



# TOWN OF NORTH BRANFORD

TOWN HALL 909 FOXON ROAD NORTH BRANFORD, CONNECTICUT 06471-1290  
Building Department (203) 484-6008 Engineering Department (203) 484-6009  
Planning & Zoning (203) 484-6010  
Department Fax (203) 484-6018

## TOWN OF NORTH BRANFORD

### APPLICATION FOR SPECIAL USE PERMIT

#### INSTRUCTIONS:

**Submit** the following:

1. Application Form: 1 original and 10 copies
2. Site Plan/Plot Plan: 11 copies drawn to scale
3. Architectural Plans (if required): 11 copies
4. Any additional information necessary (i.e. floor plans, etc.).
5. Fee: Check made payable to the Town of North Branford (see attached fee schedule).
6. Certified receipts for abutters (submit prior to meeting).

#### APPLICANT MUST:

1. **NOTIFY** the Regional Water Authority if your property falls within the watershed area within seven (7) days of application to the Town. Application to the RWA is attached. Submit copy to the Planning office also.
2. **POST** "Public Hearing Sign" *fifteen (15) days* prior to the meeting (sign provided to you by the Town).
3. **MAIL** abutters notices (via certificate of mailing) at least *fifteen (15) days* prior to the meeting (see sample attached). Verify owner info is correct on list prior to mailing letters.
4. **RETURN** certified receipts to the Planning Office prior to the meeting.

**APPLICATION FOR SPECIAL USE OR TEMPORARY SPECIAL USE**

The undersigned hereby makes application to the Planning and Zoning Commission of the Town of North Branford, Connecticut, for approval of a SPECIAL USE or TEMPORARY SPECIAL USE under the conditions and terms of the Zoning Regulations.

1. Address of Property: \_\_\_\_\_  
Present Zone: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_

2. Owner of Property: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

3. Applicant/Agent: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

4. Has a previous application been filed for the premises? \_\_\_\_\_  
If Yes, give date(s) of hearing(s) \_\_\_\_\_

5. Cite the particular use for which a SPECIAL USE or TEMPORARY SPECIAL USE is requested: \_\_\_\_\_  
\_\_\_\_\_

a. Schedule A, Line # \_\_\_\_\_

6. In accordance with Section 62.5 (Special Uses), is this Application accompanied by the following:

- |                                       |           |          |
|---------------------------------------|-----------|----------|
| a. Statement of Use (62.5.1)          | Yes _____ | No _____ |
| b. Site Plan (62.5.2)                 | Yes _____ | No _____ |
| c. Architectural Plans (62.5.3)       | Yes _____ | No _____ |
| d. Application Fee (62.11)            | Yes _____ | No _____ |
| e. Zoning Permit Application (62.2.4) | Yes _____ | No _____ |

7. In accordance with Section 43 (Gravel Removal), is this Application accompanied by the following:

- |                                   |           |          |
|-----------------------------------|-----------|----------|
| a. Excavation Maps & Plans (43.4) | Yes _____ | No _____ |
| b. Application Fee (62.11)        | Yes _____ | No _____ |

Failure to complete all sections of this application and submit required items under either #6 or #7 will be considered an incomplete application unless waived by the Planning and Zoning Administrator.

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Signature of Owner Date

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Signature of Applicant/Agent Date

**NOTE:** The Planning and Zoning Commission will hold a public hearing on this Application. The applicant, or authorized agent, must be present at the public hearing and should be prepared to present information showing how the proposed special use and the buildings, structures and facilities conform to the standards of the Regulations. All standards specified in Sections 42 and 43, as applicable, are in addition to other requirements of the Regulations applicable in the District in which the special use is to be located. The Commission is authorized by this Application to inspect the premises. The Commission may obtain information on its own initiative. It will rely upon data presented at the hearing. Applications may be approved by the Commission subject to conditions and safeguards deemed necessary to conserve the public health, safety, convenience, welfare and property values in the neighborhood.

**SAMPLE**

**SPECIAL USE NOTIFICATION LETTER**

The owner of the parcel of land known as \_\_\_\_\_  
has submitted an application to appear in front of the North Branford Planning and Zoning  
Commission at 7:00 p.m. on \_\_\_\_\_ at the North Branford Town Hall,  
909 Foxon Road, North Branford, Connecticut. In accordance with Section 42 Special Use  
Permits of the North Branford Zoning Regulations it has been determined that you own property,  
which falls within 500 feet of this location and are therefore being notified.

The applicant has requested the following:

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\_\_\_\_\_  
Property Owner's Name

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

Questions can be directed to the Building Department / Town Planner at  
(203) 484-6010

South Central Connecticut Regional Water Authority  
90 Sargent Drive, New Haven, Connecticut 06511-5966 203.562.4020  
<http://www.rwater.com>

Revised 04/14/2011

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 through four. 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 (203) 401-2743.

Please mail this completed form and attachments 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 20.**

8. Total acreage of project site \_\_\_\_\_

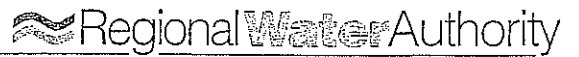
9. Total acreage of area to be disturbed including structures, additions, paving, and soil disturbance  
\_\_\_\_\_

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

12. 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

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

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17. 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

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

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20. Contact Information:

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

Company: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Name of Person Completing Form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLANNING AND ZONING DEPARTMENT APPLICATION FEES**  
**PZC APPROVED APRIL 20, 2006, EFFECTIVE 4/26/06**

The following fees shall be charged by the Commission under its Zoning Regulations:

CLASSIFICATION	FEE
1. Application for Zoning Permit.....	\$30.00
a. Accessory Structures (sheds, pools, signs, etc.).....	\$15.00
2. Temporary Certificate of Zoning Compliance.....	\$15.00
3. Certificate of Zoning Compliance.....	\$30.00
a. Accessory Structures (sheds, pools, signs, etc.).....	\$15.00
4. Certificate of Nonconformity certifying the validity of a nonconforming use.....	\$30.00
5. Certificate of Soil Erosion and Sediment Control Plan.....	\$30.00
6. Application for Site Development Plan approval..... (Except individual signs and additions to existing buildings)	\$300.00**
7. Application for Revision to an approved Site Plan when received within 6 months of approval.....	\$200.00**
8. Application for Special Use Permit under Section 42, except individual sign	
Residential.....	\$200.00***+
Commercial.....	\$250.00**+
Industrial.....	\$250.00***+
9. Application for Special Use Permit under Section 42A and 42D.....	\$250.00**
Application for Special Use Permit under Section 42C.....	\$250.00 plus** \$ 75.00/unit
10. Application for Temporary Special Use Permit under Section 43.....	\$400.00**+
11. Inspection upon grading Temporary Special Use Permit under Section 43 (per 1,000 cy of material).....	\$5.00
12. Petition for an Amendment to the Zoning Regulations, Subdivision Regulations, or Zoning Map under Section 63.....	\$300.00+
13. Application for Subdivision/Re-subdivision (base fee plus).....	\$150.00/lot+
a. Plus additional fee when public hearing is required.....	\$250.00
14. Road Inspection Fees for Final Subdivision Approval.....	\$2.00/L.F.

\*\*Must pay Zoning Permit Fee with Application

+ Additional fee when larger meeting location required:.....\$165.00/meeting

**ALL APPLICATIONS ARE SUBJECT TO A STATE MANDATED FEE OF \$60.00 EFFECTIVE OCTOBER 1, 2009**