



TOWN OF NEW CANAAN, CT PLANNING & ZONING COMMISSION

SPECIAL PERMIT Application & Requirements

APPLICATIONS MUST BE IN DUPLICATE. All forms must be clear, accurate and **COMPLETELY filled in (use black ink)**. ** Incomplete applications will not be scheduled for public hearing until complete. *Please refer to Sections 8.1 and 8.2 of the New Canaan Zoning Regulations for Neighbor Notification and Special Permit Procedures.*

Attached you will find the Special Permit Application, the P&Z schedule of hearing/meeting and deadline dates and a sample letter for neighbor notification.

REQUIRED APPLICATION MATERIALS:

1. Special Permit application: 2 originals *with original signatures*.
2. Electronic copy of all application materials sent to sarah.carey@newcanaanct.gov and cc lola.sweeney@newcanaanct.gov.
3. Written statement outlining how your application complies with the criteria in Section 8.2.B of the New Canaan Zoning Regulations: 1 original and 1 copy.
4. 2 surveys (showing proposal) by a licensed land surveyor with embossed seal.
5. Architectural floor plans & elevations: 1 original copy and 1 reduced copy (no larger than 11" x 17").
6. Certificates of Mailing and/or Certified Mail Return Receipt (See Section 8.1.G and I of the New Canaan Zoning Regulations, list of abutting neighbors (within 100 feet) and a copy of one of the letters sent to a neighbor must be submitted to the P&Z office before the hearing/meeting date. Notices need to be sent 10 days prior to the meeting. Link to abutting neighbors: <https://hosting.tighebond.com/newcanaanAGS/>
7. Include copy of certificates and decisions for any previously granted Special Permits or Variances, if applicable.
8. Agent Authorization Letter, if applicable.
9. **All copies must be folded and collated into separate packages for each P&Z Commission member.**

FEES

Please make three (3) separate checks payable to:	TOWN OF NEW CANAAN
\$400.00	Special Permit Fee
\$60.00	Recording Fee: (\$23.00 Town Clerk Filing Fee. \$30.00 fee per State of CT (PA-05-228). \$5.00 per additional page. <i>If denied, the check will be returned.</i>
\$60.00	State Of Connecticut Land Use Application Fee (PA 09-03)

The application may be referred to the Public Works, Environmental Health and/or Inland Wetlands for comment and review at the discretion of Planning and Zoning staff. If a Site Plan Application involves an activity regulated pursuant to CGS 22a-36 to 22a-45, inclusive, the applicant shall submit an application for a permit to the Environmental Commission not later than the day such application is filed with the Commission.

P&Z Commission must be able to visually inspect the property in question. Please see that the address is posted on the property as required by the Town Ordinance Concerning Display of Building Numbers (building numbers must be at least 2 ½ inches in height, visible on the building, mailbox, fence, or post).

PUBLIC HEARING NOTIFICATION

The applicant will be required to comply with **Sections 8.1.G and I of the New Canaan Zoning Regulations** for Notification of Property Owner and Notification of Water Companies. In addition, the applicant will be required to submit additional fees as required by the Planning and Zoning Department.

PLAN SUBMITTAL REQUIREMENTS - NEW

In addition to the Town New Canaan Planning & Zoning current Special Permit Application requirements the development plans shall include the following:

1. Site Plan(s) - prepared by a licensed professional land surveyor, engineer, architect, landscape architect or other licensed professional, depicting existing and new construction. Drawings, Photographs, 3 Dimensional Renderings and Models shall include adjacent properties that allow for a review of the proposed site improvements in context with adjacent properties. Drawings and information required:
 - A Vicinity Map indicating the site and surrounding streets. Scale: 1"=200'.
 - An Aerial Context Map showing proposed, existing and surrounding uses.
 - Site plans with the following features:
 - Show property lines and dimensions, all easements, distances between buildings and property lines.
 - Show proposed and existing public streets, curbs, sidewalks, and any existing driveways not proposed for future use.
 - Show proposed and existing grading contours.
 - Show the outlines of proposed structures, including walls, doors, and windows, at a scale determined by staff.
 - Show proposed location of off-street driveways, bike racks and other pertinent bike plan requirements, parking spaces and loading areas with dimensions; curbing; car-stops; direction of traffic flow; provisions for access by the elderly and physically disabled, etc.
 - Show proposed landscape areas and pedestrian walks.
 - Show the locations of retaining walls, including the wall finish, proposed fences, electrical transformer boxes, trash enclosures, etc., and appropriate screening.
 - Note the square footages of existing and proposed buildings, and their percentages of gross lot coverage on plan.
 - An Existing Site Conditions drawing. Plan shall identify existing structures and trees/landscaping to be removed. It should also show existing structures, existing mature trees and landscaping, paving, drainage courses, and other pertinent man-made and natural features where applicable.
 - Contextual Elevation drawings and Site Sections, including the relationship to adjacent properties and structures. Minimum Scale 1" = 20'. If necessary, break-up plans for large projects, and submit a master plan a lesser scale.
 - Site Boundary and Topographical Survey including public and private easements.
 - Conceptual grading and drainage showing existing and proposed drainage patterns and retaining walls including height and material.
2. Architectural Floor Plans - All levels including basement and any intermediate/partial floor. Drawings and information required:
 - Finished Floor Elevations.
 - Section drawings of the building, 2 sections through the building. This can also be done in conjunction with site sections if drawn at the appropriate scale.
 - Exterior Lighting Plan showing lighting locations and details of fixture types. A Photometric Plan may be required for larger projects. Show all visible accessory fixtures (i.e., gas, meters, mechanical equipment, air conditioners, etc.), including roof mounted equipment, and the proposed method of screening.
 - Roof plans.
 - Colors and materials boards.

- Minimum scale of plans should be 1" = 10'.
 - Indicate type of construction and occupancy type.
3. Exterior Elevations - Fully dimensioned of every exterior elevation. Existing versus new construction to be clearly indicated. All exterior Building Elevations with materials identified. Include Streetscape Elevations if applicable. Note: Elevations should not include superimposed landscaping and trees that hide the elevations for artistic purposes.
 4. Roof Plan - indicating all building elements and equipment.
 5. List of all building materials and colors including samples or depictions of the materials and where located on the building or site.
 6. Landscape Plan - showing size, location and quantity of plant materials. Also indicated any landscape features including berms, walls/fences, pools/spas, gazebo, patio, grill/fire place & pits, etc. Indicate any existing vegetation and trees to be removed. Drawings and information required:
 - Outline of the site, building, streets, sidewalks, driveways, parking areas, on- site curbing, storage areas, etc., to be retained and constructed; and proposed grading contours.
 - Location, caliper size and drip-line, size, and species of on site and immediately adjacent existing trees and large shrubs.
 - Indicate all trees to be removed.
 - Precise location or pattern and spacing of all proposed landscape materials.
 - Schedule of planting in table form showing plant sizes, ground cover spacing, and botanical and common names.
 - Design and location of all outdoor lighting, fencing, screening, retaining walls, electrical transformers, trash enclosures, street furniture, etc.
 - Exterior landscape lighting and details as to the type of fixture.
 - The minimum scale should be 1" = 20'. (Plans for large landscape projects may be broken up into sections. These sections must match the architectural site plans and details such as windows and doors).
 7. Lighting Plan - indicating all exterior light fixtures and light lumens and includes manufactures fixture specifications. Photometric plan confirming that no light shall trespass onto neighboring properties. All lighting shall be screened from neighboring properties and special conditions such as topography must be considered.
 8. Mechanical Plan - indicating all HVAC units and equipment along with location on proposed construction and or site including emergency generators and pool/spa equipment.
 9. Other drawings and documentation that the Commission feels is necessary to communicate the proposed design and improvements. Other drawings and documentation include perspective renderings, animations, photographs and scale models.
 10. Any other pertinent information/materials: i.e. topographical map(s), photograph(s), letter(s) from surrounding neighbors, etc.



SPECIAL PERMIT APPLICATION

The undersigned owner(s) of record hereby apply for a SPECIAL PERMIT APPROVAL as to certain Real Estate located at:

ADDRESS: _____
Owner's Name: _____ Address: _____
Applicant's Name: _____ Phone #: _____
Address: _____
Applicant's Email Address: _____

ZONING DISTRICT _____ as shown in the New Canaan Land Records: **VOLUME** _____, **PAGE** _____
And more particularly described by bounding owners as follows:

Northerly by: _____ Southerly by: _____
Easterly by: _____ Westerly by: _____
Within 500 Feet of another municipality? Yes () No () Name Town(s) _____
MAP # _____ **BLOCK #** _____ **LOT #** _____

I am requesting a SPECIAL PERMIT APPROVAL of Section(s) _____
described as follows: _____

- You must attach a detailed statement describing:
1) the existing and proposed use or uses; and 2) how the Special Permit Criteria are addressed.
- If any Special Permits or Variances previously granted for this property attach Certif. of Decision(s) **YES () NO ()**
- I hereby acknowledge that unless I comply with provisions of Article 8. Section 8.1.G. of the Zoning Regulations, which require *specific notification of certain neighbors*, my application will not be complete and cannot be heard.

PRINT: _____ **SIGNED:** _____
Owner of Record/Authorized Agent Owner of Record/Authorized Agent

Official Use Only		
Date of Receipt:	Hearing Date(s):	Decision Date:

I, Krista Neilson, Secretary of the Planning & Zoning Commission of the Town of New Canaan, hereby certify that at a meeting of said Commission duly held on _____, said Commission by resolution voted:

- ___ 1. That said SPECIAL PERMIT Application is DENIED.
- ___ 2. That said SPECIAL PERMIT Application is GRANTED in accordance with the approved plans or as modified herein.
- ___ 3. That notice of such Action is published as required.
- ___ 4. Conditions, modifications, or restrictions:

Krista Neilson, Secretary Publication Date

SAMPLE LETTER

PLEASE ADJUST TO FIT YOUR PARTIULAR SPECIAL PERMIT APPLICATION

Your letterhead (if applicable)

Date

_____ (List home owner)

_____ (Address)

Re: Pending Special Permit Application: Planning & Zoning Commission

Dear:

I (We) have applied to the Town of New Canaan, Planning & Zoning Commission, for a special permit in order to allow... (provide a brief summary of your proposed activity). A copy of my (our) application is attached for your review.

I (We) am (are) scheduled to have my (our) special permit application heard before the Planning and Zoning Commission on (day, date) at 6:00 p.m.

The location of the hearing is:

Town Hall
Meeting Room
77 Main Street
New Canaan, CT 06840

At that time you may appear and speak to the application.

If you have any questions regarding this application, please feel free to call me (us) at (telephone #). The application and relevant drawings are on file with the New Canaan Planning and Zoning office and are available for review during normal business hours.

Sincerely,

(Your name)



NEW CANAAN PLANNING & ZONING COMMISSION
2023
PUBLIC HEARINGS/MEETINGS

<u>CLOSING DATE FOR APPLICATION SUBMISSION</u>	<u>HEARING/MEETING DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Wednesday, December 14, 2022	Tuesday, January 24, 2023*	6:00 pm	Town Hall
Wednesday, January 25, 2023	Tuesday, February 28, 2023	6:00 pm	Town Hall
Wednesday, March 1, 2023	Tuesday, March 28, 2023	6:00 pm	Town Hall
Wednesday, March 29, 2023	Tuesday, April 25, 2023	6:00 pm	Town Hall
Wednesday, April 26, 2023	Tuesday, May 23, 2023*	6:00 pm	Town Hall
Wednesday, May 24, 2023	Tuesday, June 27, 2023	6:00 pm	Town Hall
Wednesday, June 28, 2023	Tuesday, July 25, 2023	6:00 pm	Town Hall
Wednesday, July 26, 2023	Tuesday, August 29, 2023	6:00 pm	Town Hall
Wednesday, August 30, 2023	Tuesday, September 26, 2023	6:00 pm	Town Hall
Wednesday, September 27, 2023	Tuesday, October 24, 2023*	6:00 pm	Town Hall
Wednesday, October 25, 2023	Tuesday, November 14, 2023*	6:00 pm	Town Hall
Wednesday, November 15, 2023	## Tuesday, December 19, 2023*	6:00 pm	Town Hall
Wednesday, December 20, 2023	Tuesday, January 30, 2024	6:00 pm	Town Hall

Incomplete applications will not be scheduled for public hearing until complete.

* All meetings are generally held on the last Tuesday of every month except for the (*) months.

Organizational Meeting.