

KILLINGWORTH PLANNING AND ZONING COMMISSION

TOWN OFFICE BUILDING
323 ROUTE 81
KILLINGWORTH, CONNECTICUT 06419-1113

APPLICATION FOR A SPECIAL EXCEPTION, SITE PLAN APPROVAL OR MUNICIPAL IMPROVEMENT

Instructions and Procedures

A complete application for a Special Exception, Site Plan Approval or Municipal Improvement shall consist of a completed application form, an application fee, and all required supporting information, documents, and statements. Seven copies of the form and all supporting information are required. Article XXVI of the Zoning Regulations describes in detail the requirements and procedures governing Special Exceptions and Site Plan Approvals. Requirements for accessory apartments are described in Article IX. In addition, certain Special Exceptions are subject to the conditions of Section 130 and/or require an Erosion and Sediment Control Plan as described in Article XXIII or a Historical and Archaeological Features Preservation Plan as described in Article XXIV. A municipal agency or legislative body is required to submit to the Planning and Zoning Commission any proposal for a use described in Article XIV. The appropriate sections of the Regulations should be read prior to filling out the application.

Six (6) paper copies, and One (1) Digital copy of the complete application shall be delivered to the Zoning Enforcement Officer for transmittal to the Commission, Fire Marshal, Health Dept, Town Clerk, and Office copy, immediately following the day of submission, or 35 days after such submission. If the application involves a regulated activity in wetlands or watercourses, the applicant must also file a copy of the application with the Inland Wetlands and Watercourses Commission. If the site is within the watershed of a water company, the applicant must provide written notice of the application to the water company within seven days of the date of application.

Upon receipt of a complete application for approval of a Special Exception, the Commission shall schedule and hold a public hearing within 65 days. The time limit for the hearing is 35 days. The Commission shall make a decision on the application within 65 days of the hearing.

A public hearing is not required for a Municipal Improvement or a Site Plan Application. The Commission shall issue a report on the proposed Municipal Improvement within 35 days after the date of the receipt of the application and within 65 days after the date of receipt for an application for Site Plan Approval. Failure to issue a report on the Municipal Improvement within 35 days shall be taken as approval. A proposal disapproved by the Commission shall be adopted by a municipality only after a majority vote of those present and voting in an annual or special town meeting. (Revised 2013)

TOWN OF KILLINGWORTH

APPLICATION# _____

APPLICATION FOR SPECIAL EXCEPTION / SITE PLAN APPROVAL / MUNICIPAL IMPROVEMENT

Name of Applicant _____

Address _____ Telephone _____

Name of Owner (if different from applicant) _____

Address _____ Telephone _____

Location of Property _____

Total Acres of Property _____ Total Acres Involved in Proposed Use _____

Type of Special Exception

___Special Principal Use / Municipal Improvement:

Residential District ___ Commercial District ___ Industrial District ___

Description of Use _____

Type of Site Plan Approval

Residential District ___ Commercial District ___ Industrial District ___

Description of Use _____

Section of Killingworth Zoning Regulations authorizing the use or improvement _____

Property Recording in Killingworth Land Records

Date _____ Vol. _____ Page _____

Tax Map _____ Parcel Number _____ Zoning District _____

Has application for this property been submitted previously? Yes ___ No ___

If yes, date submitted _____

Are there any wetlands or watercourses within the property? Yes ___ No ___

If yes, give date that a copy of this application and all supporting information was submitted to the Inland Wetlands and Watercourses Commission _____

Is the property site located within 500 feet of an adjoining municipality? Yes ___ No ___

Does this site lie within the watershed of a water company? Yes ___ No ___

Does any portion of the property lie within a Flood Hazard Area? Yes ___ No ___

Does any portion of the property lie within a Flood Hazard Area? Yes ___ No ___

COMPREHENSIVE STATEMENT OF USE

Provide a complete description of the proposed use and all improvements including but not limited to hours of operation, number of employees, topographical features, construction features and sequence of construction, utilities, landscaping, water and sewage disposal, erosion and sedimentation plan and historical and archaeological features.

All Owners

Date

All Applicants

Date

	\$	\$ 60	\$	
Date Rec'vd	P & Z	DEEP	Total Amount	Cash / Check #