

GENERAL REQUIREMENTS
FOR ALL APPLICATIONS TO THE
PLANNING AND ZONING COMMISSION
and the
INLAND WETLANDS AGENCY



The following must be provided for all applications:

- Payment of appropriate fees. (See schedule on reverse side.)
- **One (1) copy** of completed and signed application form. Attach evidence of authority to submit application (i.e., deed, purchase and sale agreement, letter of consent from owner).
- **Nine (9) copies** of plans. All plans should have north arrow, scale, and title block with date and preparer's name and show accurate dimensions, and PZC Approval Block. (Additional copies may be required for specific applications.) **All ground formation contour information must be based on Town of Manchester control.**
- **Four (4) copies** of traffic reports/statements if required.
- **Two (2) copies** of complete stormwater management reports plus **two (2) copies** of narrative only
- A completed **Electronic Submittal Requirement Agreement Form** and appropriate fee if fees are submitted in lieu of digital plans.
- List of abutting property owners located in adjoining municipalities (for public hearings only.)

NOTES:

- 1) **Stormwater management reports are required for all subdivision applications, inland wetland applications, site development applications to Planning and Zoning Commissions, public road construction, and discharges to public roads except when the Public Works Director or his designee grants a waiver, in writing, if the applicant demonstrates that the stormwater goals and objectives have been met.**
- 2) **Revisions to plans must be accompanied by written statements describing the changes made.**
- 3) **Refer to the Town of Manchester Zoning Regulations, Inland Wetland and Watercourses Regulations, Subdivision Regulations and Public Improvement Standards for specific requirements.**

Applications to the Planning and Zoning Commission/Inland Wetlands Agency (including required plans, fees and supporting materials) must be received one (1) business day before the next regularly scheduled Planning and Zoning Commission meeting to be accepted by the Commission at that meeting.

FEES FOR LAND USE APPLICATIONS, MAPS AND REGULATIONS
EFFECTIVE OCTOBER 1, 2009¹
CHECKS SHOULD BE MADE PAYABLE TO THE TOWN OF MANCHESTER

<i>Application Type</i>	<i>Fee</i>	<i>Regulations</i>	<i>Fee</i>
Administrative Revision	\$100	Wetland Regulations	\$10
Erosion Control	\$230	Subdivision Regulations	\$10
Excavation Permit*	\$260	Zoning Regulations	\$20
Extensions of approvals*	\$60	Sidewalk Plans	\$15
Flood Plain*	\$160	Maps	
Lot Line Revision*	\$130	Zoning - Color	\$25
PRD/EHD - Final*	\$160 + \$5 per unit	Zoning - B&W	\$5
PRD/EHD - Preliminary*	\$160 + \$5 per unit	Wetland - Color	\$25
Roof/Architectural Sign*	\$160	Wetland - B&W	\$5
Site Plan*	\$260		
Site Plan Modifications*	\$260		
Special Exception (PZC/ZBA) *	\$260		
Subdivision Design Review & Inspection fee* ²	1.4% of bonded public improvements		
Subdivision Phasing Plan*	\$160		
Subdivision/Re-subdivision Plan*	\$160 + \$25 per lot		
Wetland Permit - All Others*	\$260/\$290**		
Wetland Permit - Private Residential*	\$135/\$160**		
Wetlands Map Amendment*	\$260		
ZBA Appeal*	\$165		
ZBA Variance*	\$165		
Zone Change	\$230		
Zone Regulation Change*	\$260		

* Includes \$60 State Fee

** Additional fee if determination of significant impact

¹ \$30 Increase per Section 22a-27j of Connecticut General Statutes

² 1.4 percent of bonded public improvements based on estimated construction costs as specified in Town of Manchester Public Improvement Standards. This shall be collected prior to the issuance of a Right of Way Permit.



TOWN OF MANCHESTER PLANNING AND ZONING COMMISSION AND INLAND WETLANDS AGENCY

GENERAL APPLICATION FORM (Please TYPE or PRINT CLEARLY all information)

1 OWNER / APPLICANT INFORMATION

Applicant: _____
Last Name / Legal Entity Name First Name

_____ Street & No.

_____ Town State Zip

Telephone: _____

Fax: _____

Agent: _____
Last Name First Name

Company: _____
Legal Entity Name

Address: _____
Street & No.

_____ Town State Zip

Telephone: _____

Fax: _____

Applicant's Authority to File Application:

- Legal Owner of Record (provide copy of deed)
- Power of Attorney (attach evidence of authority)
- Contract to Purchase (attach evidence of authority)
- Other _____ (attach evidence of authority)

Specify Nature of Agent:

- Attorney at Law
- Partner / Corporate Officer
- Design Professional
- Other (Specify) _____

Signature of Legal Owner of Record or Authorized Agent / Print or type name of Owner/Agent Date

NOTE: All information will go to agent (if one is specified) instead of the applicant.

2 APPLICATIONS REQUESTED (Check all that apply)

The following applications require or may require a public hearing:

<input type="checkbox"/>	Inland Wetlands Permit
<input type="checkbox"/>	Inland Wetlands Boundary Dispute
<input type="checkbox"/>	Special Exception
<input type="checkbox"/>	Subdivision / Resubdivision
<input type="checkbox"/>	PRD Zone Change and Preliminary Plan of Development
<input type="checkbox"/>	EHD Zone Change and Preliminary Plan of Development
<input type="checkbox"/>	CUD Zone Preliminary Plan
<input type="checkbox"/>	Change of Zoning District
<input type="checkbox"/>	Change of Regulations _____ (Specify: zoning, subdivision, wetlands)

The following applications generally do not require a public hearing:

<input type="checkbox"/>	Erosion and Sedimentation Control
<input type="checkbox"/>	Special Exception Modification
<input type="checkbox"/>	CUD Zone (Final Plan/Modification)
<input type="checkbox"/>	EHD Zone (Final Plan/Modification)
<input type="checkbox"/>	PRD Zone (Final Plan/Modification)
<input type="checkbox"/>	Flood Plain Permit
<input type="checkbox"/>	Historic Zone (Site Development Plan)
<input type="checkbox"/>	Special Design Commercial Site Plan
<input type="checkbox"/>	Roof Sign
<input type="checkbox"/>	Excavation
<input type="checkbox"/>	Other (Specify) _____

3 SITE / ACTIVITY INFORMATION (Answer all questions)

Parcel Address(es):

Street No.(s)	Street Name	Street No.(s)	Street Name
Street No.(s)	Street Name	Street No.(s)	Street Name

(Attach additional sheet if necessary)

Site Acreage _____ Existing Zoning _____

Acres disturbed by proposed activities (if applicable): _____

Description of proposed activity or change in regulations (attach additional sheet if needed): _____

YES NO

- ____ ____ · Is any part of the site within 500' of town line?
- ____ ____ · Will traffic attributable to the completed project on the site use streets within the adjoining municipality to enter or exit the site?
- ____ ____ · Will sewer or water drainage from the project site flow through and impact the sewage or drainage system within the adjoining municipality?
- ____ ____ · Will water run-off from the improved site impact streets or other municipal or private property within the adjoining municipality?
- ____ ____ · Are there wetlands on any part of the site?*
- ____ ____ · Is any work proposed in wetlands or watercourses?***
- ____ ____ · Is any work proposed within 100 feet of a wetlands or watercourse?***
- ____ ____ · Is any work proposed in a 100 year floodplain?
- ____ ____ · Is public water available or proposed to the site?
- ____ ____ · Are public sanitary sewers available or proposed to the site?
- ____ ____ · Is there a utility ROW on the site? (i.e. electric, gas) Specify: _____
- ____ ____ · Is project within a public water supply area?***

* If yes, and you are applying for a subdivision or resubdivision, an Inland Wetlands Permit Application must be submitted

** If yes, an Inland Wetlands Permit Application must be submitted.

*** If yes, applicant must notify CTDPH within 7 days of filing application and provide verification to planning department.

4 OWNER / APPLICANT INFORMATION

(Complete appropriate sections only)

INLAND WETLANDS PERMIT

YES NO

___ ___ Is any part of the site on the Hockanum River **or** on **any** wetland or watercourse which flows directly to or from an adjoining municipality? **NOTE: If you are proposing work in a watercourse or wetland, any portion of which flows directly to or from an adjoining municipality, please attach a copy of the certified letter (RRR) you sent to the adjoining municipality's Inland Wetlands Agency on the same day you submit this application.**

I certify to the following four items:

___ ___ Is any portion of the property on which the regulated activity is proposed located within 500 feet of the boundary of an adjoining municipality?

___ ___ Will traffic attributable to the completed project on the site use streets within the adjoining municipality to enter or exit the site?

___ ___ Will sewer or water drainage from the project site flow through and impact the sewage or drainage system within the adjoining municipality?

___ ___ Will water run-off from the improved site impact streets or other municipal or private property within the adjoining municipality?

Signature

SUBDIVISION

Name of Subdivision: _____

Number of Lots: _____

SPECIAL EXCEPTION/MODIFICATIONS

Per Article _____ Section _____

Plans shall show locations of all existing and proposed structures, accurate lot dimensions, site drainage, landscaping, and distance along road from nearest street intersection and any other requirements specified in the applicable zoning regulations.

PLANNED RESIDENTIAL DEVELOPMENT ELDERLY HOUSING DEVELOPMENT

Type of units: SF 2F MF Other

Number of units: _____

COMPREHENSIVE URBAN DEVELOPMENT

Existing land use type: _____

Proposed land use type: _____

ZONE DISTRICT CHANGE

Current Zone: _____ Proposed Zone: _____

Provide a legal description of the land involved in the zone district change. Plans shall show:

- > Accurate description and acreage of tract to be changed with existing buildings and uses. If the tract is undeveloped the plan shall show existing ground formation contours and all wetlands and watercourses.
- > All lots or parts of lots contained in an area within 500 feet in all directions of the zone change tract.
- > All lots shown in this area and within the zone change tract shall contain the name and address of owners as recorded in the Assessor's records and shall show the nature of use.
- > North point, and distance along road from nearest road intersection.

ELECTRONIC SUBMITTAL

Check Appropriate Box

- Excluded Activity (*Residential additions, ancillary residential structures and non-residential additions under 500 sq.ft.*)
- Electronic Submittal to be provided after PZC/IWA or ZBA approval and with submission of plans for stamping. (*If submittal is not in accordance with the Town's electronic submittal requirements a charge will be assessed in accordance with the Town of Manchester, CT Geographic Information System Policies and Rate Schedules and must be provided to the Town of Manchester prior to stamping of approved plans.*)
- Electronic submission of plans will not be provided with approved plans for stamping. Fee in lieu of digital submission is herewith provided _____ sheets x \$50.00 = \$_____.

Applicant Signature

Date

PAYMENT IN-LIEU-OF PUBLIC IMPROVEMENTS

Requesting to pay for the following public improvements in-lieu-of installation:

- _____ sidewalks
- _____ granite curbs
- _____ grading for sidewalks
- _____ road surface widening

(Planning Department Use Only)

	<u>File No.</u>	<u>Type</u>
Fee Total \$ _____	_____	_____
Receipt # _____	_____	_____
Date in office _____	_____	_____
PZC Receipt Date _____	_____	_____

Department of Planning and Economic Development Electronic Submittal Procedure

The developer/owner of any project receiving land use approval within the Town of Manchester shall submit a version of the final approved plans in electronic format to the Planning and Economic Development for incorporation into the Town's GIS system.

Features that require electronic submittal:

- Primary single and multi family residential buildings
- Commercial, industrial, apartment and condominium buildings and
- Structural additions to commercial, industrial, apartment and condominium buildings.

Exclusions to electronic submittal requirement:

- Non-residential structural additions less than 10% of the existing building (not to exceed 500 square feet)
- Ancillary residential structures such as decks, pools and sheds
- Additions to single and multi-family residential buildings

Deposit Requirement for Electronic Submittals

The developer/owner shall submit a deposit of \$50 per each 24"x36" plan and \$25 for each 18"x24" or smaller plan. If the file has not been properly geographically referenced then the deposit will be used by the Town for such a conversion. If the file is successfully submitted the deposit will be returned. The submittal should be formatted as the following:

- The DXF files submitted to the Town shall contain separate and distinct layers designated as DXF-LAYERS in the DXF file format for each of the Feature Groups or Layers designated by the Town.
- The coordinate information contained in the digital drawings or record plans shall be delivered in the Connecticut State Plane coordinate system using the NAD83 horizontal datum and NAVD88 vertical datum using US Survey feet as units. These data shall be produced in real coordinate space with an insertion point of (0,0). Contact Rich Gallacher (860) 647-3062 if you have any questions.

Fee For Digital Conversion of Data

In the event that the developer/owner is unable to provide a digital submission to the Town at the time of final permit approval a charge of \$50 per each 24"x36" plan and \$25 for each 18"x24" or smaller plan will be applied to the submitter's permit fees for conversion costs.

As-built Electronic Submittals

Upon completion of the project, the developer shall also submit the as-built/record drawings in electronic form to the Engineering or Water and Sewer Department as appropriate. These plans shall be in conformance with the Town of Manchester Public Improvement Standards.

Electronic Submittal Requirements

The DXF files submitted to the Town shall contain separate and distinct layers designated as DXF-LAYERS in the DXF file format for each of the Feature Groups or Layers designated by the Town and listed below. The coordinate information contained in the digital drawings or record plans shall be delivered in the Connecticut State Plane coordinate system using the NAD83 horizontal datum and NAVD88 vertical datum using US Survey feet as units. These data shall be produced in real coordinate space with an insertion point of (0,0).

FEATURE GROUP

- ◆ Property Lines
- ◆ Property Dimensions
- ◆ Easements and Rights of Way
- ◆ Easement Dimensions
- ◆ Survey Monumentation
- ◆ Road Edge of Pavement/Curb Lines
- ◆ Bridge Lines
- ◆ Parking Lots
- ◆ Residential Principle & Commercial/
Industrial/Apartment/Condominium
- ◆ Buildings
- ◆ Commercial/Industrial/Apartment/
Condominium Building Additions
- ◆ Utility & Street Light Poles
- ◆ Retaining Walls
- ◆ Fences
- ◆ Guardrails
- ◆ Paths
- ◆ Traffic Control Signals
- ◆ Railroads
- ◆ Road Center Line
- ◆ Street Names
- ◆ Street Striping
- ◆ Aprons
- ◆ Sidewalks
- ◆ Street Trees
- ◆ Contours
- ◆ Tree Lines
- ◆ Wetlands
- ◆ Water Courses
- ◆ Storm Drainage Structures
- ◆ Storm Drainage Pipes
- ◆ Sanitary Sewer Structures
- ◆ Sanitary Sewer Pipes
- ◆ Water Distribution Structures
- ◆ Water Services
- ◆ Water Distribution Pipes

NOTE: Line work for these features shall be continuous and should contain topological consistency with other lines i.e. lines shall not be broken by label text or connected to other lines by marker pins.

ELECTRONIC SUBMITTAL REQUIREMENT AGREEMENT FORM
in accordance with Town of Manchester, CT
Geographic Information System Policies and Rate Schedules

CHECK APPROPRIATE BOX

Excluded Activity

Applicant Signature

Date

Electronic Submittal to be provided after PZC/IWA or ZBA approval and with submission of plans for stamping.*

Applicant Signature

Date

Electronic submission of plans will not be provided with approved plans for stamping. Fee in lieu of digital submission is herewith provided ___ sheets x \$_____ = \$_____.

Applicant Signature

Date

Fee received by: _____ Date _____

FOR OFFICE USE ONLY

Staff Approval _____ Date _____

* NOTE: if submittal is not in accordance with the town's electronic submittal requirements a charge will be assessed in accordance with the Town of Manchester, CT Geographic Information System Policies and Rate Schedules and must be provided to the Town of Manchester prior to stamping of approved plans.

CHECKLIST FOR APPLICATION SUBMITTAL TO THE MANCHESTER PLANNING AND ZONING COMMISSION

(Please return this form with your application)

* FOR ALL APPLICATIONS	Yes	No	N/A
√ Completed Application Form			
√ Owner's consent			
√ Copy of property deed(s)			
√ Is project within public water supply area?***			
√ Abutter List (for properties in other towns)			
√ Check for fees			
√ 9 copies of site plan(s)			
* FOR ALL DEVELOPMENT APPLICATIONS			
√ Electronic Submittal Requirement Agreement Form (and Fee if appropriate)			
√ Stormwater Management Report (2 <u>complete</u> copies with map and calculations and 2 copies of narrative)			
- OR -			
√ Stormwater Management Report Waiver			
* FOR CUD / PRD / EHD / SPECIAL EXCEPTION APPLICATIONS			
√ 4 to 7 copies of architectural elevations and floor plans*			
√ Traffic impact statement / report (4 to 7 copies if bound or more than 4 pages in length)			
√ Utility Impact Statement (4 to 7 copies if bound or more than 4 pages in length)			
* FOR WETLANDS APPLICATIONS			
√ Wetlands Narrative if work is proposed in wetlands or watercourse (4 to 7 copies of bound or more than 4 pages in length)			
√ Copy of certified letter (dated same day as applications) to abutting town's Inland Wetlands Agency if work is proposed in a wetlands/watercourse which flows to/from the abutting town.			
√ Original DEP reporting form (yellow)			

* Also required for most Historic Zone plan applications.

*** If yes, applicant must notify CT DPH and provide verification within 7 days of filing.