



**DEPARTMENT OF BUILDING & HOUSING INSPECTION  
RESIDENTIAL PARKING AREA  
PLAN REVIEW APPLICATION AND PERMIT**

<b>CONTACT INFORMATION:</b>		<b>HOURS:</b>
<b>TOWN OF MANSFIELD</b> <b>4 SOUTH EAGLEVILLE ROAD</b> <b>MANSFIELD, CT 06268</b>	<b>HOUSING INSPECTION:</b> 429-3324 <b>ZONING ENFORCEMENT:</b> 429-3341 <b>PLANNING DIRECTOR:</b> 429-3330	MON-WED: 8:15 AM - 4:30 PM THURSDAY: 8:15 AM - 6:30 PM FRIDAY: 8:00 AM - 12:00 NOON

**PLOT PLAN**

The applicant shall submit a plot plan showing property lines, driveways, sidewalks/bicycle paths, dwellings and structures, all proposed on-site parking spaces, existing and proposed landscaped areas, trees over 12 inches in diameter (measured 5' above grade) within the area where parking is proposed, fencing and all other site features that may affect parking locations. In addition, the Site Plan shall detail the surface material of the proposed spaces.

<b>PLEASE PRINT OR TYPE</b>	<b>PERMIT # WILL BE ISSUED UPON APPROVAL</b>
DATE OF APPLICATION	PERMIT #
PROPERTY LOCATION / STREET ADDRESS OF RENTAL:	STORRS <input type="checkbox"/> MANSFIELD CENTER <input type="checkbox"/>
OWNER'S NAME (AS IT APPEARS IN THE LAND RECORDS)	PHONE #
APPLICANT'S NAME:	EMAIL ADDRESS:
APPLICANT'S ADDRESS:	STATE
TOWN/CITY	ZIP CODE

**DWELLING UNIT(S) & FEE**

**FEE MUST BE SUBMITTED WITH APPLICATION & SITE PLAN**

**IS THIS PROPERTY IN A HISTORICAL DISTRICT?**       YES       NO

If "YES" is checked, a Certificate of Appropriateness is required unless Zoning approval has been obtained.

<b>NUMBER OF DWELLING UNITS:</b>	<input type="checkbox"/> 1 DWELLING UNIT	\$35.00	
<b># of Tenant Spaces</b> _____	<input type="checkbox"/> 2 DWELLING UNITS	\$70.00	<b>TOTAL FEE DUE: \$</b> _____
<b># of Visitor Spaces</b> _____	<input type="checkbox"/> 3 DWELLING UNITS	\$105.00	

**REQUEST TO MODIFY PARKING AREA PLAN CRITERIA (attach separate sheet if needed)**

**REQUEST FOR EXTENSION OF TIME TO COMPLETE SITE WORK**

**(Reason for extension - attach copy of contract to complete work)**

**CERTIFICATION (APPLICANT'S SIGNATURE)**

The applicant accepts this permit on the condition that all ordinances and regulations of the Town of Mansfield shall be in compliance. The applicant further certifies that all information supplied within is true and accurate and that the site work subject to this permit shall be completed and inspected within 90 days of permit issuance unless an extension has been requested and approved. The applicant's signature authorizes the Town agents to enter upon the property as needed to verify compliance with the permit and until approval of the work has been granted.

OWNER/APPLICANT (PRINT NAME)	OWNER/APPLICANT SIGNATURE	DATE
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**DO NOT WRITE BELOW: ADMINISTRATIVE USE ONLY**

TOTAL DWELLING UNITS <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 TOTAL FEES DUE: <input type="checkbox"/> \$35.00 <input type="checkbox"/> \$70.00 <input type="checkbox"/> \$105.00 PAID BY: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK# _____ <input type="checkbox"/> CC APP# _____  MODIFICATION REQUEST? <input type="checkbox"/> YES <input type="checkbox"/> NO EXTENSION FOR TIME REQUEST? <input type="checkbox"/> YES <input type="checkbox"/> NO  RECEIVED BY: (INITIALS) _____	<b>APPLICATION RECEIVED</b>          
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**THE FOLLOWING SECTION IS FOR TOWN OFFICIAL REVIEW & SIGNATURES**

PROPERTY LOCATION / STREET ADDRESS

**AGENT SECTION**

In reviewing and approving any application for a permit, the Town officer shall determine that the following provisions have been met:

- The application is complete and the applicable fee has been paid.
- All applicable regulations have been met or varied by the modification process.
- Modification:**     N/A             Approved     Denied
- Extension:**       N/A             Granted       Denied    **Expiration Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**OTHER APPROVALS REQUIRED**

To demonstrate that the proposal complies with local Inland Wetlands, Health District and Public Works requirement, the following approvals may be required and any conditions of approval shall be incorporated into the permit:

**\*\*MUST NOTIFY HEALTH DIRECTOR IF CUTTING OR FILL IS 12" OR GREATER\*\***

DIRECTOR OF HEALTH	DATE	COMMENTS
INLAND WETLAND AGENT	DATE	COMMENTS
DIRECTOR OF PUBLIC WORKS	DATE	COMMENTS

**FINAL ACTION FOR PERMIT**

Based on the applicant's submissions which are attached to or referenced on this form, the permit has been:

- Approved as submitted.
- Approved with modification or conditions as stated below.
- Denied.

The following comments, condition(s) of approval or reason(s) for denial apply:

- 90 Days has been granted to complete the site work:    Date work must be completed by:** \_\_\_\_\_
- Backing into road is prohibited.**
- Barriers are required. (See below for additional comments)**
- Barriers may be required if issues arise.**

**ADDITIONAL COMMENTS**


<b>AUTHORIZED BY:</b>	SIGNATURE	DATE
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**PARKING AREA DESIGNATION ORDINANCE IN EFFECT**  
**FOR RESIDENTIAL RENTAL PROPERTY**

Residential Rental Property owners are required to submit a detailed Parking Space Site Plan showing the proposed on-site parking spaces pursuant to the Chapter 152, Article II, "Ordinance Regarding Off-Street Parking on Residential Property". Plans are to be drawn to scale and depict property lines, driveways, sidewalks/bicycle paths, dwellings and structures, all proposed on-site parking spaces, existing and proposed landscaped areas, trees over 12 inches in diameter (measured 5' above grade) within the area where parking is proposed, fencing, other site features that may affect parking locations and detail of the surface material of the proposed spaces. A review fee of \$35.00 per unit must be submitted with the application and plan.

Site plans will be reviewed for compliance in accordance with criteria set forth in the ordinance:

- The number of proposed on-site spaces shall be adequate for all tenant vehicles and a limited number of guest vehicles. Depending on site and occupancy characteristics, a minimum of two (2) exterior spaces and a maximum of six (6) exterior spaces shall be provided per dwelling unit.
- No parking space shall be located within five (5) feet of a roadside sidewalk or bicycle path.
- Parking spaces shall be a minimum of eight (8) feet wide and eighteen (18) feet long.
- Parking spaces shall be designed so that a backing up movement onto an adjacent street is not required.
- Except for parking areas immediately adjacent to an existing site driveway or parking areas situated over one hundred (100) feet from a street, parking shall not occur between the street and the subject dwelling.
- Parking spaces shall be paved or surfaced with an acceptable dust free surface such as compacted stone, stone dust or gravel. Lawn areas or other landscaped areas are not acceptable surfaces for parking spaces.
- No existing landscape area or lawn area shall be disturbed and no tree over twelve (12) inches in diameter shall be removed to create new parking spaces, unless no other acceptable parking spaces can be established on site.
- Parking spaces shall be designed and graded to address potential drainage and/or winter icing problems and suitable areas shall be provided for snow storage.
- There shall be a permanent barrier or barriers separating the parking area from the rest of the site.
- Any necessary Inland Wetland Agency or Public Works Department permits shall be obtained prior to Parking Space Site Plan approval pursuant to this code.

Certain extenuating circumstances may qualify for Modification of the requirements. Please contact staff with questions regarding the modification process.

Once the site plan is approved, all site work must be completed within ninety days unless an extension has been granted. Those parking at the property who fail to adhere to the Plan may be subject to citation and fine.

WOODS

Property Line

Yard

Yard

Swings

Shed

Paved Walkway

stairs

50'

26'

Pine Tree  
Pine Tree

WOODS

20'

House

20'

To Meadowbrook Lane

26'

Plant Beds

Plant Beds

6'

30'

Door

Plant Beds

Plant Beds

stairs

8' 18' #1  
8' 18' #2

Pine Tree  
8'

Yard

Septic Tank

Yard

Driveway Lengths  
220'

Milling Driveway

8' 18' #4

33'  
Turn around area

Property Line

WOODS

Property Line

\*

\*

WOODS

\*

\*

Pine Tree \*

Pine Tree \*

\*

\*

# SAMPLE

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WOODS

22'

Milling Driveway

WOODS

20'

Driveway Entrance

Driveway Entrance

Pine Tree \*

PARKING AREA SITE PLAN

JAN 23 2015

TOWN OF DANVERS

Meadowbrook Lane