Application Fees and Checklist – SITE PLANS
(See also Sections 9.1.C 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.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Plan Application</td>
<td>$100</td>
</tr>
<tr>
<td>Site Plan Modification or Revision</td>
<td>$50</td>
</tr>
<tr>
<td>Village District Design Review</td>
<td>$50</td>
</tr>
<tr>
<td>Fee in lieu of parking</td>
<td>$8,600/ space</td>
</tr>
</tbody>
</table>

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) $60.00

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.
Site Plan Checklist

SITE PLAN APPLICATION (Planning Director)

☐ 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. Where applicable, three (3) 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, 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, three (3) copies of a sketch drawing showing existing and proposed floor plans with dimensions, and indicating all proposed interior and exterior alterations, modifications or changes.
7. Where applicable, three (3) copies of a sketch drawing showing proposed exterior elevations of buildings, including dimensions.

8. Where applicable, three (3) copies 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.

**REQUIREMENTS FOR EROSION AND SEDIMENT CONTROL**

*(Check with Planning Director to see if this is required.)*

1. Fifteen (15) 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. Fifteen (15) 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 ero-
sion 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. Fifteen (15) 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.