



Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.town.berlin.ct.us

SITE PLAN APPLICATION

Site Plan

Site Plan Amendment

Project Name: _____

Property Owner(s): _____

Project Address*: _____

Map: _____ Block: _____ Lot: _____ Zone(s): _____ Lot Area: _____

Please select all relevant items below:

- Special Permit – Also complete special permit application form
- Property is within 500 feet of a Municipal Boundary of _____
- Amendment to Zoning Regulations – Section(s) _____
- Amendment to Zoning Map – Zone(s) affected _____
- Zoning Board of Appeals review needed
- Inland Wetlands and Water Course Commission review needed

Applicant Information

Name: _____ Firm Name: _____

Street Address: _____ City: _____ ST: _____ Zip: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Property Owner(s) Information (If Not the Applicant)

Name: _____ Principal: _____

Street Address: _____ City: _____ ST: _____ Zip: _____

Email: _____ Phone: _____

*Letter of Authorization Required

***Any town official and/or employee that the town deems necessary may enter the property to verify information submitted with this application.**

This Site Plan Involves:

- Additions
 Alterations
 Demolition
 New Construction

Description of Project*: _____

*If more space is needed, then please provide separate narrative document.

SITE PLAN ZONING STATISTICS

	<u>EXISTING</u>	<u>PROPOSED</u>	<u>REQUIRED</u>
USE(S)	_____	_____	
	_____	_____	
	_____	_____	
COMMERCIAL			
Gross Floor Area	_____	_____	
Parking Spaces	_____	_____	_____
INDUSTRIAL			
Gross Floor Area	_____	_____	
Parking Spaces	_____	_____	_____
RESIDENTIAL			
Number of Units	_____	_____	
Number of Bedrooms	_____	_____	
Gross Floor Area	_____	_____	
Parking Spaces	_____	_____	_____
OTHER USES			
Gross Floor Area	_____	_____	
Parking Spaces	_____	_____	_____

To be completed by P&Z staff only:

Fee Paid \$ _____ (Refer to current Fee Schedule)

Received by: _____



Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.town.berlin.ct.us

SITE PLAN APPLICATION CHECKLIST

Project Name: _____

Project Address: _____

All applications shall be submitted to Planning and Zoning staff during regular office hours.

Items To Be Submitted:

- 1. One original completed site plan application form with original applicant signature.
- 2. One copy of detailed, inclusive narrative description of the proposed project if needed.
- 3. Five copies of zoning location survey depicting proposed site conditions, print size 24" x 36" or of a readable scale folded with title block facing outward signed and sealed by a licensed surveyor in the State Connecticut.
- 4. Five sets of a detailed Site Development Plans depicting the following but not limited to existing conditions, topography, proposed building layouts, parking, loading and circulation area, signage, lighting, drainage, landscaping, utilities, grading, erosion and sedimentation control plan, print size 24" x 36" or of readable scale folded to 9" x 12" with title block facing outward, and signed by a professional civil engineer, architect, or land surveyor licensed in the State of Connecticut.
- 5. Five sets of architectural plans including all floor plans, and elevations that detail architectural elements by labeling materials, color and dimensions, print size 24" x 36" or of a readable scale folded with title block facing outward, signed and sealed by an architect registered in the State of Connecticut.
- 6. One set of a detailed landscaping plan depicting all landscaping including locations of planting, lawns, and open spaces, other natural features, the quantity, size and species of all proposed planting, print size 24" x 36" or of a readable scale folded with title block facing outward.
- 7. Five sets of a master phasing plan depicting the overall site plan and defined boundaries of phasing area supported by a phasing and logistics plan for the site development if applicable.

- 8. Twelve copies of reductions in print size 11" x 17", of all surveys, site development plans, architectural plans, master phasing plans, and any other materials larger than 11" x 17."
- 9. Letter of Authorization to act on behalf of the certified property owner(s) for matters related to this application if required.
- 10. Two copies of a of a Drainage Summary report with drainage calculations to support the stormwater management plan.
- 11. Required fee submitted at time of application (see fee schedule).
- 12. **To be completed by Planning and Zoning staff:**
 - It is the belief of staff that this application is incomplete because of the failure of the applicant to provide the materials referred to above. This application will be reviewed by the PZC and a decision made as to whether it is complete or incomplete.

Items missing include:

Applicant Signature: _____ Date _____

Staff Signature: _____ Date _____

Letter of Authorization

Property Owner: _____

Principal: _____

Subject Address: _____

Applicant: _____

I, _____ hereby give consent to _____, to
(Current Owner or Principal) (Applicant)

apply to all relevant Town of Berlin land use Boards and Commissions for

_____ at the property located at _____,
(Purpose of Application) (Address &/or Map Lot Block)

Berlin Connecticut.

In addition I consent to allow any town official and/or employee that the town deems necessary the ability to enter said property to verify any information submitted with corresponding application.

Sincerely,

Signature

Date

Planning & Zoning Commission*			
Subdivision or Resubdivision (2 lots)	352 minimum	58.00*	410 minimum
Subdivision or Resubdivision (more than 2 lots)	250.00 per lot, plus \$2	58.00*	Total number of lots X \$250 (plus state fee of \$60)
Site Plan Review excluding Subdivision (\$352 for first 5,000 sq. ft. of building area plus \$.10 per additional sq. ft over 5,000)	\$352 minimum	58.00*	\$410 minimum
Minimum	352.00	58.00*	410.00
Maximum	1,942.00	58.00*	2,000.00
Special Event Site Plan Review	152.00	58.00*	210.00
Subdivision Regulations	15.00		15.00
Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*	260.00
Site Plan Amendment (over 10,000 additional square feet)	252.00	58.00	310.00
"Plan of Conservation and Development"	25.00		25.00
Zoning Regulations	30.00		30.00
Bulk Amendments to Zoning Regulations	10.00		10.00
Zoning Map - Black & White	8.00		8.00
Zoning Map - Color	20.00		20.00
Zone Change	252.00	58.00*	310.00
Text Amendment	402.00	58.00*	460.00
Map Conv 11 x 17	1.50		1.50
Map Conv 17 x 24	3.00		3.00
Map Conv 22 x 34	5.00		5.00
Map Conv 38 x 44	8.00		8.00

Excavation Permit - \$172 (plus \$75 per 1,000 cubic yards or any fractions thereof, of material to be removed - if approved)	172.00 +	58.00*	230.00+
Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled -- if approved)	172.00+	58.00*	230.00+
Special Permit	222.00	58.00*	280.00

Zoning and Zoning Board Fees			
ZBA Application (Approval, variance, special permits)			
Additional Related Variance on same property	152.00	58.00*	210.00
Zoning Compliance Letter or Certification	77.00	58.00*	135.00
Home Occupation Approval Compliance Letter	50.00		50.00
Lot Line Revisions	50.00		50.00
ZBA Motor Vehicle License	50.00		50.00
Gasoline License	322.00	58.00*	380.00
Zoning violations - Ordinance	322.00	58.00*	380.00
ZBA Permits for Sale of Alcoholic Beverages	150.00		150.00
Junked, Wrecked, Abandoned Property - Code Sections 7-30-7-35	322.00	58.00*	380.00
	100.00 per day of non-compliance		100.00 per day of non-compliance

*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. -- \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee



Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.town.berlin.ct.us

Planning and Zoning Commission
Zoning Board of Appeals
Conservation Commission
Historic District Commission

Planning and Zoning Commission

2021 Meeting Schedule

All meetings are held at 7:00 pm

Berlin Town Council Chambers, Berlin Town Hall, 240 Kensington Road

Unless otherwise posted

SUBMITTAL DATE	MEETING DATE
December 17, 2020	January 21, 2021
January 7, 2021	February 4, 2021 February 18, 2021
February 4, 2021	March 4, 2021 March 18, 2021
March 4, 2021	April 15, 2021
April 1, 2021	May 6, 2021 May 20, 2021
May 6, 2021	June 3, 2021 June 17, 2021
June 3, 2021	July 15, 2021
July 1, 2021	August 5, 2021 August 19, 2021
August 5, 2021	September 2, 2021
September 2, 2021	October 7, 2021 October 21, 2021
October 7, 2021	November 4, 2021 November 18, 2021
November 4, 2021	December 2, 2021 December 16, 2021
December 2, 2021	January 20, 2022

Adopted December 3, 2020