



# ZONING TEXT & MAP AMENDMENT APPLICATION FORM

Please submit original and 15 copies of this application and relevant plans

FOR OFFICE USE ONLY

Application Number

Receipt Date:

Application is for:

TEXT AMENDMENT

MAP AMENDMENT

Name of Applicant:

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Mailing Address:

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Telephone Number:

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Email Address:

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Any property owner or resident in the Town may apply to amend the Zoning Regulations or Zoning Map. All required application materials must be submitted not less than 15 days prior to the scheduled public hearing.

**AMENDMENT TO ZONING REGULATIONS.** Proposals must indicate text to be added and/or deleted, and provide a statement as to why the amendment is being pursued, its consistency to the Plan of Conservation and Development and the Comprehensive Plan (ZR 8.8.3), and a statement regarding conformance to general purposes of the Zoning Regulations (ZR 1.0.1).

**AMENDMENT TO ZONING MAP.** Pursuant to ZR 9.4.4.2, proposals must include a Class A-2 Survey depicting proposed zoning district boundaries, a legal description of the property, list of abutting owners and their addresses, and an Impact Statement in accordance with ZR 8.8.2.

**COMPLETE FOR ZONING MAP AMENDMENTS ONLY:**

Property Address(es)

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Assessor's information:

Map

Block

Lot

Present Zoning District:

Proposed Zoning District:

Previous Petitions: List all previous zoning amendment petitions that have been made with respect to the above listed property(ies):

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**COMPLETE FOR ZONING REGULATION OR MAP AMENDMENTS:**

Reason for requesting Regulation or Map Amendment: (ATTACH SHEET IF NECESSARY)

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The undersigned applicant hereby consents to necessary and proper inspections of the above-mentioned property by agents of the Commission at reasonable times both before and after a permit is granted by the Commission.

The undersigned declares all information supplied is accurate to the best of his/her knowledge and belief. If such information subsequently proves to be false, deceptive, incomplete, or inaccurate, any approvals may be modified, suspended, or revoked by the Commission or its agents.

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Applicant Signature

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Date

**Acknowledgement of financial responsibility for required studies, information and/or third party review**

The undersigned acknowledges that per Section 3.9.3 of the Town of Stonington Planning and Zoning Fee Ordinance the Town will collect payment for direct costs of materials and services performed by professionals, other than Town employees, including but not limited to specialized inspection, third party professional certifications, legal, stenographic and transcription services associated with an application, or require an applicant to provide certifications, inspections, and/or professional consultant reports at the applicant's expense. The payment of additional costs shall not prohibit the Town of Stonington from requiring performance or forfeiture bonds to ensure the successful completion of all work as may be prescribed in the respective land use regulations.

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Applicant Signature

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Date

## ZONING TEXT & MAP AMENDMENT – APPLICANT GUIDELINES

### APPLICATION FEE

Pursuant to Section 8-1c of the Connecticut General Statutes, the Town of Stonington has established a fee schedule, to be used for processing submitted applications. The fee for a regulation (text) amendment is \$500.00. The fee for a zoning map amendment is \$250 plus \$100 per lot. All applications require an additional \$60.00 State of Connecticut “DEEP Fee”. All such fees must be paid to the Town of Stonington at the time an application is filed.

### ZONING MAP AMENDMENTS (ZONING REGULATIONS, SECTION 8.8.2)

Each map amendment shall include a written statement that compares the proposed project, developed to the maximum extent permitted by the proposed amendment, to the maximum development of the same land as permitted by the existing zoning regulations and other land capacity limitations, such as sanitary sewerage, wetlands, steep slopes, etc. (See ZR 9.4 for additional guidance).

8.8.2.1 Municipal Fiscal Impact. A professional real estate economic analyst with experience in fiscal analyses, will prepare and submit a statement covering the following factors:

- .1 The property and other municipal tax and fee revenue that may be generated.
- .2 The municipal expenses and burdens that may be generated.
- .3 If there are residential components, the anticipated number of school-aged children and the impact on existing and planned schools.
- .4 The impact of ancillary services to be generated in existing business centers by the population of and visitors to the project, and the demand for ancillary development to be generated.

8.8.2.2 Public Safety and Traffic. A licensed professional engineer specializing in traffic and highway topics will prepare and submit a statement covering the following factors:

- .1 The feasibility and safety considerations for the automobile and pedestrian traffic to be generated and the capacity of intersections and proposed parking.
- .2 Access to highways and public streets to carry the traffic without undue congestion.

8.8.2.3 Public Works. A licensed professional engineer specializing in site engineering, drainage, and the design of municipal roads, highways, infrastructure and improvements will prepare and submit a statement covering the following factors:

- .1 The design and impact of the storm and other drainage systems at the project.
- .2 The design and shading of proposed lighting.
- .3 The design and layout of parking and its feasibility and safety for use by the public.
- .4 The capacity of the wastewater, water and other utility systems proposed to be built and used by the project.

8.8.2.4 Cultural, Aesthetic or Heritage. A licensed architect, landscape architect or archeologist as is appropriate, experienced in the renovation or restoration of historic structures shall prepare and submit a statement covering the following factors, for structures listed on or eligible for inclusion in the National Register of Historic Places:

- .1 The design and placement of buildings and landscaping;
- .2 The maintenance of public amenities and the impact on heritage and character of the Town of Stonington.
- .3 The compatibility with public views and character of the surrounding neighborhood.
- .4 The reinforcement of existing street and building massing patterns and open space patterns, in the vicinity of the development.
- .5 Protection of and compatibility with locally significant or historic sites, vistas or features.
- .6 Archeologically-significant resources.

8.8.2.5 Natural Resources. A licensed or certified professional specializing in environmental topics will prepare and submit a statement covering the following factors:

- .1 Views and view sheds.
- .2 Wetlands, aquifers, and watercourses critical to natural resources.
- .3 Trees, endangered or critical plant species or forms and woodland habitats.
- .4 Endangered or critical animals and natural habitats.
- .5 Land forms, slopes and soils.
- .6 Current agricultural production capability.
- .7 Air quality.

### **WAIVERS (ZONING REGULATIONS, SECTION 8.8.4)**

The Planning and Zoning Commission (PZC) may waive one or more of the Impact Statement requirements by majority vote, provided that such request is made in writing at the time of application submission, describing in sufficient detail why such information is not relevant to the zoning amendment.

### **ZONING TEXT AMENDMENTS (ZONING REGULATIONS, SECTION 8.8.3)**

Each zoning text amendment application shall include the following items (See Section 9.4 for additional guidance):

- 8.8.3.1 Written statement regarding consistency of the proposal with the Plan of Conservation and Development, including the goals and policy statements and the implementation program contained in said Plan.
- 8.8.3.2 Written statement regarding consistency of the proposal with the Comprehensive Plan, defined as the existing zoning map and zoning text, in combination with the actual pattern of built development that has taken place on the ground.
- 8.8.3.3 Written statement regarding conformance of the amendment to the general zoning purposes set forth in Section 1.0.1.

### **PUBLIC HEARING (ZONING REGULATIONS, SECTION 8.9)**

A public hearing shall be held by the PZC on a petition for an amendment to the zoning map or zoning regulations. Applications shall be considered incomplete unless all documents listed in Sections 8.8.2 or 8.8.3 has been submitted a minimum of 15 days prior to the public hearing.

Hearings shall be scheduled no more than 65 days after the Official Date of Submission of an application (which is the regular monthly meeting, or 35 days from the date of submission) and shall be acted on within 65 days from the date of the close of the public hearing.

Documents, plans and exhibits submitted to the PZC intended to constitute any portion of, or all of, the requirements of an application scheduled for public hearing, shall not be revised or substituted after 15 calendar days prior to the initial public hearing date. The applicant can submit revised documents, plans and exhibits after the public hearing is opened in response to PZC and staff requests for information, provided the additional information is submitted five (5) calendar days prior to any continued public hearing date.

### **NOTICE TO ABUTTING PROPERTY OWNERS (ZONING REGULATIONS, SEC. 8.9.6)**

The applicant shall send written notices of the time, date and location of such public hearing to abutting property owners via Certified Mail, return receipt requested, not less than 15 calendar days prior to said hearing. Where said property owner shall have listed with the Assessor an address outside the United States, the requisite notice shall be sent by International Express Mail, or equivalent.

Five (5) calendar days prior to the date of the PZC's initial public hearing regarding the application, the applicant shall submit:

1. Evidence of abutter notification (See ZR 1.2.2 for Abutter definition). Such documentation shall be in the form of a notarized statement or in the form of receipts from the Post Office.
2. A list of abutters to whom the notices were sent.
3. A copy of the letter and any enclosures sent the abutters.

### **NEWSPAPER LEGAL NOTICE (ZONING REGULATIONS, SECTION 9.4.2)**

Notice of the time and place of such hearing shall be published in a newspaper having substantial circulation in the Town at least twice, at intervals of not less than two (2) days, the first not more than 15 days or not less than ten (10) days and the last not less than two (2) days before such hearing, and a copy of such proposed Regulation or Boundary shall be filed in the Office of the Town Clerk for public inspection at least ten days before such hearing.

### **PROTEST (ZONING REGULATIONS, SECTION 9.4.3)**

If a protest, signed by owners of 20 percent or more of the area of lots included in such proposed change or of the lots within 500 feet in all directions of the property included in the proposed change, is filed against such change at such hearing with the PZC, such change shall not be adopted except by a vote of two-thirds ( $\frac{2}{3}$ ) of the members of the PZC.

### **APPLICATION MATERIALS (ZONING REGULATIONS, SECTION 9.4.4)**

#### Zoning Map Amendment:

1. 15 copies of a Class A-2 Survey giving boundaries for applications involving a change in zoning boundaries.
2. Legal description of property.
3. List of abutting owners and their addresses, as they will be informed in writing of the proposed change (see additional Notification Requirements, ZR 8.9.6).
4. 15 copies of Impact Statement (see 8.8.2).

#### Zoning Text Amendment:

1. 15 copies of the proposed text showing **additions** (bold underscore) and ~~deletions~~ (strike-through).
2. 15 copies of written statement regarding consistency of proposal with Plan of Conservation & Development, consistency of proposal with Comprehensive Plan, and conformance with general zoning purposes set forth in ZR 1.0.1 (see ZR 8.8.3).