

LAND USE APPLICATIONS SUBMISSION REQUIREMENTS

◆SITE PLAN ◆REVISED SITE PLAN ◆SPECIAL PERMIT ◆ZONE MAP CHANGE ◆REGULATION TEXT AMENDMENT

Land Use Application Fee Schedule:

In accordance with Connecticut General Statute Sec. 8-1c, and the Town of Bloomfield Code Ordinances Sec. 15-6, the Town Plan and Zoning Commission shall charge the following fees effective April 1, 2024 for processing application in connection with matters administered by said Commission:

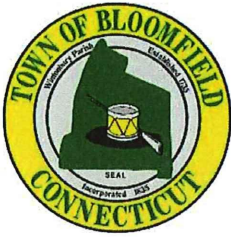
- Site Plan/Revised Site Plan: \$300 plus \$25 per 1,000 square feet of new building construction or reuse or portion thereof over 5,000 square feet.
- Special Permit/Flood Management: \$360 plus \$25 per 1,000 square feet of new building construction or reuse or portion thereof over 5,000 square feet.
- Zone Map Change/Regulation Text Amendment: \$460.00 per parcel/per Section

Submittal Requirements:

A Special Permit Application shall also be accompanied by:

- a Site Plan Application unless the Zoning Enforcement Officer finds that there are no physical changes proposed to the site or any building or structure and the submission of a Site Plan Application is not necessary for the Commission to evaluate the proposal, and
- Site Plans shall be prepared in an A-2 standard type Survey on sheets no larger than 24X36 inches (3 copies) by a professional Engineer or Licensed Surveyor in CT, and
- All Site Plans shall include a Zoning Table with its zoning districts bulk requirements, proposed use parking space requirements, landscape requirements, signage plan, grading plan (in the event of new construction or additions), and
- 12 copies of entire application submittals reduced to 11x17 inches or 12x18 inches, and
- A thumb drive containing the submitted application and all documentation saved in a PDF format, and
- a detailed Floor Plan or Floor Plans if more than 1 story, and
- a Waste Disposal Plan, and
- a detailed statement describing the existing and proposed use or uses, including hours of operation, and
- a detailed statement describing how the Special Permit criteria in Section 9.5.E are addressed, and
- any approval from any local, regional, State or Federal agency or department having jurisdiction over any aspect of the application, and
- the Commission may require the submission of additional information deemed necessary to make a reasonable review of the application.

If a Special Permit Application involves an activity regulated pursuant to CGS 22a -36 to 22a -45 [INLAND WETLANDS AND WATERCOURSES AND WATERCOURSES ACT – https://www.cga.ct.gov/current/pub/chap_440.htm], inclusive, the applicant shall submit an application for a permit to the Inland Wetlands and Watercourses Commission not later than the day such application is filed with the Town Plan and Zoning Commission.



TOWN PLAN AND ZONING COMMISSION LAND USE APPLICATION

APPLICATION TYPE

Site Plan ☐ Special Permit ☐ Regulation Text Change ☐
Revised Site Plan ☐ Zone Map Change ☐ Other: _____ ☐

Applicant's Information

Name _____ Date: _____
Last First M.I.
Address: _____ Phone: _____
Street address Apt/Unit #
City State Zip Code Email: _____

Owner(s) of Record (if different from Applicant)

Name _____ Phone _____
Last First M.I.
Address: _____ Email: _____
Street address Apt/Unit #
City State Zip Code

Parcel Description

Location: _____ Zone: _____
Area (acres) _____ Area (sq. ft.) _____ MBL _____
Current Use: _____

Is the parcel within 500 ft. of a town boundary line? Yes ☐ No ☐

Special Permit/Site Plan/Revised Site Plan Information

Proposed Use(s): _____

Applicable Section: _____	To Permit: _____
Applicable Section: _____	To Permit: _____
Applicable Section: _____	To Permit: _____

Zone Map Change Information (the following zoning districts require the submission of a Master Plan at the time of application for a Zone Map Amendment: PEC, PLR, MFER, DDZ)

Applicable Section: _____ Proposed Zone: _____

Proposed use(s) _____

Regulation Text Change Information (the following zoning districts require the submission of a Master Plan at the time of application for a Zone Map Amendment: PEC, PLR, MFER, DDZ)

Applicable Section: _____

Changes to existing Section(s): _____	Proposed New Section(s): _____
Amendment to Existing Text or New Proposed Text (Attach separate page if needed)	_____

Use Determination

Existing Use: _____	Proposed Use: _____
Is the use legal non-conforming?	Yes ☐ No ☐

Disclaimer and signature

The undersigned warrants the truth of all statements made in conjunction with this application and consents to inspection of the site.

Applicant's Signature _____	Date: _____
Print Name & Sign	

The undersigned owner(s) of record consent(s) to the submission of this application and to inspections of the site.

Owner's Signature _____	Date: _____
Print Name & Sign	

CONFLICT OF INTEREST DISCLOSURE FORM

(This form is required for all applications and must be notarized. Complete all sections, indicate N/A if not applicable and use additional sheets if necessary. Full disclosure is required for a complete application. Incomplete applications will not be scheduled for a hearing).

LOCATION OF PROJECT: _____

NAME OF APPLICANT: _____

IF APPLICANT IS OWNER OF RECORD, HOW LONG HAS HE/SHE OWNED THE PROPERTY ____ YEARS ____ MONTHS

NAMES AND ADDRESSES OF ALL PARTIES KNOWN TO HAVE AN INTEREST IN THIS APPLICATION/PROPERTY:

OWNERS: _____

OPTIONEES: _____

OFFICERS, DIRECTORS AND MAJORITY STOCKHOLDERS OF CORPORATIONS LISTED ABOVE:

BENEFICIARIES OF ANY TRUST OR OTHER FIDUCIARY OWNERSHIP LISTED ABOVE: _____

TENANTS/PROSPECTIVE TENANTS: _____

ATTORNEYS, INCLUDING NAME OF LAW FIRM(S) AND PARTNERS: _____

FINANCIAL INSTITUTIONS OR OTHER FINANCIERS: _____

ENGINEERS, SURVEYORS: _____

ARCHITECTS: _____

BUILDERS: _____

CONSULTANTS: _____

OTHERS: _____

To the best of my knowledge, no one except those listed below has a financial interest in this application or the subject property who is an employee of the Town of Bloomfield, or an elected or appointed official of the Town of Bloomfield:

NAME OF APPLICANT

APPLICANT'S SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 2____

NOTARY PUBLIC _____

Date Sign(s) Received: _____

No. of Signs: _____

Date Sign Returned: _____

PUBLIC HEARING SIGN AFFIDAVIT

This affidavit is required for all applications requiring a public hearing by the Inland Wetlands and Watercourses Commission, Town Plan and Zoning Commission, and Zoning Board of Appeals of the Town of Bloomfield, pursuant to Section 9 of the Wetlands Regulations and Section 9.12.H of the Zoning Regulations.

Instructions: Public Hearing Signs shall be posted not less than ten days prior to the scheduled date of the public hearing and shall remain in place until the public hearing is completed. The sign shall be erected and maintained by the applicant in a manner to be clearly visible from all adjacent streets. A sign deposit of \$50.00 per sign is required, and refundable upon the return of said sign(s) no later than the day after the Public Hearing is completed or the Town remains the right to retain said deposit for failure to return the sign(s)

This affidavit shall be returned to the Planning and Zoning Department on the day of the hearing. A notary public is available at the Town Hall during the day; if the affidavit is already notarized it can be brought directly to the meeting. **If not so filed, the public hearing will not be held.**

AFFIDAVIT

I, _____ (Applicant or Representative) of _____
_____ (City, State) being duly sworn, make oath and say that I have maintained sign(s)
as required by the Town of Bloomfield regulations stating that an application is pending for the
following property:

Location of Site

Date

Print Name (Applicant or Representative)

Signature (Applicant or Representative)

Subscribed and sworn to before me this _____ day of _____, 2____

Notary Public (Print Name & Signature)