

## SPECIAL PERMIT PROCEDURES

The procedures set forth below are provided to you as a general guide only. Carefully review the Zoning Regulations. Article VII pertains to Special Permits. All Special Permit applications include the requirements for site plan review – Section 470. An A-2 Survey prepared by a Licensed Land Surveyor (LLS) is required unless waived by the Planning and Zoning Commission (P&Z). The services of a licensed Professional Engineer are also required unless waived by the Commission.

### Pre-application meetings with staff are strongly recommended.

Prior to the submission of an application, ensure that all other appropriate agencies have approved the plans, i.e., the Department of Transportation, the Northeast District Department of Health, United Water/Water Pollution Control Authority, Connecticut Water, etc. The Inland Wetlands and Water Courses Commission's approval is the only approval that may still be pending at the time of Special Permit application submittal, provided application was made to the Wetlands Commission prior to or on the same day as submittal to the Planning and Zoning Commission.

**P&Z meeting date:** Third Monday of each month at 7 PM. If that date is a holiday, the meeting is held on the following night, Tuesday.

**Application Submittal Deadline:** In the Planning and Development Office, Room 107, Town Hall, no later than 4:30 PM, one week before the meeting.

**Number of Maps/Plans:** Three full-sized plan sets and one ½-size or 11" x 17" plan set must accompany the application. The Plan will be reviewed by the various municipal departments. Reviews will be forwarded to you and your engineer/consultant. Revised plans should be submitted by 12:00 noon on the Friday before the Public Hearing if at all possible.

**Fee:** Special Permit: Five hundred and twenty five dollars (\$525.00) per application (Required public hearing costs are included), plus \$60.00 State Fee per application. Total fee: five hundred eighty five dollars (\$585.00).

Amendments, modifications or additions to an approved special permit if property boundaries remain unchanged: Four hundred twenty five dollars per application (Required Public hearing costs are included), plus \$60.00 State Fee per application. Total fee: four hundred eighty five dollars (\$485.00)

**Timing:** Once an application is submitted, it is received (“date of receipt”) by the Commission at their next regularly scheduled meeting following the day of submission, or 35 days after the application was submitted, whichever is earlier. The Commission must schedule and commence a public hearing within 65 days of receipt of the plan. All pertinent information must be entered into the record during the public hearing.

Once the public hearing opens, the Commission has 35 days to close the hearing. After the close of the public hearing, the Commission has 65 days to approve, approve with conditions, or deny the application. The applicant may grant one or more extensions of time for any step in the hearing process (opening the hearing, closing the hearing or decision making) subject to an overall maximum limit of 65 days extension time.

After an application is approved or denied, the Commission must run a legal decision notice in the newspaper (Killingly uses The Bulletin). From the date of publication, there is a 15 day appeal period. After a plan is approved and no appeal is filed, one mylar copy and three prints (which include all modifications required by the Commission) must be submitted for Commission Chair endorsement. The mylar must then be filed with the Town Clerk.

Notice of the approval will be forwarded to various town departments including the Zoning Enforcement Officer, Town Engineer, Wetlands Agent, Building Official, etc. Following compliance with the approval conditions, expiration of the appeal period and the recording of mylars and other required documents, the Zoning Enforcement Officer is able to issue a zoning permit (once you have applied for one). Construction permits can then be issued by the Building Official.

If the disturbed area of the parcel exceeds one-half acre, the plan will contain an erosion and sediment (E&S) control plan. Prior to disturbing the site, all necessary E&S control measures must be installed. Periodic inspections of the control measures will be conducted throughout the construction period.

After all work is completed (including loaming, seeding, landscaping and paving), an as-built plan prepared by your Engineer must be submitted showing locations of buildings, parking area(s), drainage, etc. It is important to note that any field modifications to the originally approved plan should be reviewed by the Town Planner prior to construction. If revisions are made without approval, they will be made at your own risk and will not necessarily be approved by the Commission.

Prior to the issuance of a Certificate of Occupancy (CO) by the Building Inspector, a Certificate of Compliance (C of C) must be completed. Please provide two weeks' notice to the office before you want a C of C and CO as several staff people need to inspect and certify the completed work before either document can be issued. They will not be issued unless all site work is completed. However, if conditions (i.e. winter weather) exist that will prohibit the completion of all work, a Certificate of Completion may be issued with notations if a bond covering 100% of the cost of remaining work is posted.

Special Permit Appl. # \_\_\_\_\_  
Date Submitted \_\_\_\_\_  
Received by Comm. \_\_\_\_\_  
Fee \_\_\_\_\_

**SPECIAL PERMIT APPLICATION**

Procedures for Special Permit are explained in Article VIII of the Zoning Regulations.

**ALL APPLICANTS FILL OUT THIS SECTION – PLEASE PRINT**

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_

Owner of Land \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

(Provide an authorization letter from the property owner if applicant and owner are different)

**Location of Property**

# and Street \_\_\_\_\_

GIS MAP NUMBER \_\_\_\_\_ LOT \_\_\_\_\_

Zoning District \_\_\_\_\_ Lot Size \_\_\_\_\_

**Proposed Activity (check all that apply):**

Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Other – Specify \_\_\_\_\_

New Construction \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide approval letters (and date of approval) from the following Commissions, Departments, and Agencies with this application (as applicable)

- a. Inlands Wetlands and Water Courses Commission  
Date of Approval \_\_\_\_\_
- b. Zoning Board of Appeals  
Date of Approval \_\_\_\_\_
- c. Northeast District Department of Health  
Date of Approval \_\_\_\_\_
- d. Water Company  
Date of Approval \_\_\_\_\_
- e. Water Pollution Control Authority  
Date of Approval \_\_\_\_\_
- f. D.O.T. – submit letter of D.O.T. Review
- g. Other miscellaneous Commissions, agencies (i.e., Department of Energy and Environmental Protection)
- h. Names and addresses of all abutting property owners (owners of record)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note zoning regulation section(s) that requires a Special Permit application:

\_\_\_\_\_

Please provide the following information:

- a. Three copies of site plan – 24" X 36" at a scale of 1"=40' plus one 1/2-size or 11" x 17" copy (See Sections 720.1.1 and 470)
- b. Architectural Plans (See Section 720.1.2)
- c. Fee [\$525.00 or Amendments, Modifications or Additions to an approved Special Permit if property boundaries remain unchanged - \$425.00] Plus \$60.00 State Fee per application.

- d. Name and Connecticut Registration Number of Land Surveyor and Professional Engineer – all final plans must have original signatures.  
\_\_\_\_\_
- e. Name of Soil Scientist \_\_\_\_\_
- f. Soil Erosion and Sediment Control Plan
- g. Detail drawings of catch basin, rip rap, erosion control measures, bituminous concrete, lighting, curbing, signs, etc.
- h. Drainage Calculations
- i. Other studies such as traffic, lighting, noise, natural/cultural resources, etc. may be required depending on the scope of the project.

The undersigned hereby acknowledges that this application, to the best of his/her knowledge, conforms to the Zoning Regulations of the Town of Killingly and that approval of the plan is contingent upon compliance with all requirements of said Regulations. The undersigned hereby authorizes the Killingly Planning and Zoning Commission, or its agent(s), to enter upon the property for the purpose of inspection and enforcement of said Zoning Regulations.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Applicant)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Owner)

The undersigned warrants and guarantees that all of the improvements as shown on the final approved site plan map will be installed in a good and workmanlike manner, and individually and severally guarantee to provide all necessary funds with respect thereto.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Applicant)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Owner)

## **PROJECTS WITHIN A PUBLIC WATER SUPPLY WATERSHED OR AQUIFER AREA**

“As required by Sections 8-3i and 22a-42f of the Connecticut General Statutes, ALL APPLICANTS, before a Town Board for any project within a public water supply aquifer and/or watershed area are required to notify a water company of any such proposed project by **certified mail** NO LATER THAN SEVEN (7) DAYS after the date of the application...”

For those within a Connecticut Water Company watershed, they need to file the attached updated Project Notification Form, which is required for applications for projects within their aquifer or watershed areas.

Said form is to be mailed, certified mail return receipt, to the following:

Jessica Demar, Environmental & Regulatory Compliance Coordinator  
Connecticut Water Company  
93 West Main Street  
Clinton, CT 06413

(Office) 860.669.8636  
(Fax) 860.669.9326  
(Customer Service) 800.286.5700

**Public Water Supply Watershed or Aquifer Area  
Project Notification Form**

**Requirement:**

All applicants before a municipal Zoning Commission, Planning and Zoning Commission, Zoning Board of Appeals, or Inland Wetlands Agency for any project located within a public water supply aquifer or watershed area are required by Section 8-3i and Sec. 22a-42 of the CT General Statutes to notify Connecticut Water Company of the proposed project by certified mail not later than 7 days after the date of the application. The notice should be sent to: Jessica Demar, Environmental & Regulatory Compliance Coordinator, Connecticut Water Company, 93 West Main Street, Clinton, CT 06413 by Certified Mail, Return Receipt.

**General Information:**

1. Location map of the project site (please show enough information to locate site).
2. Site plans, including soil erosion and sediment control plan, which have been submitted to the town commission for review.
3. Project address \_\_\_\_\_
4. Total acreage of project site \_\_\_\_\_
5. Existing land use \_\_\_\_\_
6. Description of proposed project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Acreage of area to be disturbed including structures, additions, paving, and soil disturbance \_\_\_\_\_  
\_\_\_\_\_
8. Type of sanitary system (circle one): septic system / public sewer / none
9. Number of **existing or proposed** floor drains and their point of discharge e.g. sanitary sewer, holding tank, or ground \_\_\_\_\_  
\_\_\_\_\_
10. Water accessed by (circle one): private well / public water / none  
If other, please specify \_\_\_\_\_

11. Distance of site disturbance to nearest watercourse or wetland \_\_\_\_\_

12. Brief description of **existing and proposed** stormwater management system, including roof drainage, paved areas etc., and discharge points e.g. municipal sewers, drywells, streams, vegetated areas, detention basins etc. \_\_\_\_\_

13. Type of heat for facility \_\_\_\_\_

14. List of **existing and proposed** underground or above-ground storage tanks including age, capacity and contents \_\_\_\_\_

15. 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 \_\_\_\_\_

16. Describe any wastes generated and their means of disposal \_\_\_\_\_

17. Date application will be heard by Planning and Zoning Commission \_\_\_\_\_

18. Date application will be heard by Zoning Board of Appeals \_\_\_\_\_

19. Date application will be heard by Inland Wetlands Commission \_\_\_\_\_

20. Name, address and telephone number of contact person for the project:

\_\_\_\_\_  
Name of person completing form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date









# Watershed or Aquifer Area Project Notification Form

## REQUIREMENT:

Within seven days of filing, all applicants before a municipal 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 required by Public Act No. 06-53 of the CT General Statutes to notify The Commissioner of Public Health and the project area Water Company of the proposed project by providing the following information.

To determine if your project falls within a public water supply aquifer or watershed area visit the appropriate town hall and look at their *Public Drinking Water Source Protection Areas* map. If your project falls completely within or contain any part of a public water supply aquifer or watershed you are required to complete the following information.

**Note: You will need information obtained from the *Public Drinking Water Source Protection Areas* map located in the appropriate town hall to complete this form.**

**Step 1:** Have you already notified the CT Department of Public Health (CTDPH) of this project?

No, Go to Step 2

Yes, I have notified DPH under a different project name - Complete steps 4-6

Yes, same name different year - Notification Year  Complete steps 4-6

**Step 2:**

1. Name of public water supply aquifer your project lies within:

2. Name of the public water supply watershed your project lies within:

3. Public Water Supply Identification number (PWSID) for the water utility:

**Step 3:** For 1-5 Check all that apply

1. My project is proposing:

Industrial use;  Commercial use;  Agricultural use;  Residential use;

Recreational use;  Transportation improvements;  Institutional (school, hospital, nursing home, etc.);

Quarry/Mining;  Zone Change, Please Describe:

Other, Please describe:

2. The total acreage of my project is:

Less than or equal to 5 acres  Greater than 5 acres

3. My project site contains, abuts or is within 50 feet of a:

Wetland;  Stream;  River;  Pond or Lake

4. Existing use of my project site is.

Grassland/meadow;  Forested;  Agricultural;  Transportation;  Institutional (school, hospital, nursing home, etc.);  Residential;  Commercial;  Industrial;  Recreational;  Quarry/Mining

Other Please Describe: \_\_\_\_\_

5. My project will utilize:

septic system;  existing public sewer;  new public sewer;  agricultural waste facility;

existing private well;  new private well;  existing public water supply;

new public water supply, if new have you applied for a certificate of public convenience and necessity from DPH?  Yes  No

6. My project will contain this percentage of built up area (buildings, parking, road/driveway, pool):  Less than or equal to 20%  Greater than 20% to 50%  Greater than 50%

**Step: 4 Applicants Contact Information:**

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax number: \_\_\_\_\_

**Step 5: Please provide the following if available:**

Project name: \_\_\_\_\_

Project site address: \_\_\_\_\_

Town: \_\_\_\_\_

Project site nearest intersection: \_\_\_\_\_

Project site latitude and longitude: \_\_\_\_\_

**E-mail completed form to [dph.swpmail@ct.gov](mailto:dph.swpmail@ct.gov)**