

# MINOR SITE PLAN APPLICATION



TOWN OF MONROE  
PLANNING & ZONING DEPARTMENT  
7 Fan Hill Road, Monroe, CT 06468  
Tel. (203) 452-2812

FOR OFFICE USE:

SPM – \_\_\_\_\_

File # \_\_\_\_\_

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

Standing Permit:  SEP (Special Exception Permit)  SDP (Site Development Plan)

PZC Project #: \_\_\_\_\_ PZC File #: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

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

Assessor Map \_\_\_\_\_ and Lot \_\_\_\_\_ Zoning District: \_\_\_\_\_ Lot Acreage: \_\_\_\_\_

Description of Proposed Modification(s):

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- ❖ **TAKE NOTE:** *It is the applicant's responsibility to provide all the information needed in order to process the application and make a fair determination of the issues. If an applicant fails to supply timely or sufficient information, it may result in delay, denial of the application, or both. Applicants are highly recommended to be represented by qualified representatives and to consult the Town of Monroe Plan of Conservation and Development, as well as the detailed application requirements and standards set forth in the Town of Monroe Subdivision, Zoning and Inland Wetlands Regulations.*
- ❖ *A Minor Site Plan approval cannot authorize any substantive alteration, diminishment or elimination of any previously applicable approval condition, site improvement or stipulation as required or approved by the Planning and Zoning Commission, Inland Wetlands Commission, or Zoning Board of Appeals.*
- **Formal Application Submission** – Provide **one (1) paper application set including:** (a) this completed and signed application form; (b) supporting application narrative; and (c) complete set of Site Plans. The application submission will be reviewed by the **Planning and Zoning Administrator** with input as deemed warranted or required by other Town Staff and/or the ARB.
- **Sealed and Certified Plans** – All required A-2 and T-2 Surveys, Site Plans, Architectural Plans and supporting analyses Reports as prepared by consultant engineers, surveyors, landscape architects, architects, etc. must be current and include an original seal and live signature certification.
- **ARB** – Review by the Architectural Review Board (ARB) depends on the application scope and discretion of the Planning and Zoning Administrator. **If ARB review is required, application to ARB includes completion of a separate ARB specific application form and plan copies.**

**APPLICATION FEE**

Minor Site Plan Fee:..... \$ 100.00  
Connecticut State Surcharge:..... \$ 60.00  
*Payable to the Town of Monroe\** **TOTAL APPLICATION FEE: \$ 160.00**

*\*Include driver's license number and telephone number on fees paid with a personal check.*

**CONTACT INFORMATION**

1. **Primary Contact Name:** \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Phn/Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
*Required*

2. **Owner's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phn/Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
*Required*

**PROJECT SITE INFORMATION**

3. **Is the property located within a flood plain?**  
 No  Yes If "yes"  100-year  500-Year **Contact Flood Plain Administrator at 203-452-2812.**

4. **Is the property located within 500 feet of a town boundary?**  
 No  Yes **Abutting town(s):** \_\_\_\_\_

5. **Is the property subject to an existing conservation or preservation restriction (i.e., Conservation Easement)?**  
 No If "yes" complete one of the following pursuant to CT Public Act 05-124:  
 Yes 

- **Provide a notarized statement indicating proposal involves only interior building alterations; OR**
- **Send written notice of such application by certified mail, return receipt requested, not later than sixty (60) days prior to the filing of the application to the party holding the conservation or preservation Restriction and provide copies of the certified mailings; OR**
- **In lieu of notice, provide a letter from the holder or holder's authorized agent, verifying that the substance of the application is consistent with the terms of the applicable restriction(s).**

6. **Is the property located within a public water supply watershed?**  
 No **Name of watershed:** \_\_\_\_\_  
 Yes **NOTE: Unless the activity is deemed "not to adversely affect the public water supply," within seven (7) days of the application submission the applicant is required by Connecticut General Statutes to send Notice and a copy of the application to the Aquarion Water Company of Connecticut, 714 Black Rock Road, Easton, CT 06612, and to the Connecticut Commissioner of Public Health, 410 Capitol Avenue, Hartford, CT 06106; and provide evidence documenting same to the Planning and Zoning Department.**

7. **Does the proposed modification affect areas of regulated inland wetlands/watercourses or other water related resources on or within 100 feet of the property; and/or a named watercourse within 150 feet?**  
 No  Yes Affected how? \_\_\_\_\_  
\_\_\_\_\_

**(If YES, contact the Inland Wetlands Department 203-452-2809 prior to proceeding with this application.)**

**8. SELECT ALL THAT APPLY:**

- Change in lawfully permitted  principal and/or  accessory use (excluding Special Exception Permit uses) within an existing building (provided adequate septic disposal, water supply, and off-street parking and loading can be demonstrated under existing conditions or through minor changes as permitted).**

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

- No  Yes Requires change to existing septic disposal system
- No  Yes Requires change to existing water supply
- No  Yes Requires change to existing off-street parking and/or loading

**Provide an explanation and description (attached additional sheets as necessary):**

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- Addition and/or modification to an existing lawfully permitted principal and accessory building and/or structure not exceeding a proposed added footprint or gross floor area of five hundred (500) square feet and a cumulative ground disturbance of 1,000 square feet in area.**

Principal  Accessory \_\_\_\_\_ (sf footprint) \_\_\_\_\_ (sf disturbance)

**The Minor Site Plan must adequately detail reasonable limits of disturbance to confirm the above.**

**Provide an explanation and description (attached additional sheets as necessary):**

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- Addition and/or modification to existing site landscaping, including walls and fences, provided the original purpose and intent of altered features will not be diminished.**

**Provide an explanation and description (attached additional sheets as necessary):**

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- Alteration to an existing building or structure appearance, elevation, roofline or other similar alteration to an existing building or structure, which does not result in an increase in the useable gross floor area or a change to the existing architectural style or character of such building or structure.

**Provide an explanation and description (attached additional sheets as necessary):**

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- Changes to the parking layout substantially within existing paved limits, provided such does not diminish required minimum parking or loading; does not substantially alter traffic circulation or ingress/egress; and does not diminish existing landscaping but rather restores and/or expands scope and content.

**Provide an explanation and description (attached additional sheets as necessary):**

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- Subsurface improvements, alterations or additions which do not result in any increase in gross density occupation or use of the premises, provided the ground surface is restored at minimum to pre-disturbance conditions.

**Provide an explanation and description (attached additional sheets as necessary):**

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- Minor alteration or expansion of pedestrian walkways, curbing and other paved surfaces, including upgrades (i.e., asphalt or concrete to pavers, granite or similarly higher-grade materials).

**Provide an explanation and description (attached additional sheets as necessary):**

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I(we) hereby certify that I(we) make this application as or on behalf of and with the full authority of the owner(s) of the property or premises and am aware of and understand the Zoning, Subdivision and Inland Wetlands Regulations pertinent to the application and affirm that the statements and information provided are accurate and true. Further, all the undersigned hereby authorizes the Town of Monroe and its agents, to access the premises for the purpose of application investigation, site review, inspection of improvements or construction, and enforcement of the Town’s Regulations and Ordinances, and the General Statutes of the State of Connecticut, as may be applicable.

All the undersigned warrant the truth of all statements contained herein and in all supporting documents according to the best of their knowledge and belief. Further, all the undersigned understand and agree that the Planning and Zoning Commission and/or its Staff/Consultants may request additional information and it is the applicant’s/owner’s responsibility to provide this information in a timely fashion and to the Commission's satisfaction. If the information provided is incomplete or inaccurate, the Commission may deny the application or request an extension to be granted by the applicant/owner in order to act within applicable legal time limits.

This agreement shall be binding on all heirs, executors, administrators, successors and assigns of all undersigned.

**APPLICANT(S) – (Both Applicant and Owner Notarized Signatures are Required)**

\_\_\_\_\_  
Applicant Name Printed Authorized Signature Date

\_\_\_\_\_  
Additional Applicant Authorized Signature Date  
(Provide additional sheets as needed)

Subscribed and sworn to by \_\_\_\_\_ on this day of \_\_\_\_\_, 20\_\_\_\_, before me:

\_\_\_\_\_  
Notary Public, Justice of the Peace, Commissioner of the Superior Court

**Please note the following: This application must include the owner’s signature and notarization or a written, notarized consent to submit this application, signed and dated by the owner.**

**OWNER(S) – (Both Applicant and Owner Notarized Signatures are Required)**

\_\_\_\_\_  
Owner Business Name

\_\_\_\_\_  
Authorized Member Name Printed Authorized Signature Date

Subscribed and sworn to by \_\_\_\_\_ on this day of \_\_\_\_\_, 20\_\_\_\_, before me:

\_\_\_\_\_  
Notary Public, Justice of the Peace, Commissioner of the Superior Court