

Application Fees and Checklist – SPECIAL PERMITS

(See also Sections 9.2.A and 9.3 of the Zoning Regulations)

- Fees are due at the time the application is filed. The failure to submit the applicable fee(s) shall render the application incomplete and may be grounds to deny the application.
- In accordance with CGS 22a-27j, all applications shall include an additional fee of \$30, which the Town is required to collect and pay to the State of Connecticut.

APPLICATIONS TO THE PLANNING AND ZONING COMMISSION – SPECIAL PERMITS

(Add \$60 State fee and legal notice fees to the fees listed below)

Special Permit (Base Fee):

- | | |
|--|-----------------|
| • For residential use in residential zone | \$ 50 + SF fee |
| • For residential use in MFDD, ARHD | \$ 350 + SF fee |
| • For residential use in non-residential zone | \$350 + SF fee |
| • For non-residential use in residential zone | \$ 250 + SF fee |
| • For non-residential use in non-residential zone | \$ 350 + SF fee |
| • For modification, revision or renewal of previously granted Special Permit | \$ 100 + SF fee |
| • Excavation Special Permit | \$250 |

Special Permit (SF Fee):

When required	\$0.025 / square foot of floor area for construction / reconstruction of buildings
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Village District Design Review	\$ 50
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ADDITIONAL APPLICATION FEES:

Legal Notice Fees:

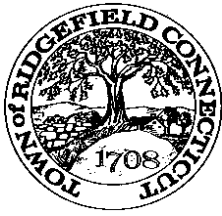
- | | |
|--|-----------|
| • Notice of Public Hearing (one fee for combined hearings) | \$ 120.00 |
| • Notice of Decision | \$ 60.00 |

Public Hearing Fee:

- | | |
|------------------------------|---|
| • If Public Hearing required | Fifty percent (50%) of the Base Fee for the Application |
|------------------------------|---|

State Fee (municipality is exempt per CGS 22a-27j)	\$60
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In accordance with Section 9.3.C of the Zoning Regulations, the Commission may charge additional fees for technical review at any time during the application process if the size, complexity and/or potential impact of the project requires specialized assistance and expertise.



TOWN OF RIDGEFIELD
PLANNING AND ZONING DEPARTMENT
Town Hall Annex, 66 Prospect Street, Ridgefield, CT 06877
Phone: (203) 431-2766 Fax: (203) 431-2737

SPECIAL PERMIT FEES CALCULATION

1. Base Fee

Fee based on use (see chart below) _____

Square feet of Building x \$0.025 + _____

_____ ↗

Total Base Fee _____

2. Public Hearing Fee* + _____

50% of total base fee (base fee x 0.50)

3. Two legal notices for public hearing* + \$120.00

*(Note: Public hearing may not be required for
 revision to previous special permit.)

4. Legal notice for decision + \$60.00

5. State fee + \$60.00

Total fee _____

Residential use in single-family residential zone	\$50.00 plus \$0.025/sf of building
MFDD and ARHD zones	\$350.00 plus \$0.025/sf of building
Residential use in a non-residential zone	\$350.00 plus \$0.025/sf of building
Non-residential use in a residential zone	\$250.00 plus \$0.025/sf of building
Non-residential use in a non-residential zone	\$350.00 plus \$0.025/sf of building
Excavation, filling and grading	\$250.00
Modification, revision, renewal of SP	\$100.00 plus \$0.025/sf for additions
Signs	\$100.00

SAMPLE Cover Letter

Special Permit Application (Use your own letterhead)

Mr. Richard Baldelli, Director, Planning and Zoning, ZEO
Town of Ridgefield Planning and Zoning Department
Town Hall Annex
66 Prospect Street
Ridgefield, CT 06877

Re: Special Permit Application (or Revision to Special Permit)
(Print name of Applicant here)
(Print name of Project/Address of Project here)

Dear Mr. Baldelli:

We (I) are (am) hereby applying for a Special Permit under Section 9.2 (*or, Revision to Special Permit, under Section 9.2.A.7.e*) as required by Section(s) _____ of the Ridgefield Zoning Regulations to (“construct...,” “use the premises as...,” – briefly describe the proposal) _____

on property located at _____

within a _____ Zone.

Relating to the proposal, please find attached the following: (*list all documents, maps, reports, fees and other information submitted with your application.*)

[*If authorization is being given to an “agent” by the property owner, add this paragraph.*] As owner of the property, I hereby authorize _____ to apply on my behalf to the Town of Ridgefield for all permits and approvals related to this property.

Very truly yours,

Name (Signature)

Special Permit Checklist

SPECIAL PERMIT APPLICATION (Commission)

(All applications shall consist of two (2) sets of paper documents and an electronic submission of all material via pdf email or an USB drive)

- ☐ 1. Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent;
- ☐ 2. Application Fee (refer to Fee Schedule in Subsection 10.1)
- ☐ 3. Pursuant to Public Act 05-124, for property subject to a conservation or preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that:
 - the proposed activity involves only work that does not expand or alter the footprint of an existing building, or
 - the applicant provided written notice of such application, by certified mail, return receipt requested, not later than sixty days prior to the filing of the application to the party holding a conservation restriction or a preservation restriction, and the holder of such restriction or the holder's authorized agent has submitted a letter verifying that the application is in compliance with the terms of the restriction.
- ☐ 4. A statement describing in detail the proposed use or uses.
- ☐ 5. Address of Property.
- ☐ 6. Two (2) copies of detailed maps and plans at acceptable scale incorporating an A-2 survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a Connecticut licensed land surveyor showing, where applicable:
 - ☐ 6.1. a key map showing the location of the property in relation to surrounding areas,
 - ☐ 6.2. existing and proposed contour elevations based upon two (2) foot contours
 - ☐ 6.3. existing and/or proposed buildings, structures, and appurtenances thereof,
 - ☐ 6.4. existing and/or proposed parking and loading accommodations,
 - ☐ 6.5. existing and proposed landscaping prepared by a Connecticut-licensed landscape architect
 - ☐ 6.6. access and egress details for pedestrian and vehicular traffic,
 - ☐ 6.7. location of existing and proposed signs,
 - ☐ 6.8. location of adjacent roads, curb cuts, and width of rights-of-way and travel way
 - ☐ 6.9. site drainage plans and details
 - ☐ 6.10. location of municipal sewer lines and water mains
 - ☐ 6.11. site lighting details
 - ☐ 6.12. location of soil types, including identified wetlands
 - ☐ 6.13. location of watercourses, aquifers and flood boundaries
 - ☐ 6.14. provisions and manner for refuse disposal

- ☐ 6.15. limits of vegetation coverage and location of any significant trees to be retained and/or to be removed
- ☐ 6.16. Total land coverage with breakdown for lot coverage and other impervious areas;
- ☐ 6.17. names of all abutting landowners

- ☐ 7. Where applicable, a soils report from a Connecticut-licensed soil scientist

- ☐ 8. Where applicable, a statement from a Connecticut-licensed soil scientist that the "flagging" of wetland soils and delineation of watercourses on the maps is accurate

- ☐ 9. Where applicable, two (2) copies of preliminary architectural plans at acceptable scale prepared by a Connecticut-licensed architect showing floor plans and exterior elevations of buildings and indicating building materials, textures and color of all building façades, fenestration, roofs and other appurtenances

- ☐ 10. Where applicable, two (2) copies of a sketch drawing showing the location, size and design of all signs and other graphics.

- ☐ 11. A report from the Ridgefield Health Department and/or Water Company specifying that the proposed use(s) will be adequately served by proposed well or public water.

- ☐ 12. A report from the Ridgefield Health Department or Water Pollution Control Authority commenting on the feasibility of proposed septic system or the availability and timing of sewage disposal services for the proposed development.

- ☐ 13. Where the application involves only a portion of a parcel of land, the proposed plan shall indicate the manner in which the remainder of the land shall properly relate to the development proposed.

- ☐ 14. In cases where unusual topographic, drainage or other conditions exist, the Commission may require the submission of additional data pertinent to their review.

- ☐ 15. Any development proposal in excess of five thousand (5,000) square feet of retail, commercial, office or industrial floor space shall be accompanied by a traffic study evaluating the impact of proposal on thoroughfares serving and/or affected by the development and shall, at a minimum, include data and information on:
 - ☐ 15.1. existing average daily traffic and peak hour traffic of principal road(s),
 - ☐ 15.2. location of existing and proposed curb cuts, traffic lights and intersections at the development site and within three hundred (300) feet from the development site,
 - ☐ 15.3. anticipated average daily traffic and peak hour traffic traffic generation,
 - ☐ 15.4. traffic impact of proposed development,
 - ☐ 15.5. adequacy of right-of-way and travel way;
 - ☐ 15.6. recommendations for safe pedestrian and vehicular circulation.
 - ☐ 15.7. Where applicable, the applicant shall include the written recommendations of the Connecticut Department of Transportation, the Ridgefield Traffic Commission, and the town engineer.

- ☐ 16. If a multi-family development, two (2) copies of a report of the proposal including:
 - ☐ 16.1. Number of units proposed and breakdown of dwelling unit types;
 - ☐ 16.2. The density of the proposed development (units per gross acre);
 - ☐ 16.3. Acreage in buildings and parking and acreage in open space

- ☐ 16.4. Anticipated number of people and number of school age children per unit
- ☐ 16.5. Projected dwelling unit floor areas and projected selling price or rentals of units
- ☐ 16.6. A draft of proposed covenants and restrictions

- ☐ 17. A statement describing the proposed staging if the development is to be constructed over a period of years.

- ☐ 18. A report from the Ridgefield Fire Marshal commenting and/or recommending on fire protection provisions affecting the development or nearby properties.

- ☐ 19. A report from the Ridgefield Planning Director commenting, if applicable, on the compatibility of the proposed development with respect to the Plan of Conservation and Development, as amended, zoning regulations, and special plans for the area within which the proposed development will be located.

- ☐ 20. A report from the Architectural Advisory Committee on the site plan, landscaping, and architectural design of all buildings and other structures.

- ☐ 21. A narrative describing construction stages and manner in which the application complies with the requirements for erosion and sedimentation control prescribed under these Regulations

- ☐ 22. Documentation confirming that any additional approvals (such as a Certificate of Need from the Connecticut Commission on Hospitals and Health Care) have been issued or a statement that no such approvals are required.

- ☐ 23. For a Planned Residential Development (PRD), such plans shall also show existing structures, septic systems, well locations on-site and within one hundred (100) feet of perimeter, easements, zoning boundaries and open space areas and uses.

- ☐ 24. If utilizing on-site septic systems, a report from a Connecticut-licensed professional civil engineer or a Connecticut-licensed soil scientist describing soil characteristics (including wetlands and based upon on site inspection of soils and:
 - a. Soil mapping and description available on a map entitled "Designated Inland Wetlands and Water Courses of the Town of Ridgefield" (Composite Soil Map) dated December, 1973, which map is on file in the office of the town clerk; and / or
 - b. "Special Soils Report; Soil Survey, Town of Ridgefield, Connecticut and Soil Interpretations for Urban Uses" prepared in 1970 by the U.S. Department of Agriculture Soil Conservation Service.

- ☐ 25. If utilizing on-site septic systems, a subdivision sewage disposal report prepared by the applicant including proposed locations of septic systems.

- ☐ 26. For a Planned Residential Development (PRD), topographic maps showing how the property could be subdivided if it were subdivided conventionally.

- ☐ 27. Any other information which in the Commission's judgment will assist in evaluating the proposal.

REQUIREMENTS FOR EROSION AND SEDIMENT CONTROL

(All applications shall consist of two (2) sets of paper documents and an electronic submission of all material via pdf email or an USB drive)

(for applications submitted to the Planning and Zoning Commission)

- ☐ 1. Two (2) copies of a soil erosion and sediment control plan containing proper provisions to adequately control accelerated erosion and sediment and reduce the danger from storm water runoff on the proposed site based on the best available technology.
- ☐ 2. Two (2) copies of a narrative describing:
 - ☐ 2.1. The development;
 - ☐ 2.2. The schedule for grading and construction activities including:
 - start and completion dates;
 - sequence of grading and construction activities;
 - sequence for installation and/or application of soil erosion and sediment control measures;
 - sequence for final stabilization of the project site;
 - ☐ 2.3. The design criteria for proposed soil erosion and sediment control measures and storm water management facilities.
 - ☐ 2.4. The construction details for proposed soil erosion and sediment control measures and storm water management facilities;
 - ☐ 2.5. The installation and/or application procedure for proposed soil erosion and sediment control measures and storm water management facilities;
 - ☐ 2.6. The operations and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities.
- ☐ 3. Two (2) copies of a plan drawn to an appropriate scale showing:
 - ☐ 3.1. The location of the proposed development site, its boundaries, its size, and adjacent properties;
 - ☐ 3.2. The existing and proposed topography shown with contour lines at intervals not greater than two (2) feet and extending for a distance of two hundred (200) feet beyond the boundaries of the development site;
 - ☐ 3.3. The boundaries and location of various soil types, wetlands, watercourses and water bodies and other land subject to periodic flooding on the site and within a distance of two hundred (200) feet beyond the site boundaries;
 - ☐ 3.4. The location and size of any existing and proposed structures, drainage facilities, roadways and other man-made installations on the land as well as drainage structures outside the boundaries for a distance of two hundred (200) feet.
 - ☐ 3.5. The location of and design details for all proposed temporary and permanent erosion and sediment control measures and storm water management facilities;
 - ☐ 3.6. The sequence of grading and construction activities; the sequence for the installation and/or application of soil erosion and sediment control measures; and the sequence for final stabilization of the development site.
- ☐ 4. Any other information which in the Planning Director's judgment will assist in evaluating the proposal.

ADDITIONAL REQUIREMENTS IN FLOOD-PRONE AREAS

(All applications shall consist of two (2) sets of paper documents and an electronic submission of all material via pdf email or an USB drive)

- ☐ 1. Two (2) copies of maps or plans at an appropriate scale showing:
 - ☐ 1.1. base flood elevation data and floodway data available from a federal, state, or other source;
 - ☐ 1.2. the location of existing and proposed structures, and drainage facilities.
 - ☐ 1.3. the actual elevation of the lowest habitable floor (including basement) of all new or substantially improved structures. (such elevation shall be National Geodetic Vertical Datum (NGVD) of 1929 or other datum to which Ridgefield's base flood elevations as shown on the flood insurance rate map are referenced)
 - ☐ 1.4. elevation to which any structure has been flood proofed;
 - ☐ 1.5. description of the extent to which any watercourse will be altered or relocated as a result of a proposed development;

- ☐ 2. As necessary, two (2) copies of:
 - ☐ 2.1. Certification by a Connecticut-licensed land surveyor of the actual elevation of all existing and proposed structures (such elevation shall be National Geodetic Vertical Datum (NGVD) of 1929 or other datum to which Ridgefield's base flood elevations as shown on the flood insurance rate map are referenced)
 - ☐ 2.2. Certification by a Connecticut-licensed professional engineer or architect of the flood proofing methods for any nonresidential structure;
 - ☐ 2.3. Plans to enclose space below the base flood level; and
 - ☐ 2.4. A statement as to whether there will be dry access to the structure during the 100-year storm event
 - ☐ 2.5. A statement as to whether the proposed development will increase the water surface elevation of the base flood more than one foot at any point after considering the cumulative effect of the proposed development when combined with other anticipated development.

- ☐ 3. A statement that all necessary permits have been obtained from federal, state, or local governmental agencies from which prior approval is required.

- ☐ 4. A statement regarding whether the alteration or relocation of a watercourse is proposed in a form acceptable for notification of adjacent communities, the Connecticut Department of Environmental Protection, and the Federal Insurance Administrator

- ☐ 5. A statement indicating whether maintenance will be provided within the altered or relocated portion of said watercourse so that the flood carrying capacity will not be diminished.

- ☐ 6. A statement indicating whether interpretations were made as to the exact location of the boundaries of the areas of special flood hazards (i.e., where there appears to be a conflict between a mapped boundary and actual field conditions).

- ☐ 7. Any other information which in the Commission's judgment will assist in evaluating the proposal.