

SECTION 14

SITE PLAN REVIEW

14. Site Plan Reviews

14.1.1 General.

Certain Uses of Premises, Buildings and other Structures, and the construction, reconstruction, Expansion, Extension, moving and Alteration of Buildings, and other Structures and site development in connection therewith, and any changes in site development of a previously approved Site Plan Review, are permitted under these Regulations subject to the submission of a Site Plan Review and approval of the Plan by the Commission under this Section. In any instance involving a Use or Uses requiring a Site Plan Review as set forth in Sections 6, 7, 7A, 8, 8A, and 9 of these Regulations, no land or water areas shall be Used, nor Uses Altered or Expanded in space, time, or intensity, nor Buildings or Structures erected, Altered, Enlarged, or Used until the Commission shall grant such Site Plan Review in accordance with this Section 14, except as provided in Section 14.4.11.

Current Regulations require such review by the Commission, but may be modified to allow review by the Zoning Board of Appeals, or some other agency. Thus, wherever the “Commission” or “the Commission” is referenced, it shall be deemed to read, “the Planning and Zoning Commission or other agency having approval authority in connection with the Site Plan Review.”

The provisions which follow establish the Site Plan Review submission requirements and the general standards and special standards for site development. The provisions which follow also establish the procedures for Commission approval of Site Plan Reviews for uses, other than Special Permit uses, for which such a Plan is required to be submitted and approved.

14.1.2 Informal Preliminary Considerations

The Commission recommends that, prior to the submission of an official application for Site Plan Review, the applicant initiate a pre-application conference with the Commission and subsequently prepare and present a preliminary plan for informal consideration by the Commission. The preparation of the preliminary plan is recommended to facilitate the general consideration of factors and problems affecting the development of the

land before the applicant proceeds with the official application and the preparation of final maps, plans and documents required for formal consideration by the Commission. The presentation of a preliminary plan will more readily and economically facilitate alterations and changes recommended by the Commission. Neither the pre-application conference nor the formal consideration of the preliminary plan shall be deemed to constitute any portion of the official and formal procedure of applying for a Site Plan Review. Neither the proponent nor the Commission shall be in any way bound by statements made in such informal discussions, their purpose being only to minimize delay, expense and inconvenience to the public, the proponent, and the Commission upon the future receipt, if any, of a formal application for Designed Development Zone. In accordance with PA 03-184 (codified as §7-159b in the Connecticut State Statutes), such review and any results or information obtained from it may not be appealed under any provision of the Connecticut General Statutes. A pre-submission concept shall be placed on file in the Planning and Zoning Office. Following any informal discussion, the Commission may suggest that the proposal, or certain aspects thereof, be referred to other municipal, State, or Federal agencies for review and comment, or may suggest that additional information is or will be required prior to action on a formal application for change of zone.

14.2 Submission Requirements.

The Site Plan Review submission shall consist of the following:

14.2.1 Application Form and Fee.

The completed Site Plan Review application form as adopted by the Commission, and the payment of the application fee as provided by Town Ordinance.

14.2.2 Statement of Use.

A written statement, signed by the applicant, and by the owner if different from the applicant, describing the following in sufficient detail to determine compliance with these Regulations and to establish the nature and extent of site occupancy as proposed; eight (8) copies shall be submitted;

- A. a detailed narrative description as to the nature and extent of the proposed use or occupancy;
- B. provision to be made for water supply, sewage disposal, solid and liquid waste disposal, drainage and other utilities;
- C. the number of persons estimated to occupy or visit the premises on a daily basis, and the basis for determining the parking and loading requirements for the use; provisions for pedestrian access within and into the site, where appropriate;

- D. an estimate of the type of vehicular traffic and number of vehicle trips to be generated on a daily basis and at peak hours;
- E. the equipment or other methods to be established to comply with required performance standards; and
- F. disclosure of any toxic or hazardous materials to be used, stored or processed in connection with the proposed use or occupancy as identified in the U.S. Environmental Protection Agency list of priority pollutants, Section 3001 of the Resource Conservation and Recovery Act (40 CFR Part 261) or the State of Connecticut Hazardous Waste Regulations, which disclosure shall include a description of how such materials are to be managed and a report on the status of permits and approvals required from Federal, State and Town agencies having jurisdiction.

14.2.3 Site Plan.

A site plan prepared in accordance with the specifications and showing the information hereinafter required; twelve (12) copies shall be submitted.

- A. Preparation:
The site plan shall be clearly and legibly drawn on good quality fixed line mylar or other material that will enable production of clear prints as required by these Regulations. The site plan shall be prepared by and shall bear the name, signature, and seal of a licensed land surveyor, professional engineer, architect and/or landscape architect, each as required by law for preparation of parts of the site plan and licensed to practice in the State of Connecticut. The seal shall be impressed on all copies of the site plan presented for approval.
- B. Size and Scale:
The site plan shall be drawn to a scale of not less than 1" = 40' or such greater scale as may be necessary to show the site development features clearly and in detail. The parts of the site plan that are intended for approval and will be required to be endorsed and filed in the office of the Haddam Town Clerk shall be prepared on sheet sizes 36"x 24" or 24"x 18" and shall be printed on material acceptable for such filing.
- C. Information on Plans:
The information listed below is required to be shown on the site plan to the extent that the information occurs on or is applicable to the particular site or is required to demonstrate compliance with

Section 14 of these Regulations. The title of individual site plan sheets and orientation of north arrows shall, to the extent practicable, be consistent from one sheet to the other.

D. General Information, as follows:

1. title of development.
2. name and address of applicant and owner.
3. north arrow, numerical and graphic scale.
4. date of plan and revision dates with each revision identified.
5. a location map showing streets, property lines and zoning district boundary lines within 500 feet of the site, and an index map if the proposed site development is divided into sections or phases or is of such size that more than one sheet for each plan element is provided.
6. a schedule specifying in square feet the area of the lot, certified by a Connecticut Licensed Land Surveyor; the area of wetlands and water courses, as determined by a Certified Soils Scientist and calculated by a Connecticut Licenses Land Surveyor; amount of floor area by use, building ground coverage and total coverage by building and paving and the basis for computation of required off-street parking and loading spaces, all for existing development, proposed development and as required by these Regulations.

E. Property Information, as follows:

1. the boundaries of and existing conditions on the Lot based on a survey meeting or exceeding a "Class A-2" type survey as defined in the Regulations of State Agencies adopted pursuant to Conn. Gen. Stats. §20- 00b, as amended
2. the names of all Abutting Lot owners, as disclosed in the records of the Town Assessor.
3. any line delimiting a portion of the Lot to be used under the Application and any zoning District boundary on the Lot.
4. location, width and purpose of all existing and proposed Easements and other encumbrance lines.
5. existing and proposed grading contours at an interval not exceeding two (2) feet, or equivalent ground elevations, based on Mean Sea Level, including identification of a bench mark at the site.

6. location of all Wetlands, Watercourses, rock outcrops, wooded areas, high tide line (HTL), floodway and flood hazard area boundaries, established encroachment or Building lines, and other significant physical features.
7. U.S.D.A Soil Conservation Service soils type boundaries and codes.
8. The Commission or other agency reviewing the Site Plan may require submittal of a descriptive report, prepared by an individual qualified in the on-site (in-situ) evaluation and characterization of soils for on-site sewage disposal leaching system suitability, detailing the soils present, evaluation of the results of on-site soil testing, location of ledge and ground water levels, and providing ratings of soils for suitability as on-site sewage disposal leaching areas.
9. Location of Existing and Proposed Buildings and Uses, as follows:
The Height, bulk, Use and location of all Buildings and Structures; typical floor plans or other plans for the use of interior spaces of proposed Buildings; location of heating, air conditioning, ventilation, and similar equipment if located outside the Building;
 - a. Signs
 - b. Fences, walls including retaining walls, including details.
 - c. Outside storage areas.
 - d. Supporting or Accessory Uses, including underground and overhead services and utilities, as well as any associated above ground equipment.

F. Location, Design and Dimensions for Existing and Proposed Parking, Loading and Circulation, as follows:

1. The site plan shall include all information necessary to establish conformance with the requirements of Section 21 of these Regulations, Parking, and shall also include the calculations utilized to determine the parking and loading areas as depicted on the site plan.
2. The site plan shall depict and dimension all access aisles and circulations driveways, the dimensions of all Parking and loading spaces, the total number of such spaces, and any proposed future or expansion parking or loading spaces. In addition, the site plan shall include the location, invert elevations, pipe sizes, flow calculations, and all other

similar information as may be required by the Commission's engineering consultant to properly evaluate the stormwater management plan for the site.

3. For any site plan which depicts more than two thousand (2,000) square feet of impervious surface, be it Building areas or paved areas, the site plan shall include provisions to retain stormwater runoff so as to produce no increase in peak runoff. The methods used to meet this requirement shall be as prescribed by the Commission's engineering consultant.
4. The proposed design, location, and illumination level of all outdoor lighting, particularly in pedestrian and vehicular areas.
5. Sidewalks and other pedestrian ways.
6. Fire access lanes.
7. Specifications for parking, loading and circulation improvements.
8. Off-site roadway improvement and traffic management facilities.

G. Signs and Outdoor Illumination, as follows:

1. location, size, height, character and illumination of project Signs.
2. location, size and message of traffic management Signs.
3. location, height, intensity and design of outdoor luminaries, including manufacturer's specifications.

H. Landscaping and Open Spaces, as follows:

1. location of existing trees of 6" caliper or more, excepting densely wooded areas shown under the requirements of Paragraph 14.2.3E (6) above.
2. location, arrangement, type and size of planting for all landscaped areas.
3. trees required for Parking areas and landscape strip along Street lines.

4. lines delimiting areas not to be disturbed and the top and toe of graded slopes.
5. materials for required transition landscape strips, screening of outside storage areas, including refuse collection facilities and utility lines and mechanical equipment.
6. ornamental paved areas, plazas and courts.
7. a schedule of new plant materials to be used by botanical and common name, size and spacing, and size at maturity.
8. methods of planting.
9. provision to preserve existing trees, vegetation, wetlands and water courses.
10. methods to protect plantings from vehicles.
11. special natural features identified for preservation under Paragraph 14.4.19 and Lot requirement modification therefor.
12. significant archeological sites identified under Paragraph 14.4.20.

I. Existing and proposed drainage, utilities and related facilities and services, as follows:

1. electric, telephone and cable television lines (underground and aboveground).
2. storm drainage including pipe, catch basins, manholes, grates, ditches, detention basins, recharge facilities and swales and the size, specifications and inverts therefor. In any site plan requiring the erection of any structure, grading, drainage work, paving or other improvement, those aspects of the plan shall be prepared, signed, and sealed by a Connecticut Registered Professional Engineer.
3. facilities for subsurface sewage disposal systems, including location of seepage tests and deep test pits.
4. well locations and facilities for water supply.

- 5. underground storage for fuel or other liquids and fill facilities and connecting lines.
- 6. base flood elevation and floor elevation data, as specified in Section 11.6 of these Regulations, based on the datum identified in paragraph 14.3.2.
- J. A signature block for approval by the Commission or other agency responsible for review of the site plan and date of signing.
- K. The following legend below the signature block: “The statutory five-year period for completion of all physical improvements expires on _____, 20__.”

14.3 Sanitary Waste Disposal Plan:

If the applicant proposes to utilize a community sewerage system, as defined in Connecticut General Statutes Section 7-245, a report from the Haddam Water Pollution Control Authority indicating that all requirements of Connecticut General Statutes Section 7-246f have been satisfied shall be provided. The applicant shall provide a sanitary waste disposal plan which shall include, at a minimum, the following:

- A. Report of Soil Test and Percolation Data:
 A Report of Soil Test Data signed by the Town Sanitarian or his representative which shall be in conformance with Section 19-13B20J (classification of soil) of the Public Health Code, as the same may be amended from time to time. All percolation tests and observation test pits for groundwater and ledge shall be dug and, tests performed, in accordance with the Technical Standards of the Connecticut Public Health Code, as the same may be amended from time to time, and shall be supervised and certified by the Town Sanitarian or his designee, who shall provide to the applicant, for inclusion with his Special Permit Application, a verified approval of the application for subsurface disposal in accordance with the Connecticut Public Health Code, as the same may be amended from time to time. At least one (1) observation test pit for groundwater and ledge shall be dug in the designated location for each and every primary and reserve leaching field. Observation test pits for groundwater/ledge shall be conducted during the months of February through May only, and the results of tests conducted during those months may be rejected by the Town Sanitarian if groundwater levels are unseasonably low; and percolation tests may be taken during any month of the year. The Sanitarian may require additional testing should, in his opinion, the existing tests not be adequate or performed during an extremely dry period. All testing shall comply with the State of Connecticut Health Code as updated and revised from time to time.

B. Soils with Severe Limitations.

If any existing soils in the immediate area of the site designated for sanitary waste disposal are classified as having "severe" limitations for on-site sewerage treatment, as set forth in the current Soil Interpretation Record of the U.S. Department of Agriculture, Soil Conservation Service, New London County (also known as "SCS Soils-5 Form"), as the same may be amended from time to time, and in accordance with the current soils map of the said Soil Conservation Service, then a subsurface sewerage disposal plan shall be presented to the Commission. In addition to the requirements of the preceding paragraph, said plan shall specifically address the methods utilized to overcome the limitations identified in the soils of the site; shall be prepared by a licensed Connecticut Professional Engineer, and shall be accompanied by a written report of the Town Sanitarian or his representative certifying that the plan will resolve the limitations of the soils, and will pose no significant risk to the public health or safety. All sanitary waste disposal systems to be located in the immediate area of soils with "severe" limitations, as set forth above, shall have 100% replacement leaching fields at least equal in size to the original leaching fields, and the location of both the original and replacement leaching fields shall be designated on the site plan. Both the original and replacement fields shall be located in the immediate area of the percolation and deep test pits. All testing shall comply with the State of Connecticut Health Code as updated and revised from time to time.

14.3.2 Protection of Surface and Ground Water Supply.

Pursuant to Connecticut General Statutes Section 8-2, as amended by Public Act 85-279, every application for Site Plan Review shall include an evaluation of the impact of the proposed development upon existing and potential public surface and ground drinking water supplies. Such evaluation shall contain, at a minimum:

- A. A statement describing the nature of the Use of any Buildings or areas of the site and their method of solid and sanitary waste disposal.
- B. The nature of any discharges anticipated.
- C. The nature of any materials to be stored, processed, or otherwise present on the site, and the period of time for which, and conditions under which, such materials shall be present on the site.

- D. The nature of the ground or surface waters on and around the site, including any public or private domestic users of such waters, their classification, as designated by the Connecticut Department of Environmental Protection's Groundwater Classification System, and the depth to any groundwater, the nature of the soils surrounding such groundwater, and the like.
- E. Measures to be taken by the applicant to control any potential adverse impact on surface and ground drinking water supplies.
- F. Other information which might assist the Commission in determining that such waters will be protected from potential adverse impacts created or increased by the proposed development. Any such evaluation shall be prepared by a qualified geohydrologist or other professional who provides evidence satisfactory to the Commission he/she is qualified to prepare such evaluations. The Commission may refer such evaluations to any governmental agency for review and comment.

The information described in subsections (D), (E) and (F) need only be provided when the information set forth in paragraphs (A), (B) and (C) indicates the presence of materials or processes which have the potential to adversely impact groundwater.

The Site Plan Review shall also conform to the requirements of Section 12 of these Regulations (Aquifer Protection Zone). Any Special Permit required under said Section for a proposed use or site development shall be obtained prior to approval of the Site Plan Review.

14.3.3 Water Supply; Certificate for Community Wells:

The location and design of the proposed water supply systems shall be provided, including design calculations, materials specifications, hydrostatic testing procedures, and flow testing procedures.

In accordance with Section 8-25a of the Connecticut General Statutes, as amended by Public Act 84-330, any development providing water by means of a "water company", as that term is defined in Connecticut General Statutes Section 16-262m(a), shall provide to the Commission a certified copy of a Certificate of Public Convenience and Necessity issued for the development by the Connecticut Department of Public Utility Control. No application

for Site Plan Review involving such a water company shall be deemed complete without said Certificate, unless the applicant shall provide a resolution of the Haddam Board of Selectmen waiving said Certificate and agreeing to be responsible for the operation of the subject water company in the event that the company is at any time unable or unwilling to provide adequate service to its consumers.

14.3.4 Covenants and Restrictions. The applicant shall provide the text of any proposed covenants, easements, deed restrictions, and community organizations necessary to assure the fulfillment of the intent and requirements of these Regulations and the Final Development Plan as approved.

14.3.5 Architectural Plans. Architectural plans of all proposed buildings and structures, drawn to scale, and signs and outdoor illumination facilities unless otherwise provided in connection with the site plan, which plans may be preliminary in form but shall include exterior elevation drawings, floor plans and perspective drawings in sufficient detail to indicate the exterior building materials, color, height, bulk, stories, roof line, ornamentation and general character and the interior uses of the floor area, and special exterior features, such as Building- mounted Signs, drive-in windows, Building or roof lighting, roof drainage/gutters, and features on the interior of the Building designed to be capable of being seen from the exterior all prepared, except for drawings for Signs, by an architect or professional engineer licensed to practice in the State of Connecticut; eight (8) copies shall be submitted.

14.3.6 Soil Erosion and Sediment Control Plan:
A Soil Erosion and Sediment Control Plan in accordance with the provisions of Section 27 of these Regulations, which Plan may be combined with the site plan submitted under Paragraph 14.2.3; three (3) copies shall be submitted.

14.3.7 Wetlands and Water Courses:
If any part of the Lot affected by the Site Plan Review is within the jurisdiction of the Inland Wetlands and Water Courses Regulations of the Town of Haddam, the report and action of the Inland Wetlands and Watercourses Commission of the Town of Haddam concerning any regulated activity on the lot shall be submitted with the Plan. Any plans submitted to the Commission shall conform, in all relevant respects, to those plans submitted to the Inland Wetlands and Watercourses Commission as the same were approved, or modified and approved, by said Commission.

14.3.8 Traffic Impact Report:

For Site Plan Reviews involving 50 or more new parking spaces or proposed uses projected to generate either more than 200 vehicle trips per day or more than 100 vehicle trips per day per 1,000 square feet of floor area, a traffic impact report, prepared by a recognized traffic engineer, indicating the expected average daily vehicular trips and peak hour volumes to be generated by all of the uses on the lot and the access conditions at the lot, distribution of such traffic to be generated, types of vehicles expected, effect upon the level of service on the street giving access to the lot and at nearby intersections and the roadway capacity and traffic management improvements needed to accommodate projected traffic; eight (8) copies shall be submitted.

14.3.9 Additional Reports:

The following additional engineering and technical reports prepared by a professional engineer licensed to practice in the State of Connecticut; three (3) copies shall be submitted;

- A. results of potable water supply analyses and tests required under Section 14.3.11a;
- B. results of test holes and percolation tests for storm drainage and sewage disposals and the basis for design of the sewage disposal system, as required under Section 14.3.11b;
- C. storm drainage study and runoff computations for design of storm drainage systems; and
- D. identification of source of water for fire protection, and where appropriate and based on evidence of consultation with the appropriate fire department, explanation of provision for a fire well, fire pond, water tank or other source of water adequate for firefighting purposes; the report shall include evidence that comments from the fire department have been solicited, and considered as received.

14.3.10 Other.

- A. Other Permits. a list of Federal, State, and other local agencies which have responsibility for approval of, or granting of, permits for the proposed use and site development, and identification of the current status of such approvals and/or permits;

- B. Legal Documents. draft copies of all proposed Easements and other legal documents pertaining to and/or required by the proposed Use and site development.
- C. Sufficiency of Information Presented. Any of the foregoing plans, reports, and evaluations may be presented on one or any number of separate sheets or documents, depending upon the complexity of the application. It shall be the duty of the applicant, however, to provide plans and other documents which incorporate all of the above information, and demonstrate compliance with all of the requirements and criteria of these Regulations, in a way that is clear and comprehensible to the Commission and its staff.
- D. Adequacy of Information to Establish Compliance. All applications shall contain sufficient information to permit the Commission to make the findings required in Section 14.3 of these Regulations.

14.3.11 Review and Modification of Submission:

The Commission, upon written request by the applicant, may by resolution a) determine that the required submission of all or part of the information required under paragraph 14.2.3 through 14.2.13, except for Sections 14.3, 14.3.2, 14.3.3, 14.3.6, and 14.3.7, is not necessary in order to decide on the application and need not be submitted or b) determine that required submission of part of such information is deferred for submission and decision at a later date, and the Commission or other agency may otherwise determine that additional or alternate information is necessary and required to be submitted in order to make a reasonable decision on the application under the standards of these Regulations.

14.4 Criteria for Review of Site Plan Reviews:

The Commission shall consider the following criteria in evaluating a Site Plan Review.

14.4.1 General Standards.

The proposed Use, Buildings, Structures and site development shall conform to all of the requirements of these Regulations and shall be designed and arranged as follows:

- A. to protect and enhance the public health, safety, property values, and welfare, in accordance with the purposes of these Regulations (See Section 1 of these Regulations) and Chapter 124 of the Connecticut General Statutes;

- B. to conserve, to the maximum extent practical, the existing terrain, vegetation, and other natural resources of the site;
- C. to be in harmony with the character of the surrounding area, and to enhance the unique rural and historic character of Haddam;
- D. to protect nearby residential, historic, and environmentally fragile areas.

14.4.2 Complete Application.

The application shall contain all information required by this Section 14, and the number of copies required, and said information has been prepared by persons possessing the necessary expertise to prepare it. Information shall be presented with adequate clarity and professionalism to permit the Commission to understand it and determine compliance with these criteria. The presentation of a complete application, as described herein, is the obligation of the applicant, and failure to meet these criteria shall be grounds for denial without prejudice to future, complete applications.

14.4.3 Compliance with Regulations.

The application shall conform in all respects with these Regulations, unless a certified copy of a variance from any such provision is submitted with the application, or the Zoning Enforcement Officer has issued a finding that the nonconformance is a legal, pre-existing nonconformity in accordance with Section 29 of these Regulations. Further, the application shall conform to the Haddam Subdivision Regulations; the Haddam Inland Wetlands and Watercourses Regulations, as evidenced by the submission of an Inland Wetlands Permit issued by the Haddam Inland Wetlands and Watercourses Commission, where required; the Public Health Code, as evidenced by a report of the Town Sanitarian or his/her authorized designee; and all relevant provisions of the Connecticut General Statutes, whether or not cited in these Regulations.

14.4.4 Plan of Conservation and Development.

The Site Plan Review shall be in conformance with the purpose and intent of any plan of conservation and development, or supplement or amendment thereto, adopted by the Commission under the provisions of Chapter 126 of the Connecticut General Statutes and pertaining to the area in which the use is to be located, particularly in regard to but not limited to the following:

- A. the provision or improvement of streets in the area of the site which the Use may require; the provision or improvement of frontage roads used for access to the site; limitations on the location and number of access driveways; and maintenance of safety, convenience and level of service on streets, and avoidance of congestion;
- B. the setback, location and bulk of buildings and structures; the appearance of buildings and structures from any street or highway, or from other lots;
- C. the preservation of natural land form features, wetlands and water courses;
- D. the provision, location and character of landscaping;
- E. the location, character and intensity of outdoor illumination; and
- F. the extent, character, purpose and location of signs.

14.4.5 Neighborhood.

The Use of Premises, Buildings and other Structures, the location and bulk of Buildings and other Structures and site development shall be of a character as to harmonize with and enhance the neighborhood, to accomplish a transition in character between areas of unlike character, to protect property values and to preserve and enhance the appearance and beauty of the community.

14.4.6 Access and Circulation.

Provision shall be made for vehicular access to the Premises and circulation upon the Premises in such a manner as to safeguard against hazards to traffic and pedestrians in the Street and upon the Lot, to avoid traffic congestion on any Street and to provide safe and convenient circulation upon the Lot and on the Street giving access to the Premises. Access and circulation shall also conform to the following:

- A. The Street giving access to the Lot shall have traffic carrying capacity and roadway improvements and traffic management facilities that are sufficient to accommodate the amount and types of traffic generated by the proposed Use, taking into account access to existing uses along the Street and existing traffic projected to the date the proposed Use will be in effect. Roadway, traffic management and other

deficiencies in the Street giving access, which result in congestion or impairment of safety and convenience, may be remedied by the applicant if authorized by the owner of the Street or other traveled way.

- B. Where necessary to safeguard against hazards to traffic and pedestrians and/or to avoid traffic congestion, provision shall be made for turning lanes, traffic directional islands, frontage road driveways and traffic controls within the Street.
- C. Access driveways shall be of a design and have sufficient capacity to avoid queuing of entering vehicles on any Street.
- D. Driveways into the Lot shall have suitable alignment and grade, not exceeding 10%, as well as transition grades and sight distances, for safe, convenient and efficient access and shall meet the Street line and travel way of the Street in such a manner as to conform to the established cross section for the Street as may be specified by the Town or State of Connecticut.
- E. Where a Lot has frontage on two (2) or more Streets, the entry and exit from the Street shall be provided where potential for traffic congestion and for hazards to traffic and pedestrians are minimized.
- F. Where reasonable alternate access is available, the vehicular access to nonresidential use of a Premises shall be arranged to minimize traffic use of local residential Streets and other traveled ways situated in or bordered by residential districts.
- G. Where topographic and other conditions permit, provisions shall be made for circulation driveway connections to adjoining Lots of similar existing or potential use 1) when such driveway connection will facilitate fire protection services, as approved by the Traffic Authority and Town Fire Marshal, or their agents, and/or 2) when such driveway will enable the public to travel between two existing or potential sites, open to the public generally, without need to travel upon a Street.

- H. There shall be no more than one (1) driveway connecting from any Lot to any Street, except that:
- 1) separate entrance and exit driveways may be provided where necessary to safeguard against hazards and to avoid congestion and
 - 2) additional driveway connections may be provided, particularly for but not limited to large tracts and Uses of extensive scope, if traffic flow in the Street will be facilitated by the additional connection.

Driveways shall not exceed 30 feet in width at the Street Line, or such lesser width as will be sufficient to accommodate the traffic to be generated, unless a greater width is required by Town ordinance or by the State of Connecticut.

- I. The Commission may require that any site plan shall provide for pedestrian walkways and circulation in commercial and industrial parking areas and around Buildings. Walkways along Streets may also be required and should be constructed of slate, brick, or concrete and be a minimum width of five (5') feet. Interior walkways should be constructed of slate, brick, or suitable paving blocks. The Commission may permit gravel or other surfaces for interior walkways.

14.4.7 Existing Streets.

Along an existing Street where the Lot has frontage or access, proper provision shall be made for grading and improvement of shoulders, and sidewalk areas within the right-of-way and for provision of curbs and sidewalks, as approved by the owner of the Street and in accordance with the pattern of development along the Street. Provision shall be made for turning lanes and traffic controls within the Street as necessary to provide the access specified in Paragraph 14.4.6.

14.4.8 Handicapped Persons.

The site plan shall make proper provision for Buildings and site development that are accessible to and usable by physically handicapped persons, such as by 1) provision of walks and ramps of suitable width and grade, 2) inclined curb approaches or curbs cut flush with parking areas, 3) reserved, wide parking spaces, and 4) ground level Building entrances.

14.4.9 Parking and Loading.

Off-street Parking and loading spaces shall be provided in number and with location and design as specified in Section 21 of these Regulations.

14.4.10 Lighting.

Lighting shall be limited to that required for basic security and protection of the Premises. In public, commercial, industrial and recreational developments, during operating hours, only sufficient illumination shall be provided for the safe passage and illumination of vehicles and pedestrians, being, in general, illumination to an average level of one-half foot-candle per square foot. Lighting standards in most parking areas should not exceed sixteen (16') feet in height, but in no event higher than the height of the building adjacent to area to be illuminated. No lighting shall create glare, and the light source shall be recessed into the body of the luminaire, and shall be designed with reflectors and/or lenses to focus all light downward, with sharp cutoff on the horizontal plane, so that neither the light source nor unreasonable ambient light will be visible from beyond any property line of the site. Pedestrian ways shall be illuminated by light bollards or other low-level lighting standards with shielded light sources. All loading areas, rear entries, and other high crime areas shall be illuminated to the level of parking areas. Building-mounted lighting shall utilize shielded light sources, and shall be of a style and character which is in harmony with the character of the Town. Building-mounted flood-lights, and ornamental Building lighting are discouraged.

14.4.11 Sanitation.

Proper provision shall be made for the water supply, sewage disposal and waste management requirements of the proposed use as follows:

- A. Demonstration of a suitable system of potable water supply to serve the proposed use shall include 1) chemical, bacteriological or other analyses and tests, performed by a licensed water analyst and which meet water standards established by the State Department of Health Services, and 2) pumping tests of the well or wells to be used, conducted for at least 12 hours, determining the yield and maximum draw down. The potable water supply system shall be approved by the Director of Health.

- B. On-site sewage disposal systems shall be designed in accordance with the Connecticut Public Health Code and standards of the Connecticut Department of Energy and Environmental Protection (DEEP) and with Town ordinances and regulations where applicable. The design of the sewage disposal system shall be approved in writing by the Director of Health, and by DEEP when applicable, prior to approval of the Site Plan Review.

- C. Provision shall be made for collection, storage and disposal of solid wastes, accumulated in connection with the proposed use, in a manner approved by the Director of Health. Facilities for management of toxic or hazardous wastes shall be designed by a professional engineer when required by the Director of Health. Waste management shall include control of litter by means of receptacles, fences or other means.

14.4.12 Storm Drainage.

Provision shall be made on the Lot for the management of storm water, including collection and disposal thereof, in the following manner:

- A. to assure the usability of off-street Parking and loading spaces;
- B. to avoid hazards to pedestrians and vehicular traffic on the Lot and in any Street;
- C. to avoid storm water flow across sidewalks and other pedestrian ways;
- D. to protect Watercourses and Wetlands from pollution, erosion and sedimentation;
- E. to avoid an amount of discharge and time of concentration of flow beyond the capacity of downstream drainage channels;
and
- F. to avoid downstream flooding.

Provision shall also be made for the protection or improvement of existing water courses, channels and other drainage systems, on the Lot or downstream from the Lot, as needed to accept the proposed drainage discharge, based on sound design criteria under good engineering practice, taking into account the drainage requirements of the entire watershed in which the lot is located.

Provision shall also be made on the Site Plan Review for control of storm water runoff during construction. Analysis of increased runoff from the proposed use shall be based on the appropriate method from Chapter 9 of the Connecticut Guidelines for Soil Erosion and Sediment Control (1985), as amended, unless an alternative method is approved by the Commission or other responsible agency. The 100-year frequency, 24- hour duration, Type III distribution storm shall be used for runoff calculations.

14.4.13 Utilities.

Electric, telephone and cable television lines on the Lot shall be installed underground unless underground installation is determined to be impractical by the Commission. Lines when necessary to be installed aboveground shall be located, landscaped or screened in a manner to harmonize with the design of the Premises. Utility services located out of doors, such as transformers and heating and cooling equipment, shall be placed at the side or rear of Buildings being served and screened from view; and if on rooftops, shall be screened in a manner which compliments the architectural style of the Building.

14.4.14 Emergency Services.

Suitable provision shall be made on the lot for access to Lots, Buildings and other Structures by fire, police and other emergency services. Suitable provision shall be made for fire wells, fire ponds, water tanks or access to other water sources for fire protection.

14.4.15 Gateway Conservation Zone.

Compliance shall be demonstrated with Section 10 of these Regulations.

14.4.16 Bulk Requirements.

Compliance shall be demonstrated with Table I of these Regulations.

14.4.17 Landscaping.

Landscaping shall be provided and permanently maintained on the lot to conform to the standards of Section 21 (Parking), and to the following:

- A. In addition to standards for landscaping heretofore specified, landscaping shall be provided and permanently maintained with an intent to reduce excessive heat, glare and dust, to provide privacy from noise and visual intrusion, to control erosion of soil and excessive runoff of storm water, to enable recharge of groundwater and to avoid degradation of groundwater, wetlands and water courses.

- B. All portions of the Lot not covered by Buildings and other Structures, outside storage areas, areas for off-street Parking, loading and driveways and permitted paved areas shall be suitably landscaped with trees, shrubs, lawns or other suitable landscaping or, if not disturbed by filling, grading, excavation or other construction activity, may be left as natural terrain provided any such area has trees and other vegetation and a location, size and shape that supports the landscaping plan for the Premises.

- C. Any parking area accommodating 20 or more cars shall 1) be provided with interior landscaping within the paved portion of the Parking area and 2) have a landscaped area along its perimeter except where the parking area is functionally integrated with an adjoining parking area on an immediately adjacent Lot. Landscaped areas within the interior of the Parking area shall have a minimum size of 100 square feet and a minimum dimension of at least eight (8) feet. Parking areas shall contain no more than 15 spaces in a row or have more than four (4) rows across without an intervening landscaped area. Interior landscaped areas shall be planted with grass or shrubs and with at least one (1) tree for each 20 cars or fraction thereof. The perimeter landscaped area shall have a minimum dimension of five (5) feet and shall be planted with grass or shrubs and with at least one (1) tree for every 50 feet along such perimeter. All such trees shall be of not less than three (3) inches caliper and 10 feet in height when planted. Landscaping required under the following paragraph (E) may, if appropriately located, be counted to satisfy this requirement. Islands within the Parking area shall indicate and assure safe and efficient channelization of both pedestrian and vehicular traffic. The Commission may by resolution, upon request of the applicant, modify or adjust one or more of the requirements of this Paragraph for the purpose of recognizing the particular conditions of the site with respect to enhancement of growth potential of landscaping or assurance of safety of site utilization and the proper functioning of site improvements while maintaining the purpose and intent of this paragraph.

- D. A strip of land on the lot along and adjacent to the Street line and not less than 20 feet in width in Commercial C-1, Village, Industrial Zone I-1, Industrial Zone I-2, and Industrial Park Zone Districts shall be landscaped with lawn,

shrubs and/or other growing ground cover and provided with one (1) deciduous tree not less than three (3) inches caliper and six (6) feet in height for each 40 feet of lot frontage or fraction thereof. Such required landscaped strip may be crossed with driveways and sidewalks approved under the Site Plan Review. The area in front of the lot between the street line and edge of street pavement shall also be graded and landscaped with lawn or other growing ground cover as may be approved by the owner of the street.

- E. All off-street loading bays or docks visible from any Street or Residence District shall be screened from view by means of fences, walls, embankments or evergreen shrubs or trees.
- F. Landscaping, including trees and shrubs, shall be selected, located and maintained so as to avoid sight line hazards for vehicles and pedestrians within the site and for access to the site from the street.
- G. All plant and other landscaping materials shall be provided in accordance with good landscaping practice and be suitable for survival and growth under the conditions at the site. Landscaping shall be protected from damage by motor vehicles by means of curbs, fences or other devices. Planting islands in Paved Areas shall have suitable area and dimensions to support plantings. Plant materials and landscape design are subject to approval by the Commission.
- H. Landscaping, including trees, shrubs, fences, walls and other landscape features, provided in connection with an approved site plan to comply with these Regulations shall be maintained, and replaced when deteriorated, for the full duration of the approved use on the lot. Such maintenance and replacement is a continuing requirement for compliance with these Regulations.

14.4.18 Signs.

All Signs shall conform to the standards of Section 17 of these Regulations. The following are also applicable to Signs:

- A. Signs installed on or at the Lot for the purpose of traffic management shall, to the extent practicable, have a message and be of a size and design established by the Connecticut Department of Transportation for the particular traffic management purpose.

- B. The Commission, in connection with approval of a Site Plan Review, may 1) approve an overall Sign design program for the Premises establishing, in advance, the area, location and character of Signs and avoiding need to submit in the future each Sign for individual review and approval, and/or 2) approve a Sign program for additional Signs attached to buildings and designed to be read only by Persons who are pedestrians on the Lot, as such Signs that may be needed to identify the location of particular stores, offices or other occupancies.

14.4.19 Preservation of Natural Features.

The Site Plan Review, including proposals for the location and arrangement of Buildings, Structures, driveways, landscaping, drainage, wetlands protection, Paved Areas and other development, shall be prepared with consideration for preservation of the natural assets of the Lot and to minimize changes in the elevation of existing topography. When the Commission finds that there exist on the Lot significant natural or manmade features (such as water bodies, rock formations, major trees, scenic vistas and distant views, wildlife habitats, historical or archeological sites, or unusual landscaping), the preservation of which would contribute significantly to the livability and values of the general area and thus promote the purposes of these Regulations, such Commission may, after due notice and public hearing as required by law, grant a Special Permit reducing by not more than 25% the minimum Lot shape and/or the Building Setbacks specified in these Regulations, or modifying the required location of the square on the Lot, provided that the following requirements are met:

- A. The reduction or modification shall be only to the degree necessary to achieve such preservation;
- B. The features to be preserved shall be clearly and accurately shown on the site plan element of the Plan and their significance described in writing as part of the Plan submission;
- C. The precise extent of the area within which such features lie shall be accurately delineated on such site plan and this area restricted by notation on the site plan, providing for such area to be preserved in a natural or undisturbed condition;

- D. The reduced Lot shape and/or Building setback requirements and modified location of square shall be shown on such site plan and reference made to this Section of the Regulations by notation thereon; and
- E. The total Lot Area required by these Regulations remains the same.

14.4.20 Significant Historical and Archeological Sites.

When a Lot or Premises for which a Site Plan Review is to be submitted has been identified by the State of Connecticut Archeologist, or the State of Connecticut Historic Preservation Officer as historically or architecturally significant, the Site Plan Review submission shall include the location of the resource, a statement as to the nature of the resource and description of measures being or to be undertaken to protect the resource.

14.4.21 Soil Erosion and Sediment Control.

Provision shall be made in the Site Plan Review for installation, maintenance and completion of measures for soil erosion and sediment control in accordance with Section 27 of these Regulations.

14.4.22 Surface and Groundwater Protection.

In reviewing any site plan or use, the Commission shall consider the impact on existing and potential public surface and ground drinking water supplies. The application may be denied if the Commission concludes that unreasonable adverse impact will result from the approval of the Site Plan Review.

14.4.23 Water Supply.

No Site Plan Review depicting a development to be served by a water company, as defined herein above, shall be approved unless and until a Certificate of Public Convenience and Necessity, or the waiver thereof by the Haddam Board of Selectmen, has been obtained in accordance with Section 14.3.3 of these Regulations. The Commission may make the receipt of a Certificate of Public Convenience and Necessity a condition of approval.

14.4.24 Buildings and Structures.

The overall architectural character of the Premises and Building designs shall not be detrimental to property values in the neighborhood or the Town, and shall preserve and enhance the Town's historic and rural character in terms of scale of Buildings, the preservation of scenic vistas and public access, materials used, roof lines, door and window details, site and Building lighting, street furniture, paving materials, landscaping, Signs, colors, and all other features of the site and Buildings which are visible from the exterior of any Building on the site or from abutting Lots or Streets, or which may impact the character or quality of life on adjoining properties, in the neighborhood, or throughout the Town. In particular:

- A. Buildings and other Structures shall have an exterior design, including finish and color that conforms to Paragraphs 14.4.1. and 14.4.5. The exterior walls of any Buildings that are visible from any Street or any other Lot shall present a finished appearance by means of materials consistent with the design of the Building as a whole.
- B. No mechanical equipment shall be located on the roof of a Building, or on the ground, if visible from any Street or from any Residence District unless such equipment is housed or screened from view in a manner consistent with the architectural design of the Building.

14.5 Procedures When Commission Action on Site Plan Review is Required.

Where Site Plan Review is required under any provision of these Regulations, no Use shall be Established, Altered, Expanded, or Extended until approval of a Site Plan Review. When a Use, other than a Special Permit Use, is permitted in a District subject to approval of a Site Plan Review by the Commission, the following procedures, standards and conditions are applicable:

14.5.1 Application and Fee.

Application for approval of the Site Plan Review shall be submitted in writing to the Zoning Enforcement officer and shall be accompanied by the following:

- A. An application for approval of the Site Plan Review on forms approved by the Commission and an application fee as set by such Commission pursuant to Town Ordinance.

- B. The following persons may apply for a Site Plan Review: An owner, or all of the joint owners, of the property upon which the Use is to be located; the prospective purchasers of such property, pursuant to a written purchase agreement, option agreement, bond for deed, or similar document, provided, however, that the said document accompanies the application and authorizes the prospective purchaser to apply for zoning permits from the Town, or, in the alternative, the written consent of the owner of the fee simple interest accompanies the application; the lessee of a leasehold interest, provided that either the written consent of the owner of the fee simple interest accompanies the application or, in the alternative, that a written lease, which must accompany the application, provides that the lessee is authorized to apply for zoning permits from the Town.
- C. Site Plan Review submission documents as specified in Section 14.2.

14.5.2 Application Review.

When received, the Commission shall review the application and Site Plan Review submission for completeness, may consult with the applicant and may make determinations concerning the sufficiency of the submission as provided in Section 14.2.14. Incompleteness of a Site Plan Review submission is cause for disapproval. The Commission shall consider

- A. whether a Site Plan Review meets the General and Special Standards set forth in Section 14.3;
- B. the potential environmental impact of the proposed project on Town resources and on water bodies adjacent to the Town.

14.5.3 Notices Mandated by Statute.

The Commission shall notify the clerk of any adjoining municipality of the pendency of any application concerning any Site Plan Review application in accordance with Conn. Gen. Stats. § 8-3h.

In accordance with Conn. General Statutes. §8-3i, in any Site Plan Review application for any property which is within the watershed of a water company, as defined in Conn. General Statutes. §16-1, the applicant shall provide written notice of the application to the water company, provided such water company has filed a map showing the boundaries of the watershed on the Land Records of the Town. Such notice shall be by certified mail, return receipt requested, and shall be mailed at the time of application.

The applicant shall submit evidence of such notice to the Commission at the time of application. Such water company may, through a representative, appear and be heard at any hearing on such application.

In addition to the requirements set forth in the preceding paragraphs, the Commission may, in its sole discretion, submit any plans or other information to consultants, employees, or other governmental agencies for comment and recommendations.

14.5.4 Posting of Sign.

No less than ten (10) days prior to the opening of any public hearing, or the consideration of any Site Development Plan, the applicant shall post a sign on the property which is the subject of any application. The face of such sign shall be as prescribed, by resolution, by the Commission, and shall set forth the date, time and place of the public hearing, the agency (the Commission or the Board) hearing the application, and a brief description of the use. It shall be the obligation of the applicant to post such sign on the property in a location which is plainly visible from the nearest Street, and to maintain the sign until the opening of the public hearing or meeting of consideration. No sign need be posted for the continuation of a public hearing once it has opened.

14.5.5 Public Hearing.

The Commission may hold a public hearing regarding any Site Plan Review submission if, in its judgment, circumstances warrant such hearing. The Commission shall give notice of the hearing in the same manner as required by law for hearings on Special Permits. (Conn. Gen. Statutes. §8-3c.)

14.5.6 Action and Notice.

The Commission shall review the application for conformance with the criteria of this Section 14. The Commission may approve, modify and approve, or disapprove the application. If the Commission determines that the application is incomplete, the same may be denied without prejudice to any future complete application. If such re-application is made within one (1) year of the denial without prejudice, the Commission may, in its sole discretion, waive all or a part of the application fee to reflect the cost of staff review expenses previously performed.

The Commission may approve any application subject to certain stipulations and/or conditions of approval as it may deem necessary and desirable for the purpose of preventing or

diminishing any noncompliance with the criteria set forth in this Section 14. Such conditions may specifically include hours of operation, restrictions on days of the week, and similar restrictions as to time. Where appropriate (e.g., for non-structural uses such as tag sales, outdoor events, and the like), the Commission may grant a Site Plan Review which is temporary and will be effective only commencing on, or terminating on, specified dates.

The Commission shall publish notice of such action as required by Connecticut General Statutes.

14.5.7 Filing of Site Plan.

A copy of the site plan element of an approved Site Plan Review, and as such, Plan may have been required by the Commission to be modified, shall be made on translucent polyester film .3 mil thick or better and presented to the Commission for endorsement of its approval within ninety (90) days of such approval. The following are applicable to endorsement and filing of the site plan:

- A. Upon receipt of such copy of the site plan, together with executed copies of any required legal documents in form for recording and the posting of any financial guarantee required by the Town of Haddam Regulations for Public Improvement and Section 14.5.9 of these Regulations, the Chairman, Vice Chairman, or Secretary of the Commission shall endorse the approval of such Commission on such copy and note thereon the date of such endorsement and, as required by Section 14.4.8, the date of expiration of the period allowed for completion of the work. The applicant shall then be notified by the Commission that such endorsed copy of the site plan and executed copies of any required legal documents may be obtained from its clerk.
- B. The applicant shall then file in the office of the Haddam Town Clerk such endorsed copy of the site plan and shall record in such office any required legal documents received from the Commission's clerk, such filing to take place within 90 days from the date of approval such site plan; provided, however, that the Commission may, by majority vote, extend the time of such filing for up to two (2) additional consecutive period of 90 days, during which periods the approved site plan shall remain valid.

- C. Filing and recording fees shall be paid by the applicant, and the applicant shall, as promptly as filing and recording procedures permit, furnish the Commission's clerk a memorandum stating the date when the endorsed copy of the site plan was filed and each required legal document was recorded together with the map number(s) assigned to such site plan and the number and page of the volume in which each such legal document was recorded. No zoning permit shall be issued for the proposed use of the land involved in the proceeding until the aforementioned documents have been recorded.
- D. Any site plan not filed within the time frames of this Section shall become null and void.

14.5.8 Commencement and Completion of Work.

All work in connection with an approved Site Plan shall be commenced within two (2) years, which period may be extended by the Commission for up to two (2) years for good cause shown; and all work shall be completed within the time prescribed by the General Statutes, including any extensions granted by the Commission as authorized in the General Statutes.

14.5.9 Posting of a Financial Guarantee.

The Commission as a condition of approving a Site Plan Review may require that the applicant, prior to the commencement of any construction work, post a financial guarantee to assure the installation and maintenance of the erosion and sedimentation control plan. Prior to the issuance of a certificate of zoning compliance or occupancy, a financial guarantee shall be filed with the Treasurer of the Town of Haddam in an amount approved by the Commission as security for the satisfactory completion of all of the work shown on such site plan that are to be conveyed to or controlled by the Town of Haddam. All financial guarantees will be calculated based on construction costs and shall consist of a contingency factor not to exceed 10%.

A. Term and Form of Financial Guarantee.

Such financial guarantee shall refer to and identify the various site plan sheets, shall be for a term expiring no earlier than one year after the acceptance of any improvements by the Town of Haddam, and shall remain in full force and effect until modified or released by the Commission. The form of the financial guarantee shall be satisfactory to legal counsel for the Commission.

B. Continuing Effectiveness.

Such bond shall remain in full force and effect, regardless of future ownership of the property being developed, until released by vote of the Commission. The site plan element filed in the office of the Haddam Town Clerk shall so state. Where the Commission deems it appropriate, it may authorize release of bonding in stages. The Commission shall not authorize final release of a bond until after it shall have received written certification from the applicant and from the Commission's engineer or other technical staff member designated by the Commission that all of the requirements of the Site Plan Review have been met.

C. Prerequisite to Field Work.

No field work implementing an approved Site Plan Review shall commence until the required erosion control and sedimentation financial guarantee in content and form acceptable to the Commission shall have been filed with the Town Treasurer.

14.5.10 Minor Changes to Site Plan Reviews.

The Zoning Enforcement Officer shall have the authority to approve minor changes to an approved Site Plan Review if, in the judgment of the Zoning Enforcement Officer, such changes do not alter the character, quality, density, intensity, types of uses, amenities or other major features of the Site Plan Review as approved, and such changes are in conformity to the requirements of these Regulations and the change is in conformance with Section 30.7.1 of these regulations.

14.5.11 Major Changes to Site Plan Reviews.

Changes to Site Plans shall be authorized in accordance with Section 30.7 of these regulations.