



## Town Planning and Zoning Commission

### Checklist *for* Site Development Plans & Design Developments

*To be filled out by the applicant or agent*

Revised: December 4, 2008

This checklist shall be completed by all applicants as a requirement of the Site Plan Application process. It is intended to serve as an aide in conforming to the applicable requirements of Section 3 of the Windsor Zoning Regulations. It is not intended as a substitute for, nor does it include all of the information and requirements in the Zoning Regulations and other applicable Town codes, ordinances, and procedures. This checklist must be submitted with all application materials to the Planning Department at least (30) days prior to the Town Planning and Zoning Commission meeting at which the Commission's review of the plan is to be held.

---

**Name of Development**

---

**Address of Development**

Please check the appropriate item if the plan complies, or provide an explanation under "Additional Comments" on the last page of this checklist for items identified as not applicable (N/A) or left blank.

#### A. Basic Requirements

- 1. Title block showing name of development (if any), land owner(s), and developer(s).
- 2. Date of original drawing and all subsequent revisions, approximate true north point, and scale.
- 3. Name and seal (when appropriate and required) of registered architect, landscape architect, professional engineer, and surveyor. All must be licensed to do business in the State of Connecticut.
- 4. Small key or location map showing relevant streets, zoning classifications, and their boundaries.
- 5. Name of adjacent owners and location of any building 50 feet from applicant's property line.
- 6. Survey information including distances, angles and bearings. The survey shall conform to the Class A-2 Requirements of the "Standards for Surveys and Maps in the State of Connecticut", prepared and adopted by the Connecticut Association of Land Surveyors, Inc., September 26, 1996 or as amended (unless waived).
- 7. Dimensions and locations of any existing or proposed easements or rights\_of\_way and supportive legal material for proposed easements or rights of way.
- 8. Existing and proposed contours and/or spot grades at not more than two\_foot intervals. Datum shall be clearly identified.

- 9. Parcel numbers as per the Assessor of the Town of Windsor.
- 10. Corner grades and floor elevations of proposed buildings and property lines.
- 11. Distances on all sides between proposed buildings and property lines.
- 12. Existing landmarks such as streams, ponds, swamps, rock outcrops, stone walls, and others, as well as any dominant vegetation and/or topographic features within 20 feet of the property line.
- 13. Outside storage and refuse area, including appropriate containers for collection of recyclable materials, to be screened.
- 14. Retaining walls (materials and sizes).
- 15. Proposed pedestrian walkways (materials, widths, and other details).
- 16. A table indicating the relationship between relevant zoning requirements and compliance. This table must be completed in full where applicable (see page 7).
- 17. Revision table (as applicable) clearly identifying plan revisions. In addition, highlight all plan revisions on the drawing.
- 18. Listing of all required Federal, State, and Local Permits (e.g., ACOE, STC, IWWC).

**B. Buildings and Structures**

- 19. Any existing structures or buildings on the property.
- 20. Proposed buildings with dimensions, footprint area, total floor area, and number of stories (including usable basement area).
- 21. Wall elevations of proposed buildings indicating materials, signs, lighting, and other features.
- 22. Building use or uses including floor area for each use and number of employees.

**C. Parking and Loading**

- 23. Existing and proposed street rights\_of\_way, cartways, curbs, and sidewalks. Indicate construction material. Show intersection sight distances for all existing and/or proposed driveways.
- 24. Existing and proposed curb cut widths and radii (both sides of street).
- 25. Proposed parking areas showing stalls (numbered), curbing, driveways, landscaping, and directional arrows (if one\_way circulation).
- 26. All parking spaces 9 feet by 18 feet with a minimum 24\_foot travel aisle (for 90° parking, see Zoning Regulations for other configurations).

- 27. Loading and unloading areas (screened from public areas and/or adjacent property where necessary).
- 28. Proposed pedestrian walkways (materials, widths, and other details).

**D. Utilities**

- 29. Location of fire hydrants, utility (such as electric and telephone) poles and lines, street signs, and well locations. All proposed utilities must be underground.
- 30. Location, materials, and sizes of existing and proposed gas and water lines.
- 31. Locations, materials, and sizes of existing and proposed sanitary sewer lines; locations of manholes (show grade and invert elevations).
- 32. Location of existing and proposed transformers, cooling towers, mechanical equipment, tanks, and other equipment \_ to be screened.
- 33. Location of all septic tanks and leaching fields, including all pertinent soil test data.
- 34. Locations, materials, and sizes of existing and proposed storm drain pipes; locations of existing and proposed manholes and catch basins (show grade and invert elevations).

**E. Landscaping**

- 35. Location, size, and species of existing trees 5 inches in diameter or greater in sparsely wooded areas and 10 inches in diameter and greater in wooded areas. Indicate prevalent sizes and species of trees, bushes, and shrubs in heavily wooded areas to be shown by foliage lines.
- 36. Proposed planting and landscaping with specific locations, sizes, species, and quantities. Proposed plantings shall be shown to scale in concentric circles at time of planting and at maturity. Species native to the northeastern United States are preferred. Species listed in CT Public Act 04-203 must be excluded.
- 37. Irrigation systems to ensure the survival of lawns and landscaping in accordance with Section 3.1.1E.
- 38. Buffer areas (where required) and specific landscape treatment.

**F. Grading and Drainage**

- 39. Drainage plans depicting both existing and proposed conditions shall be provided at a scale of 1 inch equals 40 feet with at least two foot contours and spot elevations provided as necessary. The plan(s) shall provide features necessary to evaluate hydraulic runoff conditions including, but not limited to, labeled roadways, buildings, driveways, property lines, vegetated areas, limits of trees, water bodies, watercourses, detention basins, retention basins, and drainage structures. In addition, drainage structure features such as pipe materials, pipe lengths, pipe sizes, pipe slopes, drainage structure top types, top of frame, and invert elevations shall be shown on the plan(s).

- 40. Show drainage for all roof, parking lot, driveway and other areas disturbed as part of the proposed project.
- 41. Wetland boundaries with the total wetland acreage noted and show the 150-foot Regulated Area with the total regulated acreage noted. Include the following note within all lots containing wetlands: “There are wetlands on this lot. Any land disturbance may require a Wetlands Permit.” This should also be placed on the property deed.
- 42. Floodplain and floodway limits, if applicable, shall be indicated on the plans as defined by the Flood Insurance Rate Maps and the Flood Insurance Study for the Town of Windsor, Connecticut, Hartford County both by the Federal Emergency Management Agency (September 26, 2008, as amended).
- 43. The Connecticut River encroachment limits, if applicable, shall be shown on the plans as per the limits indicated on USGS mapping.
- 44. Hydraulic calculations satisfying the Town’s zero increase in runoff policy.

**G. Erosion & Sedimentation Control**

- 45. For sites larger than one-half of an acre, a Soil Erosion and Sediment Control Plan including a plan and narrative as per the Zoning Regulations.
- 46. For sites larger than five acres, copy of registration, proof of registration under the CT DEP’s General Permit for the Discharge of Stormwater and Dewatering Wastewaters Associated with Construction Activities.

**H. Lighting**

- 47. Location and type of all outdoor lighting fixtures.
- 48. A photometric plan illustrating conformance with the illumination standards of Section 3.2.
- 49. Submit details of light standards (poles) and fixtures (lights shall not produce glare outside property lines and decorative post lights are required where visible from public areas).

**I. Signage**

- 50. Location of freestanding signs and details of design including material, type of illumination (if any), color, height, area, and other details.
- 51. Wall elevations of proposed buildings indicating proposed wall signs and design details including material, type of illumination (if any), color, height, area, and other details.
- 52. A table indicating compliance with the sign area regulations.

**J. Environmental**

- 53. Check CT-DEP Natural Diversity Data Base and submit a copy of CT-DEP response letter to comply with Connecticut General Statutes 26-310.

54. Energy Conservation  
In order to provide efficient use and generation of energy, the use of alternative energy, energy efficient building, and home products is encouraged. Have you considered using energy efficient methods in your project?

Yes  No

If yes, please contact the Environmental Planner for suggestions. Use of items must comply with zoning regulations and building code in effect at the time of application.

**Current products may be found at these websites:**

[www.greenbuilding.com](http://www.greenbuilding.com)

[www.ebuild.com](http://www.ebuild.com)

[www.energykinetics.com](http://www.energykinetics.com)

[www.energystar.gov](http://www.energystar.gov)

[www.hometips.com/cs-protected/guides/heatpumps.html](http://www.hometips.com/cs-protected/guides/heatpumps.html)

**K. Notification Requirements**

55. So that an adjoining municipality can be notified in accordance with CGS Section 8-7d, please note whether: 1) any portion of the property is within five hundred feet of the boundary of an adjoining municipality; 2) a significant portion of the traffic to the completed project on the site will use streets within an adjoining municipality to enter or exit the site; 3) a significant portion of the sewer or water drainage from the project on the site will flow through and significantly impact the drainage or sewerage system within an adjoining municipality; or 4) water runoff from the improved site will impact streets or other property within an adjoining municipality.

Yes  No

**K. Submission Requirements**

56. Submit nine (9) full-size (24"x36") copies of all plans and nine (9) copies of all other materials, including existing conditions plan, site plan, grading plan, utilities plan, and landscaping plan.
57. Submit nine (9) reduced size (11"x17") copies of the site layout plan, grading plan and landscaping plan no less than six (6) days prior to the Town Planning and Zoning Commission meeting at which the site plan application is to be presented. These copies will be provided to the Commissioners by the Planning Department prior to the meeting for their review.
58. Submit the completed application form with the required application fee payable to the Town of Windsor.

**Additional comments:**

---

---

---

---

---

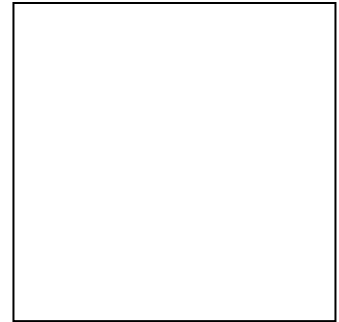
---

---

---

**CERTIFICATION OF ACCURACY**

I, the undersigned, do hereby certify that the information provided in this checklist and required as a prerequisite for the filing of an Application for Site Plan Approval, is true and accurate to the best of my knowledge.



**Signature** \_\_\_\_\_  
*Applicant or Agent*

**Date** \_\_\_\_\_

*Seal and Signature of Licensed Professional (if applicable)*