

## 10. APPENDIX

---

### 10.1. Application Fees

#### A. GENERAL:

- Pursuant to CGS Section 8-1c and Section 3-7 of the Town Code, the Board of Selectmen has authorized the Planning and Zoning Commission to establish application and processing fees. The fee information below is presented for public convenience.
- 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 \$60 which the Town is required to collect and pay to the State of Connecticut.

#### B. APPLICATIONS TO THE ZONING ENFORCEMENT OFFICER:

(Add \$60 State fee to the fees listed below, except Opinion Letter)

##### Zoning Permit (based on Cost of Construction):

\$ 0	to	\$ 5,000	\$ 20
\$ 5,001	to	\$ 20,000	\$ 30
\$ 20,001	to	\$ 40,000	\$ 40
\$ 40,001	to	\$ 100,000	\$ 80
\$ 100,001	to	\$ 500,000	\$ 200
\$ 500,001	to	\$ 1,000,000	\$ 400
\$ 1,000,001	to	\$ 3,000,000	\$ 800
\$ 3,000,001	to	\$ 10,000,000	\$ 2,000
\$ 10,000,001	and	Higher	\$ 3,000

##### Sign Permit:

- Temporary Sign (Commercial) \$ 20 + \$5/square foot
- Permanent Sign \$ 30 + \$5/square foot

Excavation Permit	\$ 150
Change of Use Permit <sup>1</sup>	\$ 50
Home-Based Business Permit	\$ 50
ZEO Opinion Letter or Written Interpretation	\$ 25

#### C. APPLICATIONS TO THE PLANNING DIRECTOR:

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

Site Plan Application	\$ 100
Site Plan Modification or Revision	\$ 50

---

<sup>1</sup> 2008-026 Amended 5/2/08

**D. APPLICATIONS TO THE PLANNING AND ZONING COMMISSION:**

(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
- Excavation Special Permit \$250
- Signs \$100

**Special Permit (SF Fee):**

When required \$0.025 / square foot of floor area for construction / reconstruction of buildings

- Village District Design Review** \$ 50
- Certificate of Location Approval (Motor Vehicle Licenses)** \$ 250
- Regulation Change Application** \$ 350
- Zone Change Application** \$ 350
- Subdivision, PRD or resubdivision (including existing lot)** \$ 300 / lot
- Modification or revision of approved subdivision or re-subdivision plan** \$ 100
- Fee in lieu of parking** \$8,600 / space

**E. ADDITIONAL APPLICATION FEES:**

**Legal Notice Fees:**

- Notice of Public Hearing (one fee for combined hearings) \$ 120
- Notice of Decision \$ 60

**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

In accordance with Section 9.3.C of these 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.

## 10.2. Application Checklists

### A. ZONING PERMIT APPLICATION (ZEO)

- 1. Digital Application submitted by the owner(s) of record, or letter of authorization from the owner to a designated agent<sup>2</sup>;
  
- 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 interior work in an existing building or exterior 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, or
  - 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. Unless waived by the Zoning Enforcement Officer pursuant to Sec. 9.1.A.2.c, two (2) hard copies and one digital PDF copy<sup>3</sup> of a plot plan of the premises or parcel of land at acceptable scale, incorporating a zoning improvement survey prepared to Class A-2 standards, prepared, stamped with an embossed seal and signed by a Connecticut licensed land surveyor or showing, where applicable:<sup>4</sup>
  - 4.1. the actual dimensions of the plot to be built upon or used;
  - 4.2. the location of the plot in relation to public and/or private streets and accessways;
  - 4.3. the zone in which the plot is located;
  - 4.4. the north arrow;
  - 4.5. the location and size of any presently existing buildings and structures upon the plot with exact setback distances from front, side and rear lot lines,
  - 4.6. the location of septic system(s) and well(s);
  - 4.7. the proposed location and size of any new buildings, additions or structures to be erected thereon, with proposed setback distances from front, side and rear lot lines;
  - 4.8. current and proposed percentage of the lot to be covered by buildings;
  - 4.9. current and proposed building height;

*(continued on next page)*

---

<sup>2</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

<sup>3</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

<sup>4</sup> 2011-111-A Amended effective 11/24/11

- 4.10. all applicable setback lines;
  - 4.11. a signed statement from a licensed architect or surveyor stating the existing and proposed floor area ratio (where applicable);
  - 4.12. The location of any wetlands and/or watercourses or areas of special flood hazard
  - 4.13. a key map showing the location of the property in relation to surrounding areas.
- 
- 5. Two (2) hard copies and one digital PDF copy<sup>5</sup> of an Erosion and Sedimentation Control Plan in compliance with the Connecticut Department of Environmental Protection *2002 Guidelines for Soil Erosion and Sediment Control* (CTDEP Bulletin 34) for all new construction, and for any other application where determined necessary by the Planning and Zoning Office staff.

---

<sup>5</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

**B. SUPPLEMENTAL REQUIREMENTS FOR EARTH REMOVAL**

- 1. A written statement describing the proposed work and the purpose of the excavation and/or filling with an indication of proposed commencement and completion dates
- 2. A map of the property to be excavated or filled showing existing and proposed contour lines with existing contours shown for at least twenty (20) feet beyond the perimeter property lines\*
- 3. Existing and proposed drainage plans\*
- 4. A permit, if required, from the inland wetland agent or the inland wetland board if the property contains wetland or watercourses
- 5. Names of surrounding property owners, surrounding street and proposed access,
- 6. Plans, specifications, or other information necessary to describe the erosion and sedimentation control measures to be utilized before, during, and after any proposed activities\*
- 7. A statement that any such activity will be conducted in accordance with Section 7.6 (Erosion and Sediment Control) of these Regulations

**\* Plans required in items 2, 3 and 6 above shall be prepared by a Connecticut licensed professional engineer.<sup>6</sup>**

---

<sup>6</sup> 2016-007-A: Amendment requiring plans to be prepared by a Connecticut licensed professional engineer.

**C. SITE PLAN APPLICATION (Planning Director)**

- 1. A digital application submitted by the owner(s) of record, or letter of authorization from the owner to a designated agent<sup>7</sup>;
  
- 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. Where applicable, two (2) hard copies and one PDF copy<sup>8</sup> of a site plan 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:
  - 5.1. a key map showing the location of the property in relation to surrounding areas,
  - 5.2. existing and/or proposed buildings and appurtenances thereof,
  - 5.3. existing and/or proposed parking accommodations,
  - 5.4. location of existing and proposed buffer strips and landscaping,
  - 5.5. access and egress details for pedestrian and vehicular traffic,
  - 5.6. location of existing and proposed signs, and
  - 5.7. location of adjacent roads, curb cuts, and width of rights-of-way and travel way
  
- 6. Where applicable, two (2) hard copies and one PDF copy<sup>9</sup> of a sketch drawing showing existing and proposed floor plans with dimensions, and indicating all proposed interior and exterior alterations, modifications or changes.

*(continued on next page)*

---

<sup>7</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

<sup>8</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

<sup>9</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

- 7. Where applicable, two (2) hard copies and one PDF copy<sup>10</sup> of a sketch drawing showing proposed exterior elevations of buildings, including dimensions.
- 8. Where applicable, two (2) hard copies and one PDF copy<sup>11</sup> of a sketch drawing showing the design of any proposed sign, including dimensions.
- 9. A report by the Ridgefield Health Director or Water Company specifying that the proposed use(s) will be adequately served by proposed well or public water.
- 10. A report by the Ridgefield Health Director or the Water Pollution Control Authority stating that the proposed uses(s) will be adequately served by proposed septic system or municipal sewers.
- 11. If an accessory dwelling unit, an affidavit indicating that the owner of the property will occupy either the principal or accessory dwelling unit.
- 12. If an accessory dwelling unit under the Senior Occupant incentive, an affidavit indicating that the owner of the property will occupy either the principal or accessory dwelling unit.
- 13. Any other information which in the Planning Director's judgment will assist in evaluating the proposal.

**(see next page for supplemental requirements for erosion and sediment control)**

---

<sup>10</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

<sup>11</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

**D. REQUIREMENTS FOR EROSION AND SEDIMENT CONTROL**

*(for Applications Submitted to the Planning and Zoning Commission)*

- 1. Two (2) hard copies and one digital PDF copy<sup>12</sup> 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) hard copies and one digital PDF copy<sup>13</sup> 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.

*(continued on next page)*

---

<sup>12</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

<sup>13</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

- 3. Two (2) hard copies and one digital PDF copy<sup>14</sup> 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.

---

<sup>14</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

**E. SPECIAL PERMIT APPLICATION (Commission)**

- 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. Two (2) hard copies and one digital PDF copy<sup>15</sup> 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:
  - 5.1. a key map showing the location of the property in relation to surrounding areas,
  - 5.2. existing and proposed contour elevations based upon two (2) foot contours
  - 5.3. existing and/or proposed buildings, structures, and appurtenances thereof,
  - 5.4. existing and/or proposed parking and loading accommodations,
  - 5.5. existing and proposed landscaping prepared by a Connecticut-licensed landscape architect
  - 5.6. access and egress details for pedestrian and vehicular traffic,
  - 5.7. location of existing and proposed signs,
  - 5.8. location of adjacent roads, curb cuts, and width of rights-of-way and travel way
  - 5.9. site drainage plans and details
  - 5.10. location of municipal sewer lines and water mains
  - 5.11. site lighting details

*(continued on next page)*

---

<sup>15</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

- 5.12. location of soil types, including identified wetlands
- 5.13. location of watercourses, aquifers and flood boundaries
- 5.14. provisions and manner for refuse disposal
- 5.15. limits of vegetation coverage and location of any significant trees to be retained and/or to be removed
- 5.16. Total land coverage with breakdown for lot coverage and other impervious areas;
- 5.17. names of all abutting landowners
  
- 6. A Stormwater Management Drainage Requirements plan, and a Stormwater Management Maintenance Agreement in accordance with Sec.7.15 of these Regulations<sup>16</sup>
  
- 7. Where applicable, two (2) hard copies and one digital PDF<sup>17</sup> copy 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
  
- 8. Where applicable, two (2) hard copies and one digital PDF<sup>18</sup> copy of a sketch drawing showing the location, size and design of all signs and other graphics.
  
- 9. 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.
  
- 10. 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.
  
- 11. 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.
  
- 12. In cases where unusual topographic, drainage or other conditions exist, the Commission may require the submission of additional data pertinent to their review.

*(continued on next page)*

---

<sup>16</sup> 2020-007-A Amended effective 9/4/2020 (added submission requirement)

<sup>17</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

<sup>18</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

- 13.** 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:
  - 13.1. existing average daily traffic and peak hour traffic of principal road(s),
  - 13.2. 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,
  - 13.3. anticipated average daily traffic and peak hour traffic traffic generation,
  - 13.4. traffic impact of proposed development,
  - 13.5. adequacy of right-of-way and travel way;
  - 13.6. recommendations for safe pedestrian and vehicular circulation.
  - 13.7. Where applicable, the applicant shall include the written recommendations of the Connecticut Department of Transportation, the Ridgefield Traffic Commission, and the town engineer.
  
- 14.** If a multi-family development, two (2) hard copies and one digital PDF copy<sup>19</sup> of a report of the proposal including:
  - 14.1. Number of units proposed and breakdown of dwelling unit types;
  - 14.2. The density of the proposed development (units per gross acre);
  - 14.3. Acreage in buildings and parking and acreage in open space
  - 14.4. Anticipated number of people and number of school age children per unit
  - 14.5. Projected dwelling unit floor areas and projected selling price or rentals of units
  - 14.6. A draft of proposed covenants and restrictions
  
- 15.** A statement describing the proposed phasing if the development is to be constructed over a period of years.
  
- 16.** A report from the Ridgefield Fire Marshal commenting and/or recommending on fire protection provisions affecting the development or nearby properties.

*(continued on next page)*

---

<sup>19</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

- 17. 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.
- 18. A report from the Architectural Advisory Committee on the site plan, landscaping, and architectural design of all buildings and other structures.
- 19. A narrative describing construction phases and manner in which the application complies with the requirements for erosion and sedimentation control prescribed under these Regulations
- 20. 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.
- 21. 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.
- 22. 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.
- 23. If utilizing on-site septic systems, a subdivision sewage disposal report prepared by the applicant including proposed locations of septic systems.
- 24. For a Planned Residential Development (PRD), topographic maps showing how the property could be subdivided if it were subdivided conventionally.
- 25. Any other information which in the Commission's judgment will assist in evaluating the proposal.

**F. ADDITIONAL REQUIREMENTS IN FLOOD-PRONE AREAS<sup>20</sup>**

- 1. Two (2) hard copies and one digital PDF copy<sup>21</sup> of a Site Plan prepared by a Connecticut licensed professional engineer (based on an A-2 survey prepared by a Connecticut licensed land surveyor) at an appropriate scale showing:
  - 1.1. base flood elevation (BFE) data and floodway data of the Special Flood Hazard Area (SFHA) as shown on the Flood Insurance Rate Map (FIRM) of the Town of Ridgefield;
  - 1.2. the location of existing and proposed structures, fill areas, storage areas for materials, 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;
  - 1.6. statement and supporting documentation (all costs of project, market value of structure, etc.) verifying that the proposed alteration(s) meets or does not meet the criteria of the "substantial improvement" or "substantial damage" definition.
  
- 2. Where applicable, two (2) hard copies and one digital PDF copy<sup>22</sup> 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 elevation meeting the minimum design criteria in 11.5.C.3;
  - 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;
  - 2.6. A statement as to whether the proposed development complies with the standards for Floodways as in 11.5.C.5.
  
- 3. A statement that all necessary permits have been obtained from federal, state, or local governmental agencies from which prior approval is re-

<sup>20</sup> 2010-027-A: Adopted 4/20/10 in conjunction with changes to Sec. 6.1(Floodplain Overlay Zone) and Sec. 11 to comply with State and Federal requirements, all amendments effective 4/30/10.

<sup>21</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

<sup>22</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

quired.

- 4. Where applicable, 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. Where applicable, 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.

**G. ADDITIONAL REQUIREMENTS FOR EARTH EXCAVATION**

- 1. Two (2) hard copies and one digital PDF copy of a statement indicating the purpose of the excavation and/or filling.
  
- 2. Two (2) hard copies and one digital PDF copy of a plan, drawn to an appropriate scale, showing:
  - 2.1. A survey prepared by a licensed surveyor identifying spot elevations and contours at intervals not greater than two (2) feet extending for a distance of two hundred (200) feet beyond the boundaries of the site;
  - 2.2. Location and extent of watercourses, wetlands and boundaries of land subject to periodic flooding on the site and for a distance of two hundred (200) feet beyond the boundaries of the site; and
  - 2.3. The soil types and their location as identified in the soil survey of the Town of Ridgefield prepared by the U.S. Soil Conservation Service;
  
- 3. Two (2) hard copies and one digital PDF copy of an engineering report including statements on traffic safety, noise, grading, landscaping, and erosion control methods;
  
- 4. Two (2) hard copies and one digital PDF copy of a surveyor's statement certifying that the areas planned for immediate and future excavation have been staked out in a permanent manner visible to operators during excavation;
  
- 5. Two (2) hard copies and one digital PDF copy of an engineering plan detailing, in two-year increments, the manner in which the site owner/operator intends to progress in furthering site excavation and extraction of earth material;
  
- 6. If a pond may result due to excavation below normal water table, the application shall also include:
  - 6.1. A drainage analysis showing watershed area;
  - 6.2. Computations of water inflows and outflow; and
  - 6.3. Calculations and confirmation that the pond's water supply and its water inflow and outflow will be adequate to avoid stagnation and will not be hazardous to surrounding land uses
  
- 7. Two (2) hard copies and one digital PDF copy<sup>23</sup> of a detailed plans, specifications and other information necessary to describe any earth material processing, screening and rock crushing.
  
- 8. Any other information which in the Commission's judgment will assist in evaluating the proposal.

---

<sup>23</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

**H. REGULATION CHANGE APPLICATION (Commission)**

- 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. Two (2) hard copies and one digital PDF copy<sup>24</sup> copies of the proposed text amendment identifying by reference to appropriate article, section, subsection, or paragraph numbers and to any other designation to be altered and indicating in brackets the text to be deleted and in capital letters the text to be added.
- 4. Two (2) hard copies and one digital PDF copy<sup>25</sup> of a written memorandum stating the reasons for the proposed change and to what extent it would enhance the general health, safety and welfare of the Town of Ridgefield.
- 5. Any other information which in the Commission's judgment will assist in evaluating the proposal.

---

<sup>24</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

<sup>25</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

**I. ZONE CHANGE APPLICATION (Commission)**

- 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. Two (2) hard copies and one digital PDF copy of a map at an appropriate scale showing:
  - 3.1. the property proposed to be rezoned indicating the existing zoning district designation, the proposed boundary line(s), and the proposed zoning district designation.
  - 3.2. a key map showing the location of the property in relation to surrounding areas,
  - 3.3. properties within five hundred (500) feet in all directions of the premises proposed to be rezoned
- 4. Two (2) hard copies and one digital PDF copy of calculations prepared by a Connecticut-licensed land surveyor or civil engineer based upon the latest Assessor's data indicating the area of the lots (or portion thereof) contained within five hundred (500) feet in all directions of the premises proposed to be rezoned.
- 5. Two (2) hard copies and one digital PDF copy of a simple metes and bounds description defining in writing the boundaries of the proposed zoning district change.
- 6. Any other information which in the Commission's judgment will assist in evaluating the proposal.
- 7. Two (2) hard copies and one digital PDF copy<sup>26</sup> of completed, notarized petition form showing signatures of all petitioners.

---

<sup>26</sup> 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)



