



**PETITION TO THE ZONING COMMISSION**  
**TOWN OF STRATFORD, CONNECTICUT**

PROPERTY I.D. # \_\_\_\_\_ DATE \_\_\_\_\_

1. NAME OF PETITIONER \_\_\_\_\_
2. Mailing Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_
3. Petitioner's Interest In Property (Owner, Lessee, Etc.) \_\_\_\_\_
4. If any previous petition has been filed for this property, give date of hearing and the manner in which this petition may differ. \_\_\_\_\_  
 \_\_\_\_\_

NOTE: READ CAREFULLY BEFORE FILLING OUT THIS PETITION

Petition must be typed or printed. Date fee is paid shall be date of receipt of petition. Twelve copies of all required plans must accompany and be a part of this petition. The plans, drawn to scale, shall show size of lot, buildings, and other data to clearly present pertinent information. In the case of soil removal, such plot plan shall show, by 20-foot contour intervals, the existing and proposed finish grades of the entire disturbed area; the estimate of materials removed shall be made by a registered civil engineer or land surveyor.

The undersigned respectfully presents the following petition for (check one)

{ } APPROVAL OF SOIL REMOVAL      { } SPECIAL CASE

under the Zoning Regulations of the Town of Stratford on property located at:

Number	Street	Lot #	Map

This property is located in an \_\_\_\_\_ Zoning District and is bounded as follows:

NORTHERLY BY \_\_\_\_\_ FT. M/L  
 EASTERLY BY \_\_\_\_\_ FT. M/L  
 SOUTHERLY BY \_\_\_\_\_ FT. M/L  
 WESTERLY BY \_\_\_\_\_ FT. M/L

{ } Check here is property is located within 500 feet of adjoining town line.

Answer the following two questions if petition is for APPROVAL OF SOIL REMOVAL

1. \_\_\_\_\_ CU. YDS. of topsoil, and/or \_\_\_\_\_ CU. YDS. of clay, sand, or gravel will be removed and the operation will be completed by \_\_\_\_\_
2. Reason for requesting Soil Removal Approval \_\_\_\_\_

Answer the following two questions if this petition is for a SPECIAL CASE

1. The proposed use is named as a special case under Sections \_\_\_\_\_ of the Zoning Regulations.
2. Brief description of project and specific use proposed: \_\_\_\_\_

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

If signed by agent, state capacity  
(lawyer, builder, etc.)

{ } I AM AWARE OF THE REQUIREMENT FOR NOTIFICATION OF NEIGHBORING PROPERTY OWNERS PURSUANT TO THE ATTACHED INSTRUCTIONS (Must check)

APPROVAL OF SOIL REMOVAL

\$10.00 first 1,000 cu. yds.  
2.50 ea. additional 1,000 cu. yds.

SPECIAL CASE/WAIVER OF USE

0-2,000	sq. ft. bldg.	\$360
2,001-10,000	sq. ft. bldg.	\$460
10,001-25,000	sq. ft. bldg.	\$560
Over 25,000	sq. ft. bldg.	\$660
MULTI FAM. RES.		\$100/UNIT PLUS \$60
(more than 2 units)		

\$ \_\_\_\_\_ FEE RECEIPT # \_\_\_\_\_ DATE \_\_\_\_\_ CLERK \_\_\_\_\_

SPECIAL CASE

ZONING COMMISSION REQUIRES THAT ALL PLOT PLANS SUBMITTED WITH SPECIAL CASE APPLICATIONS CONFORM TO THE FOLLOWING LIST. PLANS WILL NOT BE ACCEPTED UNLESS THESE ITEMS ARE CHECKED.

CLASS A-2 SURVEY REQUIRED (EXCEPT FDR SATELLITE ANTENNA APPLICATIONS)

1. Lot area (including and excluding wetlands) \_\_\_\_\_
2. Zone designation of property \_\_\_\_\_
3. Zone designation of adjoining properties \_\_\_\_\_
4. All existing buildings on property and uses \_\_\_\_\_
5. All proposed buildings on property and uses \_\_\_\_\_
6. Existing and proposed parking areas \_\_\_\_\_
7. Driveways (location & calculations of), impervious and open space areas \_\_\_\_\_
8. Sidewalks and curbs \_\_\_\_\_
9. Existing and proposed landscaped areas (specific species and size are not required at this time). \_\_\_\_\_
10. Contours where applicable \_\_\_\_\_
11. Amount and location of all wetlands, water bodies, water courses, coastal bluffs/ escarpments and beaches/dunes \_\_\_\_\_
- 12a. Existing drainage/sanitary \_\_\_\_\_
- 12b. Conceptual drainage/sanitary (show areas to be drained/served, direction of flow and calculations to show capacity. Specific details/sizes are not required at this time) \_\_\_\_\_
13. Easements \_\_\_\_\_
14. Floor plan of buildings \_\_\_\_\_
15. Buffer areas \_\_\_\_\_
16. Building elevation where applicable \_\_\_\_\_
17. Size and location of signs, lighting of signs \_\_\_\_\_
18. Site rendering must be supplied where applicable \_\_\_\_\_

19. ADDITIONAL ITEMS TO BE ADDED

1. Copy of deed for property
2. Check (undated) in the amount of \$ 53.00
3. Letter of authorization from owner is required

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

In reviewing this site plan, the Commission has relied upon information provided by the applicant; and, if such information subsequently proves to be false, incomplete and/or inaccurate, any approvals given may be modified, suspended, and/or revoked.

I certify that the above items are shown on the proposed plans submitted.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

An As-Built Survey will be required for all new building construction prior to the issuance of a certificate of occupancy.

SPECIAL INSTRUCTIONS

I. PRELIMINARY CONCEPT REVIEW (Optional)

For significant size developments or developments requesting significant variances, a preliminary concept review is available to the developer prior to submitting a formal application. The preliminary concept review is an informal meeting designed to allow the developer an opportunity to discuss their development concept with Town officials in relation to the current Zoning Regulations and the Town's Plan of Development and to explore alternative development options. A written request must be submitted for a preliminary concept review. A meeting will be scheduled within 45 days of receipt of the request. Preliminary plans should contain enough detail so as to allow commission members and staff to adequately respond to the proposed concept, there shall be no fee for the preliminary concept review. Participants in the preliminary concept review, in addition to the developer and staff, shall include no less than one nor more than two current members or alternates of the Zoning Commission and one or more staff representatives of the Planning and Zoning Department. Depending on the specific circumstances of the development plan, representatives of other Town departments may be invited to participate as well. It is hoped that the preliminary concept review will prove useful to the developer in obtaining general Commission and Town input on the proposed development and assist in shaping the final design of the project. **IN NO WAY SHALL THE RESULTS OF THE PRELIMINARY CONCEPT REVIEW BE BINDING UPON THE COMMISSION**

## II. WETLANDS

Before submitting the application, the applicant must contact the Inland/Wetlands Officer to determine if the subject property contains inland wetlands or watercourses. If a site plan application involves an activity regulated pursuant to Sections 22a-36 to 22a-45 of the General Statutes, inclusive, the applicant shall submit an application for a permit to the Stratford Inland Wetlands Agency not later than the day such application is filed with the Zoning Commission.

A. Does this application involve an activity regulated pursuant to Section 22a-36 to 22a-45 of the General Statutes?

(If yes, an application must be submitted to the Inland Wetlands Agency in order for this application to be considered complete and accepted.) \_\_\_\_\_

B. Does this application involve any proposed structure, impervious area, or alteration of existing contours within 50 feet of the mean high water line of any water body, watercourse or inland wetland? \_\_\_\_\_

\_\_\_\_\_  
Inland Wetlands Department

## III. SUBMISSION OF TRAFFIC STUDIES

All petitioners who chose to have a traffic study performed for submission to the Zoning Commission in order to satisfy the requirements as set forth in Section 20 of the Zoning Regulations shall provide to the Zoning Office, the dates and times of all new traffic or parking counts taken prior to the new traffic or parking counts being obtained. Failure to provide the Zoning Office with this information prior to the new traffic or parking counts being obtained will void all information contained in said traffic study.

## IV. SATELLITE TELEVISION ANTENNAS

In lieu of an A-2 Survey, the following shall be submitted.

1. Six (6) plot plans drawn to scale showing the following:

- A. All existing and proposed buildings on property.
- B. Any buildings within 35 feet and street numbers on all adjoining property lines.
- C. Location of existing and proposed streets, sidewalks and curbs

- D. Location of existing or proposed driveways, parking areas, impervious areas and open space areas.  
(Include area calculations.)
- E. Building setback line as required by applicable zoning.
- F. Width and location of all easements, if any.
- G. Amount and location of all wetlands, water bodies and watercourses and distance of any land elevation change from wetlands.
- H. Location of the following coastal resources: tidal wetlands, coastal bluffs and escarpments and beaches and dunes.
- I. Private restrictions, if any.
- J. Trees and wooded area affecting application.
2. All other information from the Special Case list as deemed important by the Planning and Zoning Administrator.

#### FOR FOOD ESTABLISHMENTS

The Stratford Health Department requires a copy of your floor plan indicating location of equipment, dry storage area and a copy of the menu when you apply to Planning & Zoning for approval. Should you need to talk with the inspectors, they can be reached at 385-4090

August 17, 2004

#### **NOTICE TO DEVELOPERS AND CONTRACTORS**

With the advent of stormwater permit regulations from the Connecticut Department of Environmental Protection, the Town of Stratford is making an effort to educate prospective developers, contractors, and others involved in construction activities regarding the various requirements associated with the stormwater permit.

**A.)** As of March 10, 2003, in order to discharge stormwater from a construction site, all construction projects that disturb 1 acre or more of land must have either:

- an individual stormwater permit from the DEP, or
- coverage under one of Connecticut's general permits.

A DEP permit application form can be obtained from this website <http://www.dep.state.ct.us/pao/download/htm>. Disturbance includes, but is not limited to soil disturbance, clearing, grading, and excavation. Operators of sites disturbing less than one acre are also required to obtain a permit if their activity is part of a "larger common plan of development or sale" with a planned disturbance of one acre or greater.

**B.)** Discharges of stormwater from a property within 500 feet of tidal wetlands may be required to flow through a system designed to retain 1" (one inch) of rainfall.

**C.)** Conform to the regulations recommended or developed as part of the Town's Stormwater Management Plan or other Town regulations regarding construction and stormwater as may be amended from time to time. These regulations include but are not limited to the following:

- a. Soil and Erosion Control regulations-contact Zoning Office at 385-4017
- b. Inland Wetland regulations- contact I-W Office at 385-4006
- c. Other stormwater related ordinances as they may be amended.

### **OTHER REQUIREMENTS**

Stormwater discharges shall not contain visible floating scum, oil or other matter (except for naturally occurring substances such as leaves and twigs), provided that no person has placed such substances in or near the discharge.

Stormwater discharge shall not result in pollution due to acute or chronic toxicity to aquatic and marine life, impair the biological integrity of aquatic or marine ecosystems, or result in an unacceptable risk to human health.

### **SITE VISITS**

After the submission of this application, the Zoning Commission members and /or staff may decide to carry out informal, independent site visits to the subject property. These visits would take place prior to the Public Hearing at which the application is scheduled.

We thank you for your cooperation.

Please feel free to contact the Planning and Zoning Office if you have any questions or there are any special circumstances which might affect site visits.



ZONING COMMISSION

TOWN OF STRATFORD

Instructions to the Applicant for Notification of Neighboring Property Owners

1. Letters must be sent to each adjoining property owner and those directly across the street explaining the requested petition (see sample letter below). Names of neighboring property owners may be found in the Assessor's Office.
2. Certificates of Mailing must be obtained from the U.S. Post Office for each letter and presented to the Zoning Commission.
3. These letters must be mailed no later than fourteen (14) days prior to the public hearing date.
4. Sign this form below and present to the Commission at the public hearing along with the Certificates of Mailing.

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SAMPLE LETTER

TO WHOM IT MAY CONCERN:

I have petitioned the Zoning Commission for approval to

\_\_\_\_\_

located at \_\_\_\_\_ in a \_\_\_\_\_ District.

Copies of the plans are on file in the Planning and Zoning Office, Room 113, Town Hall, Stratford,

This application will be heard on Tuesday evening \_\_\_\_\_ at 7:00 P.M. in the Council Chamber, Town Hall.

Very truly yours,

\_\_\_\_\_

Signed

The undersigned has complied with the Zoning Commission requirement of notification of neighboring property owners of the property on which the petition has been requested. Certificates of such mailing are attached hereto.

Signed \_\_\_\_\_