

PLANNING AND ZONING COMMISSION  
Town of Salem  
270 Hartford Road  
Salem, CT 06420 - 3809

SPECIAL EXCEPTION APPROVAL APPLICATION

A completed application must be filed at least **ten days** before a Planning and Zoning Commission meeting. A completed application includes this form, the fee, and all required submittals.

(revised to November 2002)

**PART 1 – GENERAL INFORMATION**

Date of Submission: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Name, address and phone number of applicant:

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Name and address of property owner:

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Assessor's Map and Lot No. and street address of proposed action:

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Describe in detail what is being requested by this application:

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Has an application to the Inland Wetlands and Watercourses Commission been submitted for this project? \_\_\_\_\_

Pursuant to Section 8-3h of the Connecticut General Statutes:

Is the property located within 500 feet of an adjoining town? \_\_\_\_\_

Will a significant portion of the traffic to the completed project use streets within an adjoining town to enter or exit the site? \_\_\_\_\_

Will a significant portion of the sewer or water drainage from the project flow through and significantly impact the drainage or sewer system within an adjoining town? \_\_\_\_\_

Will water run-off from the improved site impact streets or other municipal or private property within an adjoining town? \_\_\_\_\_

**PART 2 – SITE PLAN**

The following items must be included on the site plan, when applicable. Please verify that these items are on the plan by checking the box. Write "n/a" next to the box if not applicable to your application ***(This is an application check-list – not a list of regulations. Please refer to the Zoning Regulations):***

- Title block, showing the name of the project, the name of the property owner, the name of the applicant, and the address of the property (11A.4.1).
- Legend, scale, and north arrow (11A.4.2).
- Date of original drawings and dates and explanations of remissions (11A.4.2).
- Certification of Class A-2 standard (11A.4.2).
- Seal and signature of the Connecticut licensed professional responsible for preparation of the plan (11A.4.2).
- Statement of the intended use of the property (11A.4.3).

- Chart of table showing compliance with the regulations, including: a) zoning of the property; b) lot size; c) lot coverage; d) setbacks; e) building heights; f) parking spaces, including parking calculations; and g) loading areas (11A.4.3).
- Locational map (scale not smaller than 1 inch = 1,000 feet) showing the location of the property, roads within 1,000 feet of the property, and distance to nearest road intersection (if it is more than 1,000 feet from the property) (11A.4.4).
- Boundaries of the property and names of abutting property owners (11A.4.5).
- Locations and dimensions of all existing and proposed easements and rights-of-way (11A.4.5).
- Locations of all existing monuments and markers (11A.4.5).
- Locations of all significant natural features on the property (including wetlands, watercourses, rock outcroppings, special flood hazard areas) (11A.4.5).
- Locations and numbers of existing utility poles along any abutting road (11A.4.5).
- All required setback lines and buffer strips (11A.4.5).
- Locations and dimensions of all existing and proposed structures and uses on and within 50 feet of the property (including buildings, signs, fences, walls, recreation facilities, light fixtures, storage tanks, public utility installations, waste disposal containers) (11A.4.6)
- Existing and proposed contours at a minimum of 2-foot intervals, shown 20 feet outside of the area of proposed construction with spot elevations as needed (11A.4.7).
- First-floor elevations and heights of all buildings (11A.4.7).
- Bench marks in the vicinity of the site work, with the elevation datum referenced (11A.4.7).
- Locations, dimensions, and surface conditions of existing and proposed driveways, traffic islands, curbing, vehicle parking, maneuvering areas, loading and unloading areas, pedestrian walkways, ramps, and fire lanes (11A.4.8).
- Elevations, pipe sizes, material types, slopes and locations and dimensions on all existing and proposed storm drainage features on the property and those adjacent to the site that would be impacted by expected runoff from the site. Construction details for proposed storm drainage features (11A.4.9).
- Easements and rights to drain and maintain (for drainage features) (11A.4.9).
- Drainage impact report (11A.4.9).

- Location and description of all existing and proposed facilities to be used for water supply, sewage disposal, electricity, telephones, and fire protection. Include design, dimensions, and functional capabilities (11A.4.10).
- For commercial or industrial buildings. Elevation view for all sides showing architectural features, basic floor plan to scale, proposed use of interior space. Existing and proposed outdoor fixed trash receptacle areas. Outdoor fixed seating or other miscellaneous structures (11A.4.11).
- Location, type and size of all existing and proposed signs, including design and dimensions (11A.4.12).
- For commercial site plans, a separate landscaping plan with the location, size, and species of proposed trees and shrubs (11A.4.13).
- If more than ½ acre of land will be disturbed during construction, an Erosion and Sediment Control Plan must be submitted (11A.4.14).
- Curb radii.
- Proposed septic system and wells.

**PART 3 -- OTHER REQUIRED SUBMITTALS**

- Where easements exist on the property, the applicant shall present evidence that the easement holders have been notified of the proposed use of the property.
- A written request for waivers, if any are being sought.
- A description of all accessory uses which are to be established in conjunction with the proposed principal use (11.3.2)

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*Signature of Property Owner (or attach letter from owner authorizing Applicant to act for Owner).*

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*Signature of Applicant*

Note: Other Zoning Regulations may pertain to your proposed project. These may include, but are not limited to: Section 10, Off Street Parking Requirements; Section 13, Signs, and; Section 25, Groundwater Protection Regulations. Please consult with the Town Planner **before submitting an application** if you have questions. In addition, a Special Exception application has special notice procedures. Please consult with the Commission's Administrative Assistant regarding those procedures when you submit your application.