

# APPLICATION FOR SPECIAL PERMIT

Department of Planning and Development ▪ 4 South Eagleville Road ▪ Storrs-Mansfield, CT 06268

[planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org) ▪ 860.429.3330

## Applicant and Owner Information

### Applicant

### Property Owner of Record

<b>Name:</b>	_____	_____
<b>Street Address:</b>	_____	_____
<b>City/Town:</b>	_____	_____
<b>State:</b>	_____	_____
<b>Zip Code:</b>	_____	_____
<b>Telephone:</b>	_____	_____
<b>Email:</b>	_____	_____

### Applicant Interest in Property:

Owner     Optionee     Lessee     Other: \_\_\_\_\_

## Project Information

**Project Name (different from Project Address):** \_\_\_\_\_

**Proposed Use of Property:** \_\_\_\_\_

### Special Permit Required Pursuant to:

Permitted Use Provisions (Article 7)     Non-Conforming Use Provisions (Article 9, Section D)     Other: \_\_\_\_\_

**Address/Location of Subject Property:** \_\_\_\_\_

**Parcel I.D. Number (s)** \_\_\_\_\_ **Property Size (Acres):** \_\_\_\_\_

### Zoning of Subject Property: Check all that apply.

Residential Districts	Planned Business Districts	Neighborhood Business Districts	Other Districts	Overlay Districts
<input type="checkbox"/> R-20	<input type="checkbox"/> PB-1	<input type="checkbox"/> B	<input type="checkbox"/> RD/LI	<input type="checkbox"/> W
<input type="checkbox"/> R-90	<input type="checkbox"/> PB-2	<input type="checkbox"/> NB-1	<input type="checkbox"/> I	
<input type="checkbox"/> RAR-90	<input type="checkbox"/> PB-3	<input type="checkbox"/> NB-2	<input type="checkbox"/> PVRA	
<input type="checkbox"/> ARH	<input type="checkbox"/> PB-4	<input type="checkbox"/> PO-1	<input type="checkbox"/> PVCA	
<input type="checkbox"/> DMR	<input type="checkbox"/> PB-5		<input type="checkbox"/> FH	

### Historic and Cultural Features: Check all that apply.

Designated Scenic Road     Local Historic District     Historic Village subject to requirements of Article 10, Section J

## Agent Information

Agents (if any) representing the applicant who may be directly contacted regarding this application.

**Name:** \_\_\_\_\_

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

**City/Town:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Role (Legal, Engineering, Surveying, Etc.)** \_\_\_\_\_

## Submission Requirements

The following information is required for a complete application. Please check each box to confirm that the requirement has been met. All application materials shall be submitted in **digital form (pdf)** as well as **hard copy (original plus 2 copies unless otherwise specified)**.

- Completed Application Form.** This application form, completed and signed by the owner of the subject property and by the applicant.
- Application Fee.** Application fee in the amount of \$\_\_\_\_\_. (See Chapter 122 of the Mansfield Code of Ordinances for Fee Schedule). Please add the \$60 required state land use fee to the Town application fee.
- Statement of Use.** Description of the nature and intensity of the proposed use, the extent of proposed site improvements, and other important aspects of the proposal. To assist the Commission with its review, applicants are encouraged to be as detailed as possible and to include information justifying the special permit with respect to the approval criteria and potential conditions of approval pursuant to Article 5, Sections B.5 and B.6 of the Zoning Regulations. (If a Development Impact Statement is required, the Statement of Use may be included in the DIS.)
- Site Plan (including Erosion and Sedimentation Control Plan).** Additional information regarding site plan requirements can be found in Article 5, Sections A.3.d and the Site Plan Checklist. Requirements specific to Erosion and Sedimentation Control can be found in Article 6, Section B.4.s. If no site improvements/changes are proposed, the applicant may submit a copy of the approved site plan on file with the Town. **(See Site Plan checklist for number of copies.)**
- Site Plan Checklist.** Completed and signed site plan checklist.  
*Check the following box if this requirement does not apply to your project because no site improvements or changes are proposed:*
- Stormwater Management Plan.** See Article 6, Section B.4.t for applicability and specific requirements.  
*Check the following box if this requirement does not apply to your project:*
- Affordable/Workforce Housing Plan.** Required for all projects involving the development of more than five dwelling units. See Article 10, Section W for additional information. *Check the following box if this requirement does not apply to your project:*
- Sanitation Report.** See Article 5, Section B.3.e for specific requirements.

## Submission Requirements (continued)

- Aquifer Protection Area Notification.** Applicants for projects located within a designated Aquifer Protection Area shall notify the University of Connecticut via certified mail **and** the Department of Public Health through the completion and submission of the CTDPH *Watershed or Aquifer Protection Area Notification Form* ([https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/drinking\\_water/pdf/WatershedorAquiferAreaProjectNotificationFormpdf.pdf?la=en](https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/drinking_water/pdf/WatershedorAquiferAreaProjectNotificationFormpdf.pdf?la=en)). These notices shall be sent within (7) days of the Commission's receipt of the application and documentation of such notice shall be provided to the Department of Planning and Development. A notification form for the University of Connecticut is available from the Department of Planning and Development.  
*Check the following box if this requirement does not apply to your project:*
- Willimantic Reservoir Watershed Notification.** Applicants for projects located within the watershed of the Willimantic Reservoir shall notify Windham Water Works via certified mail **and** the Department of Public Health through the completion and submission of the CTDPH *Watershed or Aquifer Protection Area Notification Form* ([https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/drinking\\_water/pdf/WatershedorAquiferAreaProjectNotificationFormpdf.pdf?la=en](https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/drinking_water/pdf/WatershedorAquiferAreaProjectNotificationFormpdf.pdf?la=en)). These notices shall be sent within (7) days of the Commission's receipt of the application and documentation of such notice shall be provided to the Department of Planning and Development. A notification form for Windham Water Works is available from the Department of Planning and Development.  
*Check the following box if this requirement does not apply to your project:*

## Other Information

Depending on the nature of the proposal, the Commission may require additional information if needed to review the application and determine compliance with applicable regulations and performance standards (Article 5, Section B.3.g). To assist applicants in understanding what may be needed in review of various applications, the Commission has identified thresholds at which point applicants may anticipate that certain information may be requested. Applicants are encouraged to contact the Department of Planning and Development for assistance in determining what information may be needed for a specific application.

**Please check the applicable box for any additional information submitted with the initial application.**

- Architectural and Sign Plans.** See Architectural Plans Submissions information sheet for additional information.
- Availability of Infrastructure Capacity.** Documentation from the utility provider that capacity exists to serve the proposed project.
- Environmental Impact Analysis/Neighborhood Impact Analysis.** Examples of project criteria that may necessitate the preparation of a Development Impact Statement include but are not limited to:
- Project site is located (either partially or entirely) within a designated flood hazard area.
  - Project site is located within 500 feet of a watercourse shown on Map 2.2 of the Plan of Conservation and / development.
  - Project involves a proposed density bonus.
  - Project will result in an effective impervious cover of greater than 10% and is located (either in part or in its entirety) within the watershed of an impaired water body as designated on the most recent 303d listing from CTDEEP.
  - Project involves the creation or addition of over 30,000 square feet of gross floor area (GFA).
  - Project includes parking for over 50 vehicles in a residential district or 100 vehicles in a non-residential district.
  - Project involves the creation or addition of over 50 dwelling units.
  - Project involves the creation or addition of over 100 group dwelling beds.
- Additional information is available on suggested organization/content for projects that plan on submitting a Development Impact Statement.
- Low Impact Development Checklist.**

- Traffic Impact Analysis.** Examples of project criteria that may necessitate the preparation of a Traffic Impact Analysis include but are not limited to:
  - Multi-family residential development having 50 or more units on an arterial road
  - Multi-family residential development of any size on a local or collector road
  - Non-residential or mixed use development containing a gross floor area of 10,000 square feet or more. This requirement may be waived for uses that would generate less than 50 vehicle trips in the peak hour.
  - Any development that in the sole judgement of the Commission, could generate high levels of traffic, make existing traffic conditions worse, or create a traffic safety issue.
- Aquifer, watershed and flooding data.** Examples of project criteria that may necessitate the submission of additional information and/or hydrologic studies include but are not limited to:
  - Project site is located within 500 feet of a stratified drift aquifer (See Article 6, Section B.4.m)
  - Project site is located within a public drinking water supply watershed
  - Project site is located (either partially or entirely) within a designated flood hazard area.
- Documentation of necessary drainage rights or easements**
- Future Plans for adjacent land. Information on existing or proposed homeowner or property owner associations**
- Maintenance provisions**
- Estimates of site improvement costs.** Cost estimates shall be provided when use of a performance bond is required for erosion and sedimentation controls and public improvements; or proposed to allow occupancy of a site and/or building prior to the completion of required site improvements. See Article 6, Section C for additional information.
- Other.** \_\_\_\_\_

## Neighborhood Notification Requirements

Pursuant to Article 5, Section B.3.c, the applicant is responsible for notifying all property owners within 500 feet of the perimeter boundaries of the subject property. Said notice shall be sent via **certified mail, return receipt requested, at least ten (10) days before the public hearing** and shall include:

- The date and time of the scheduled public hearing
- The statement of use provided to the Commission
- The fact that the subject plans are available for review in the Mansfield Planning Office

A copy of the notice, an abutters map, a listing of property owners to whom the notice was sent, and mailing receipts (green and white slips) shall be filed with the Department of Planning and Development at least five (5) days prior to the Public Hearing. A neighborhood notification form is available for your use.

## Technical and Professional Assistance

The Planning and Zoning Commission may at its discretion retain professional and technical assistance to assist in reviewing the application. Pursuant to Chapter 122, Article V of the Mansfield Code of Ordinances, the cost of such assistance is the sole responsibility of the applicant. A deposit in the amount of the estimated cost (based on the fee proposal of the selected consultant(s)) shall be provided within 5 days of notice to the applicant or the application shall be deemed incomplete.

## Applicant Certification Statement

I, \_\_\_\_\_ (print name), hereby certify the following:

- I will send the required neighborhood notification information to property owners within 500 feet by certified mail at least ten (10) days before the public hearing and will provide the required documentation of said notice to the Department of Planning and Development at least five (5) days prior to the opening of the public hearing.
- I will send the required notices to the Department of Public Health and applicable water company/water supply system within 7 days of Commission receipt of the application and provide documentation of said notice to the Department of Planning and Development at least five (5) days prior to the opening of the public hearing.  
*Check the following box if this requirement does not apply to your project:*
- I am familiar with the information contained in the application submissions and that such information is complete, true and correct to the best of my knowledge.
- I understand the penalties for obtaining a permit through deception or through inaccurate or misleading information.
- I understand that the subject application must comply with all applicable requirements of the Mansfield Zoning Regulations.
- I acknowledge that should the PZC determine that professional and/or technical assistance is needed for review of the application, the cost of such services shall be my responsibility. Furthermore, I understand that the consultants retained shall be selected by and report directly to the Planning and Zoning Commission and that no application review shall commence until the required deposit for such services has been provided. I further acknowledge that failure to pay the deposit in a timely manner may be used as justification to deny the application as incomplete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Owner Certification Statement

*A notarized letter containing the following certification may be submitted in lieu of the owner's signature on this form.*

I, \_\_\_\_\_ (print name), hereby certify the following:

- I am the property owner of record and have authorized the submission of this application.
- I consent to necessary and proper inspections of the subject property by members and agents of the Mansfield Planning and Zoning Commission at reasonable times, both during the application review process and post-decision, should the application be approved. I further understand and consent to the presence of the public on the property as part of any publicly noticed field trip of the Planning and Zoning Commission to the property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date