

**EAST HARTFORD PLANNING AND ZONING COMMISSION
APPLICATION FOR SITE PLAN APPROVAL**

Date: _____

The undersigned applicant hereby applies to the Town Planning and Zoning Commission for approval of a Site Plan under Section 702 of the East Hartford Zoning Regulations for the following proposal:

New Construction () _____. **Addition** () _____. **Renovation** () _____.
Facade Alteration () _____. **Other** () _____.

Address of Location: _____.

Type of Proposed Use: **Multi-Family Residential** () _____.
Commercial () _____. **Industrial** () _____.

Size of subject parcel in square feet/acres: _____.

Zone of subject parcel: _____.

APPLICANT: (If more than one, list on a separate sheet)

Name: _____.

Address: _____.

Telephone: (Work) _____. (Cell) _____. (Home) _____.
(Fax) _____.

Please Check One:

() **Owner** () **Optionee** () **Buyer** () **Agent**

Signature: _____. **Print** _____.

OWNER(S) OF RECORD: (If other than applicant) (If more than one, list on a separate piece of paper)

Name: _____.

Address: _____.

Telephone: (Work) _____. (Cell) _____. (Home) _____.

Signature: _____. **Print** _____.

1) APPLICATION FEE (\$100 + \$10/1000s/f + \$60 State Fee) must accompany application

2) TWELVE SETS of the Site Plan Map (s) Elevation Details, Landscape Plan and Application Form must be submitted to the Department of Development.

3) Consult appropriate Section (s) of the E. H. Zoning Regulations to determine standards for application.

SITE PLAN APPLICATION CHECKLIST

Applicant: _____.

Phone # : _____.

Complete compliance with the Application requirements set forth in Section 702 of the Zoning Regulations is required. A checklist for the basic items of submission are given below:

(Please mark **X** if item is complete)

1. **2** copies of the completed application, which includes the following:

a) Applicant's Signature _____

b) Property owner's Signature _____

2. **2** copies of an accurate, certified site plan (for other than _____
than facade renovations only) which includes the following:

a) a landscape plan which describes the location, type, and _____
size of proposed trees and shrubbery.

b) parking plan showing all curb cuts, access drives and _____
parking areas to scale w/dimensions.

c) the location of dumpster area and type of screening _____
proposed.

d) the location of proposed exterior lighting fixtures _____

3. **2** copies of elevation drawings (1/4" scale minimum)
which include.

a) description of the existing building materials _____

b) the color and type of all proposed building materials _____

c) the size, color and design of all proposed signage _____

d) the design of all proposed exterior lighting _____

e) proposed screening for visible roof-top mechanical _____
equipment

PLEASE NOTE:

- Application filing deadline for the weekly Tuesday afternoon Review Meeting is **FRIDAY NOON**, applicant or representative.
- After the original submission of two (2) copies of the application and maps for Staff Review, twelve (12) sets of the application and maps must be filed with the Department of Development **at least fifteen days prior** to the Planning and Zoning Commission meeting date to be eligible for placement on the Commission agenda.
- For Site Plan Review Applications, note requirements for posting of site improvements bond under Section 706.1 of the East Hartford Zoning Regulations.
- Copies of the final revised plan shall be filed with the Department of Development after approval.
- PLEASE MAKE SURE ALL PLANS ARE FOLDED.