



TOWN OF ENFIELD
Administrative Approval-Site Plan Review Application

Planning Division • 820 Enfield Street Enfield, CT 06082
Telephone: 860-253-6355 Website: www.enfield-ct.gov

Site Plan Review

Application For: ☐ New Site Plan Review ☐ Other _____
☐ Modification of Plan Previously Approved _____
☐ Modification of Conditions of Approval of a Site Plan: _____

Staff Use Only

SPR #:	
View Permit #:	
Zoning Regulation Section:	

PLEASE REVIEW LAND USE APPLICATION GUIDE FOR INSTRUCTIONS

Property Address: _____ **Map #:** _____ **Lot #:** _____

Zone(s): _____ **Size of Parcel:** _____ **Account #:** _____

Current Use: _____

Project Name: _____

Summary Description: _____

Applicant's Name: _____

Applicant's Address: _____

Contact #: _____ **Email:** _____

Applicant's Representative: _____

Representative Address: _____

Contact #: _____ **Email:** _____

Does Applicant own the Property? ☐ Yes (Attach Copy of DEED)
☐ No (Provide Information Below & Attach Letter of Authorization)



TOWN OF ENFIELD

Owner's Name: _____

Owner's Contact #: _____

Owner's Address: _____

Owner's Email: _____

Project Information:

Septic: ☐ Yes ☐ No

Public Sewer: ☐ Yes ☐ No

Well Water: ☐ Yes ☐ No

Public Water: ☐ Yes ☐ No

Outdoor Storage: ☐ Yes ☐ No

Design District: ☐ Yes ☐ No

Do wetlands and watercourses affect this application? ☐ Yes ☐ No

Is the property within a Level A or Level B Aquifer Protection Area? ☐ Yes ☐ No

Does this application include any regulated activity in a floodplain ☐ Yes ☐ No

(If yes, you will need to also submit a Flood Hazard Development Permit application to the Planning & Zoning Commission)

What is the total lot acreage? _____

What is the length of the property frontage? (List by Street) _____

Name the abutting street(s): _____

What are the existing land uses and zoning districts for abutting properties or across the street(s)?

North _____

East _____

South _____

West _____



TOWN OF ENFIELD

Environmental History:

Phase I: Land Records reviewed for environmental hazards? ☐ Yes ☐ No

Phase II: Environmental Hazards Identified? ☐ Yes ☐ No

If yes, please list the environmental conditions found: _____

Phase 3: Is there a remediation plan? ☐ Yes ☐ No

If yes, please describe the remediation plan: _____

Are there environmental restrictions on the property? ☐ Yes ☐ No

If yes, please list environmental restrictions: _____



TOWN OF ENFIELD

The undersigned hereby permits town staff and commission members to enter into and inspect this site during reasonable hours for the purpose of reviewing this application and accompanying plans. I hereby depose and say that all of the above statements as well as the statements contained in all papers filed herewith are true.

Applicant Signature: _____ **Date:** _____

Print Name: _____

For Office Use	
Application #: _____	Date Submitted: _____



TOWN OF ENFIELD

Administrative Approval Planning Checklist of Required Information

(To be included with your application)

Application #: _____

View Permit #: _____

Applicant Name: _____

Business Address: _____

Please Read Instructions

Required Information for a Complete Submission	Included
1. Complete and notarized application.	
2. Letter from the owner stating that they will allow your business.	
3. Project Narrative: Provide a detailed narrative description explaining the proposal. ▪ How will you use the site? ▪ What are your plans for the site? ▪ Nature of business ▪ Hours of operation ▪ Number of employees ▪ Parking	
4. Four (4) copies of the interior floor plan sketched or drawn to scale (may use graph paper) shall indicate: ▪ Spatial Arrangement ▪ Use ▪ Occupancy ▪ Seating Arrangements ▪ Facilities- Restrooms and Storage ▪ Ingress and Egress	
5. Four (4) copies of exterior photography of the proposed area.	
6. Four (4) copies of an aerial photo of the proposed area.	
7. All plans including revised plans should be submitted to the Department 30 days in advance of a requested decision date . Plans will be reviewed, circulated, and commented by appropriate Departments.	
8. The Planning Department requires an electronic submission of all documents received in CD format or on a USB drive.	