTACH THE APPROPRIATE APPLICATION(S):

SPECIAL EXCEPTION	_____	VARIANCE/ APPEAL	_____
SITE PLAN REVIEW	_____	APPROVAL OF LOCATION	_____
INLAND WETLANDS PERMIT	_____	REGULATION TEXT AMENDMENT	_____
INLAND WETLANDS PERMIT - AGENT APPROVAL	_____	ZONE CHANGE	_____
	_____	COASTAL SITE PLAN REVIEW	_____
SUBDIVISION OR RESUBDIVISION	_____	MODIFICATION OF PRIOR APPROVAL	_____
LOT LINE REVISION	_____	SPECIAL FLOOD HAZARD AREA PERMIT	_____

PROJECT DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

STREET ADDRESS OF PROPERTY \_\_\_\_\_

ASSESSOR'S MAP \_\_\_\_\_ LOT \_\_\_\_\_ LOT SIZE \_\_\_\_\_ DISTRICT \_\_\_\_\_

APPLICANT \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANT'S AGENT (if any) \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

ENGINEER.SURVEYOR/ARCHITECT \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

Note:

1) TO BE ACCEPTED BY THE LAND USE OFFICE. THIS APPLICATION MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH THE REQUIRED FEE(S) AND MAP(S) PREPARED IN ACCORDANCE WITH THE APPLICABLE REGULATIONS.

2) THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION OR ITS STAFF TO ENTER THE PROPERTY FOR THE PURPOSE OF INSPECTION.



**TOWN OF ESSEX  
Planning and  
Zoning Commission**

29 West Avenue  
Essex, CT 06426  
860-767-4340 x 115 Fax: 860-767-8509

Fees: \$135.00 + \$60.00 (DEEP)  
Make check payable to the Town of Essex

[www.essexct.gov](http://www.essexct.gov)

**Application for Site Plan Review**  
**PART TWO**

Owner(s) of Property : \_\_\_\_\_

Address): \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

The Commission is authorized to grant a site plan approval for the use and/or improvement herein proposed by the provisions of Section \_\_\_\_\_ of the Essex Zoning Regulations.

Accompanying this application form is:

- A) A complete and comprehensive statement describing the proposed changes in use and/or improvements for which the amendment is requested;
- B) A complete legal description of the premises involved, identifying boundaries by metes and bounds or by courses and distances;
- C) A list of names and addresses, with Tax Map and Tax Lot Numbers of owners of all land abutting, and directly across the street from the land to which this application relates and;
- D) A Site Development Plans prepared or approved by a registered professional engineer or surveyor showing all information required to determine the compliance with the Zoning Regulations including lot area, distances of improvements from lot lines, area coverage, and building height.

I/We, the undersigned, certify that all the information on this application, including all accompanying documents, is correct as of the date below, and conforms with Town's zoning regulations. I/ We certify that I/ We am/are the owner(s) of the premises described above, and are aware of and understand the above referenced zoning regulations.

**FOR OFFICIAL USE ONLY:**

Application No. \_\_\_\_\_

Date received by ZEO: \_\_\_\_\_

Signed: \_\_\_\_\_  
Property owner

Dated: \_\_\_\_\_

## Appendix A

### **Application Checklist for Site Plan Review**

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This checklist is to be completed by the applicant(s) and submitted to the Commission along with a completed application for Site Plan Review. Information should also appear on the site development plan and within the support documents as appropriate. No section may be left incomplete. Where no area in the “waiver” category is provided for check-off, submission of information is always mandatory.

Waiver(s) may be granted by the Commission pursuant to Section 118A.3. for the furnishing of item(s) of information in which the Commission finds that such item(s) are not relevant to the proper disposition of an application. Such waiver(s) are limited to the furnishing of said information and do not include a request for delay in time to submit necessary items.

Nothing in this section shall prohibit an applicant(s) from requesting a waiver(s) in advance of submitting an application for Site Plan Review to the Commission.

This checklist shall be complete when signed and dated by the applicant(s) where such signatures and date shall be entered no later than the actual date of the submission of said application.

SECTION No.	DESCRIPTION	PROVIDED			WAIVER REQUEST
		YES	NO	N/A	
120A.1	Owner				
120A.2	Purchaser Owner's written consent				
120A.3	Lessee Owner's written consent				
120B	Application Documents- 15 copies				
120C.1	Description of Premises				
120C.2	List of Neighboring Owners				
120C.3	Statement of Use				
120C.4	Site Development Plan				
120C.4.a	Owner / Applicant Name				
120C.4.b	Plan Data				
120C.4.c	Roadways				
120C.4.d	Survey Monuments				
120C.4.e	Municipal / District Boundaries				
120C.4.f	Easements / R-O-W / etc.				
120C.4.g	Wetlands and Watercourses				
120C.4.h	Total Premise Area Use				
120C.4.i	Building / Lot Coverage				
120C.4.j	Location / Setback Data				
120C.4.k	Building / Structure Dimension Signs and Lighting				
120C.4.l	Roadways and Parking				
120C.4.m	Infrastructure Data				
120C.4.n	Access / Soil / etc.				
120C.4.o	Water Supply / Septic Systems				
120C.4.p	Land Contours / Topography (_____ foot intervals)				
120C.4.q	Wetlands / Watercourses				
120C.4.r	Soils Classifications				
120C.4.s	Grading / Filling Limits / Erosion and Sediment Control				
120C.4.t	Special Flood Hazard Area				
120C.4.u	Floor Area / Parking Calculations / Parking Spaces per section .110				
120C.5	Sanitation Letter & Data (see note below)				
120C.6	Multiple Dwelling Projects				
120C.7	Non-Commercial Timber Cutting				
120C.8	Waiver Requests (written)				
120D	Maps, Drawings, Certification				
101	Gateway Conservation District				
102	Coastal Management District				
103	Flood Plain District				
104	Water Resource District				
	Application submitted to town Director of Health or Town Sanitarian for review				

**NOTE: A SIGN IS REQUIRED TO BE POSTED ON THE PREMISES RE: SECTION 118A.6. STANDARDS OF THE ZONING REGULATIONS AS FOLLOWS:**

118C. TIME LIMITS. The commission may, but is not required, to hold a public hearing on an application for site plan approval, and shall hold a public hearing only if it determines that the application is of considerable public interest. If no public hearing is held, the commission may, in its discretion, allow written or oral comment from interested parties at or prior to a meeting of the commission to consider the application. If a public hearing is conducted, legal notice thereof shall be provided as required by statute. Whether or not a public hearing is held on the application, the commission shall render its decision on such application within sixty-five days of receipt thereof, except that, the applicant may consent to one or more extensions of such period, provided the total period of any such extension or extensions shall not exceed sixty-five days or may withdraw such application.

If an application involves an activity regulated pursuant to Connecticut General Statutes Section 22a-36 to 22a-45, inclusive, (inland wetlands and watercourses) and the time for a decision by the commission established pursuant to this section would elapse prior to the thirty-fifth day after a decision by the inland wetlands agency, the time period for a decision shall be extended to thirty-five days after the decision of such agency, and the commission shall consider the decision of such agency. The provisions of this subsection shall not be construed to apply to any extension consented to by an applicant or petitioner.

**Not less than fifteen days prior to the commencement of the regular meeting or public hearing, the applicant shall post a notice of the hearing on the property involved.** Said notice shall be in the form of a freestanding sign, facing each adjacent public street, placed no more than thirty feet (30') from the public right-of-way and shall be clearly legible from the public street. **Said sign shall be produced of weather resistant material, shall be legibly lettered with a minimum letter size of two inches (2"). The sign shall not be greater than twelve square feet (12 sq. ft.).**

The sign shall contain the following text:

"Application pending on this property before the Planning and Zoning Commission for Site Plan approval for which a regular meeting is being held:

Time:

Date:

Place: Town Hall, 29 West Avenue, Essex, CT 06426

For more information, call (860)767-4340 (or as said number is changed from time to time).

Said sign shall not be removed until after the public hearing has concluded. (August 1, 2007)

**Note:** If no required sanitary letter and data accompanies this application, a complete application shall be submitted to the Town Director of Health or the Town Sanitarian for review no later than the date of this completed application is received by the Commission. A letter from the Town Director of Health of the Town Sanitarian, along with a complete application, shall be filed in the office of the Town Clerk at least ten (10) days prior to the scheduled public hearing.

This checklist is a guide to assist the applicant(s). It does not relieve the applicant from the responsibility of being familiar with the Town of Essex Zoning Regulations and submitting a complete application.

Where the submission of information for a particular special exception application does not apply, the response in the 'provided' column may be checked off as "no" and such information shall not be required.

Signature of Property Owner

\_\_\_\_\_

Date: \_\_\_\_\_