

**Application Fees and Checklist – VILLAGE DISTRICT**  
(See also “Village District FAQ’s” and Sec. 8.3 of the Zoning Regulations)

**APPLICATION FEES:**

<b>Village District Design Review (Application Fee)</b>	<b>\$ 50</b>
<b>Legal Notice of Decision</b>	<b>\$ 60</b>
<b>State Fee</b> (municipality is exempt per CGS 22a-17)	<b>\$ 60</b>
<b>TOTAL FEES</b>	<b>\$170</b>

**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.**

**PROCEDURE FOR SUBMISSION AND REVIEW:**

1. Submit application and fees to Planning and Zoning Office.
2. Attend review session with Village District Consultant. (The Architectural Advisory Committee is the Village District Consultant and is scheduled to meet on the second and fourth Tuesday of each month at 7:30 p.m., Town Hall Annex, 66 Prospect Street, Ridgefield, CT 06877. Call 431-2766 for appointment. )
3. Recommendations of the VDC are forwarded by staff to the Planning and Zoning Commission.
4. You may be required to attend a Planning and Zoning Commission meeting, where a final decision will be made on the recommendations made by the VDC. The Commission creates a resolution of their decision, which is binding on the applicant, and will publish a legal notice of their decision in the Ridgefield Press.
5. Prior to issuance of any other department permits and prior to the commencement of any work in the Village District, the final decision of the Planning and Zoning Commission must be filed (by the applicant) on the Land Records of the Town of Ridgefield (Town Clerk’s office).

# Village District Checklist

## VILLAGE DISTRICT REVIEW (VDC and P&Z COMMISSION)

(The applications shall consist of two (2) sets of Paper documents and an electronic submission of all materials via PDF email or on USB drive.)

- ☐ 1. Application Form bearing the original signature(s) of the owner(s) of record, or signature of an Authorized Agent, with letter of authorization from the property owner.
- ☐ 2. Application Fees (refer to Fee Schedule, above, and in Subsection 10.1)
- ☐ 3. A statement describing in detail the proposed project or activity.
- ☐ 4. **BUILDING RENOVATIONS / SPECIAL PERMITS / SITE PLANS:**  
Where applicable, two (2) copies 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, **OR**, copy of the same site plan prepared for an accompanying or future submission to the Planning and Zoning Commission, **OR**, site plan sufficient to show the location of:
  - existing and/or proposed buildings and appurtenances thereof;
  - existing and/or proposed parking accommodations;
  - existing and/or proposed buffer strips and landscaping;
  - access and egress details for pedestrian and vehicular traffic;
  - existing and/or proposed SIGNS, and
  - adjacent roads, curb cuts, and width of rights-of-way and travel way.
- ☐ 5. Where applicable, two (2) copies of a drawing at an acceptable scale showing proposed exterior elevations of buildings, including dimensions.
  - samples of building materials (siding, roofing, paint colors, etc.)
- ☐ 6. Where applicable, two (2) copies of a drawing at an acceptable scale showing the design of any proposed **SIGN:**
  - dimensions (length, width, height)
  - drawing of sign design and content
  - colors of sign
  - materials for construction
  - site plan showing location of proposed free-standing sign
  - building elevation showing location and proportions of wall signs
- ☐ 7. Where applicable, two (2) copies of a landscaping plan showing proposed planting areas, lighting, buffer areas, sidewalks, etc.
- ☐ 8. Suggested/helpful: Color photographs of the existing site.