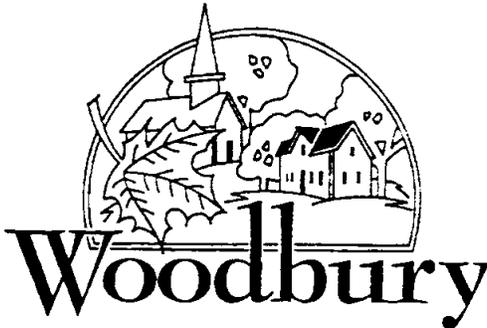


See Last  
Page for  
Fees

# Application For Special Permit

Application Number:  
Address:



First land deed from the Indians  
April 12th 1659

TOWN OF WOODBURY  
281 Main Street South  
Woodbury, CT 06798-0369

Land Use Office: 203-263-3467

Town of Woodbury

Address of Property: \_\_\_\_\_ Date: \_\_\_\_\_

Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Zone:  R-40  OS-60  OS-80  OS-100  GA  MSD  PI  EE  MQ

**Applicant:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Authorized Agent:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

*Please Note: An agent must provide an approval letter from the owner of the subject property before application will be accepted.*

I am Requesting a Special Permit to Perform the Following Activity. Please note specific section of regulations:

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Current Use of Property: \_\_\_\_\_

Is a sign being proposed?  Yes\*  No (\* If yes, size & location required to be noted on site plan)

Is this property in the Historic District?  Yes  No

Is the property located in the Aquifer Protection District?  Yes  No

Is the property or any portion thereof within a 100-year Floodplain?  Yes  No

Does this application involve any grading or filling?  Yes  No

Will there be construction in or within 100 feet of a wetland watercourse?  Yes  No

*In filing this application, I grant the Woodbury Zoning Commission and its duly authorized agent(s) to inspect the subject property at reasonable times with notice.*

Signature of Applicant: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

**FOR OFFICE USE:**

Application adheres to:  Aquifer Protection District  Site Development Standards & Plans  
 Special Permits

This application has been filed with the following:

Health District

Inland Wetlands Commission

Historic District Commission

Date of filing:

Date of filing:

Date of filing:

Referral to **Planning Commission:**  Yes  No Date: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**In addition to this completed application form and required fees, as set forth in the Zoning Regulations, one copy of each of the following must be submitted:**

1. Letter of request detailing the proposed use
2. Names and mailing addresses of the owners of all adjoining property owners as noted in the Assessor's records
3. Assessor's Field Card for the subject property
4. Legal Description, Schedule A. Can be located at the Town Clerk's Office
5. Letter of authorization from the property owner if the applicant is not the property owner
6. Agent authorization letter from the applicant, as necessary

**Four copies of the following documents must be submitted. If a waiver of any of the following is requested, this request must be put in writing:**

1. Class A-2 property survey
2. Existing conditions map showing existing site features. (This may be included in the A-2 survey)
3. Site Development Map
4. Building floor plans and elevations
5. Off Street Parking and Loading Plan
6. Stormwater Management Plan
7. Lighting Plan
8. Landscaping Plan
9. Traffic Study
10. Soil Erosion and Sediment Control Plan

**One copy of the following for a Special Permit for a Change of Use (See Section 9.6.2.3):**

1. Historic use information and documentation (if applicable)
2. Site plans and drawings depicting current and proposed use at a scale and in sufficient detail to describe the proposal
3. Documentation of or intent to continue a non-conforming use

**Public Hearing Requirements:**

Upon the scheduling of a public hearing by the Zoning Commission, Planning Commission and/or Zoning Board of Appeals, **the applicant shall notify by mail all owners of property abutting the subject property** according to the current Grand List together with any additional properties deemed by the Zoning Commission to be potentially impacted by the development, including parcels separated from the subject property by a public street or other municipal property, **at least 7 days in advance of the initial public hearing**. The notice shall include a brief description of the application along with the date, time, and location of the public hearing. **The applicant shall submit to the Zoning Commission, Planning Commission, or Zoning Board of Appeals, as appropriate, a list of all property owners notified and certificates of mailing of the required notice to each such property owner as evidence of compliance with this requirement.**

**Notice Requirements for Aquifer Protection Area or Watershed of Water Company:**

In accordance with Section 8-3i of CGS an application for a project located within an aquifer protection area or the watershed of a water company requires the applicant to notify the Commissioner of the Department of Public Health and the local water company no later than seven (7) days after the date of application via certified mail, return receipt requested. The Aquifer Protection Area map is available in the land use office for review.

**Addresses for Water Companies in Woodbury:**

- Aquarion Water Company  
714 Black Rock Road  
Easton, CT 06612  
Attn. Brian Roach, Supervisor Environmental Protection
- Watertown Fire District  
24 Deforest Street  
Watertown, CT 06795

**Address for Connecticut Department of Public Health:**

Connecticut Department of Public Health  
410 Capital Avenue, MS#51WAT  
P.O. Box 340308  
Hartford, CT 06134  
[www.ct.gov/dph](http://www.ct.gov/dph)

# Zoning Commission Fees:

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|-----------|---|--------------|
| <b>A.</b> | Special Permit Application Fee  | <b>\$310</b> |
| <b>B.</b> | Site Plan Approval Application Fee shall be based on the estimated cost of construction as determined by the Land Use Department staff in accordance with the following schedule:<br>Up to \$100,000 cost of construction<br>Plus \$100 for each additional \$100,000 or portion thereof cost of construction | <b>\$160</b> |
| <b>C.</b> | Site Plan Approval Application Fee for Change of Use<br>(no construction/no public hearing required)  | <b>\$210</b> |
| <b>D.</b> | Minor Modification of Special Permit/ Site Plan<br>(No Public Hearing Required)   | <b>\$210</b> |

**All Stated Fees Include a \$60 State of Connecticut Surcharge**

*(Fee Schedule Revised June 1, 2016)*