Application #_____

TOWN OF EAST HADDAM
PLANNING AND ZONING COMMISSION
APPLICATION FOR SITE PLAN/SPECIAL EXCEPTION REVIEW
(Section 14A and Section 14B)

Applicants Name Sheila BURR

Property Location 418-419-420-421 Sunnyheights Rd

Applicant's Mailing Address 1706 Belleair Forest Dr Belleair FL 33756 VN 1334

Phone No 860-966-8833 Email sheila59@gmail.com

Record of Owner Sheila BURR

Assessor's Map # 66, Lots 418-421 Page #_____ Zone L

Section under which application is made_____

APPLICATION FEE AND SUPPORTING DOCUMENTATION, INCLUDING LETTER FROM BUILDING OFFICIAL/SANITARIAN AND ZONING ENFORCEMENT OFFICER MUST BE IN THE PLANNING AND ZONING OFFICE THE WEDNEESDAY PRIOR TO THE MEETING TO BE PLACED ON THE AGENDA FOR DISTRIBUTION PURPOSES, 15 COMPLETE SETS OF THE APPLICATION AND SUPPORTING DOCUMENTS ARE REQUIRED. FOR DRAINAGE COMPUTATIONS THAT ARE EXTENSIVE, THE ENGINEER MAY SUBMIT 3 SETS OF THE FULL REPORT AND 12 COPIES OF THE SUMMARY.

_____ Attached checklist is completed

_____ Site Plan (Section 14A) and supporting documentation

_____ Letter from Building Official

_____ Letter from the Chatham Health District

_____ Report from Inland Wetlands Commission

_____ Letter from the Zoning Board of Appeals

_____ Narrative Submitted & Other Required Information

_____ Section 14B.1 Special Exception – Waiver

_____ Description of proposed uses & structures

Fee: $260.00 Site Plan Review includes $60.00 fee for DEEP Fund – PA-235
Fee: $360.00 Special Exception includes $60.00 fee for DEEP Fund – PA-235
Fee: (Variable Fee) Chatham Health District review form
FEE PAID $260.00 CK # 1100 DATE RECEIVED 8/11/26

The owner and the applicant hereby grant the East Haddam Planning & Zoning Commission and/or its agents' permission to enter upon the property for which SPR or Sp Ex review is requested for the purpose of inspection and enforcement of the Zoning Regulations of the Town of East Haddam.

Sheila A Burr
Applicants/Owner's Signature(s)

8-11-26
Date

_____
PLAN PREPARER PE/LS Signature

_____
Date

Section under which application is made:
Section 14A Site Plan Review Fee: $260 minimum - includes $60.00 fee for DEP Fund - PA-235

Section 14B Special Exception Review - Fee: $360 minimum - includes $60.00 fee for DEP Fund - PA-235

Chatham Health District Review - Variable fee

Based on the approved legislation (Public Act 21-29), the fees due are for reasonable cost associated with reviewing the application and such fees include but are not limited to consultant reviews for traffic, stormwater management, environmental impacts, commission's attorney reviews and the like. Such fees will also cover expenses such as legal notices. The fees schedule is an estimate and any fees left over shall be returned to the applicant within forty-five (45) days of the decision. Any balance of the fees due to the town shall be paid by the applicant within forty-five (45) days of the decision. This fee schedule and any associated reasonable costs apply to all Commissions and Boards listed below.

Site Plan Review Application Section 14A – Additional application cost calculated by Buildings and Impervious Surface Area

1. Less than 5,000 square feet.....	$200
2. Over 5,000 and less than 10,000 square feet.....	$500
3. Over 10,000 and less than 15, 000 square feet.....	$1000
4. For every additional 5,000 square feet.....	$500

A. Special Exception Application Section 14B – calculated by Buildings and Impervious Surface Area

1. Less than 5,000 square feet.....	$300
2. Over 5,000 and less than 10,000 square feet..... (Buildings over 10,000 square feet see items 3 and 4 under site plan review.)	$600
3. Over 10,000 and less than 15, 000 square feet.....	$1,100
4. For every additional 5,000 square feet.....	$100

14B.1 Special Exception Requirement: In any instance involving a use or uses requiring a Special Exception as set forth in these Regulations, no land or water areas shall be used, nor uses altered or expanded in space, time, or intensity, nor buildings or structures erected, altered, enlarged, the use substantially changed, or used until the Commission grants a Special Exception as defined in this Section 14B, or amend a previously granted Special Exception.

The Commission may waive the requirement for a Special Exception public hearing and other application requirements where it finds that:

a) One Special Exception use is being substituted for another similar use on the same lot.

b) The new use will require no greater parking or loading requirements than the original, as set forth in Section 11 of these Regulations.

c) The new use shall entail no exterior change to the building or site, and

d) The new use shall have no impact on the site, the neighborhood, or the Town which is different from the original, such impact to be measured by the standards set forth in Section 14B.4 of these Regulations.

Substantial changes are considered changes that involve (a) alterations in use from that set forth in an approved statement of use and site plan; or (b) alteration in an existing use, including such alterations that would:

1. Increased the parking demand of the use; or

2. Increase or change the hours of operation of the use; or

3. Increase the noise generation of the use or change the octave band frequency of such noise; or

4. Increase or change the emission of smoke, dust or other contaminants into the air, including both point sources and fugitive emissions; or

5. Increase or change the demand for outdoor storage, truck or equipment traffic (type or volume), water consumption, or effluent disposals; or

6. Involve the use of different equipment, processes, chemicals, or materials; or

7. Increase the amount of lighting.

The owner and the applicant hereby grant the East Haddam Planning and Zoning Commission and/or its agents permission to enter upon the property for which Site Plan or Special Exception Review is requested for the purpose of inspection and enforcement of the Zoning Regulations of the Town of East Haddam.

Date _____ _____

Applicant's/Owner's Signature(s)

_____ _____ Date received _____

PLAN PREPARER PE/LS Signature DATE

9.5.6 Site Design and Compatibility Objectives

Applications shall provide a narrative, site plans, and design that demonstrate that the application is in compliance with subsections 9.5.5 and 9.5.6, including the approval of the East Haddam Historic District Commission where applicable, per Section 9.5.5. All development in the village district shall be designed to achieve the following compatibility objectives to the greatest extent possible. It is recognized that not all applications may be able to achieve each and every objective or in some cases a particular objective may not be applicable to the project. In cases where there is no change in the exterior appearance to the building or landscape the application shall still include a narrative and site plan of the existing conditions. These objectives are further defined in Appendix VI "Site Design and Compatibility Objectives and Guidelines"

_____ **1.** that proposed buildings or modifications to existing buildings be harmoniously related to their surroundings and to the terrain in the district and to the use, scale and architecture of existing buildings in the district that have a functional or visual relationship to a proposed building or modification,

_____ **2.** that all spaces, structures and related site improvements visible from public roadways be designed to be compatible with the elements of the area of the village district in and around the proposed building or modification,

_____ **3.** that the color, size, height, location, proportion of openings, roof treatments, building materials and landscaping of commercial or residential property and any proposed signs and lighting be evaluated for compatibility with the local architectural motif and the maintenance of views, historic buildings, monuments and landscaping, and

_____ **4.** that the removal or disruption of historic traditional or significant structures or architectural elements shall be minimized.

_____ **5.** The building and layout of buildings and included site improvements shall reinforce existing buildings and streetscape patterns and the placement of buildings and included site improvements shall assure there is no adverse impact on the district;

_____ **6.** proposed streets shall be connected to the existing district road network, wherever possible;

_____ **7.** open spaces within the proposed development shall reinforce open space patterns of the district, in form and siting;

_____ **8.** locally significant features of the site such as distinctive buildings or site lines of vistas from within the district, shall be integrated into the site design;

_____ **9.** the landscape design shall complement the district's landscape patterns;

_____ **10.** the exterior signs, site lighting and accessory structures shall support a uniform architectural theme if such a theme exists and be compatible with their surroundings; and

_____ **11.** the scale, proportions, massing and detailing of any proposed building shall be in proportion to the scale, proportion, massing and detailing in the district.

9.5.5 HISTORIC PRESERVATION

These regulations shall encourage the conversion, conservation, and preservation of existing buildings in a manner that maintains the historic or distinctive character of the district. New construction shall also incorporate in the design elements that will maintain the historic or distinctive character of the district.

The conversion, conservation, and preservation of existing buildings and sites shall be consistent with:

(A) The "Connecticut Historical Commission - The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings", revised through 1990, as amended:

Available at http://www2.cr.nps.gov/tps/tax/rhb/stand.htm , the Historic District Commission, or the East Haddam Land Use Office

Please note: For those Buildings, Structures, or Lots located within the Village District which are also within the boundaries of the East Haddam Historic District, the Planning and Zoning Commission hereby delegates to the East Haddam Historic District Commission the review and approval of all aspects of a development which are within the legal jurisdiction of that Commission. Evidence of approval by the East Haddam Historic District Commission shall be provided at the time of application to the Planning and Zoning Commission, which shall not over rule or modify any aspect of a development plan which has been approved by the Historic District Commission and is within the jurisdiction of that Commission.

Fill out completely as possible. Applicant / Surveyor / Engineer / Agent is to check off items completed for site plan review. Place a "W" for item the applicant requests a waiver of, place a "N/A" when not applicable:

A. Site Plan A site plan, which shall conform to the following requirements, and contain the following information:

_____1. Property/Boundary Survey. A boundary survey prepared and sealed by a Connecticut Registered Land Surveyor, which survey shall be as required for the State of Connecticut minimum standards for Surveys and Maps. Said survey shall include the dimensions of the subject property, and its acreage or square footage.

_____2. Location Map. A location map, at a scale of one inch equals 1,000 feet, showing the location of the site in relation to existing roads which would assist the Commission and the public to orient themselves to the site and its boundaries.

3. General Information:

_____a) The name and address of the applicant, property owner of record, the name of the development, and the names of the owners of record of all adjacent properties;

_____b) The name, address and professional seal of each design professional responsible for, or participating in, the design of the site;

_____c) The assessor's map and lot numbers for the subject property and the properties within one hundred (100) feet of the perimeter of the site;

_____d) The date of the site plan, a north arrow, and the scale of the plan;

_____e) A description of any existing deed restrictions, covenants, easements, rights of way, or similar encumbrances which run with the land, including the identity of the dominant and servant estates, the volume and page of the East Haddam Land Records where the same are recorded, and the date upon which they will expire, if any;

_____f) The words, "Approved by the East Haddam Planning and Zoning Commission/Zoning Board of Appeals" with a designated place for the signature of the chairman or secretary of the Commission or the Board, as the case may be, and the date of signing.

4. Site Features, Existing. On the site, and within one hundred (100') feet of the perimeter of the site:

_____a) All existing uses of land including uses not requiring buildings or structures, such as outside storage; property lines, streets, utility lines, ledge outcrops, specimen trees, major tree or shrub areas, and other significant features of the site, both natural and manmade;

_____b) Wetlands and watercourses as defined by the Regulations of the East Haddam Inland Wetlands and Watercourses Commission; the high water level of areas covered by water (such as lakes, rivers, streams, ponds,

swamps, and the like);

_____c) Areas having slopes in excess of twenty (20%) percent;

_____d) Flood hazard areas as designated on the most current Federal Flood Insurance Rate Map for the Town of East Haddam, and the rate map designation for such areas;

_____e) Existing structures and their uses, general type of construction, height, and the like;

_____f) The location of all existing wells, existing septic systems, public water supply watersheds, and other public or private water supplies;

_____g) Existing monuments, iron pins, and other boundary indicators;

_____h) The soil classifications, as per the US Soil Conservation Service/Middlesex County Coding of Soil Types;

_____i) Existing contours of the land at intervals of two (2) feet, or less where the topography of the site and the area around it cannot be otherwise accurately and fairly represented.

_____j) Existing roads, paths, sidewalks, light features, major and unique natural, scenic, historic, and open space features.

5. Site Features, Proposed. On the site, and for any area off the site where any alteration whatsoever is proposed:

_____a) Any change whatsoever to any of the existing features depicted on the site plan in accordance with the preceding paragraph, including, but not limited to: proposed uses of land, including uses not requiring a structure or building;

_____b) The location, dimensions, square footage (both ground floor and total), height, and type of construction of all buildings or structures, including fences, walls, signs, lighting fixtures, flagpoles, and the like;

_____c) The location of any proposed well, septic system, and the location of, and test results for, any and all percolation and deep test holes, as verified by the Town Sanitarian and/or Health Official;

_____d) Any regrading, excavation, filling, and the volumes of material to be brought onto or removed from the site;

_____e) The percentage of Lot Coverage and percentage of Lot Impervious Coverage

_____f) Alterations in property boundaries, easements, utilities, and the like;

_____g) The location of any roads, curbs, sidewalk, driveway, parking and loading area(s) paths, and similar improvements;

_____h) Phase lines, proposed future division of the property, long-term lease boundaries, and the like.

_____i) In any site plan requiring the erection of any structure, grading, drainage work, paving or other improvement, those aspects of the plan shall be prepared, signed, and sealed by a Connecticut Registered Professional Engineer.

_____j) The areas of wooded portions of the site, or specimen trees, to be removed or retained, and the location, design, and content of landscaping to be created, including the size, number, and type of all landscaping material to be planted, and the proposed treatment of all buffer strips, screens, and islands.

_____k) The expected intensity and frequency of noise, which may be emitted from the site or use, and the methods

to be used to control the same.

_____l) The height, bulk, use and location of all buildings; typical floor plans or other plans for the use of interior spaces of proposed buildings; the exterior appearance of proposed buildings, including a minimum of two exterior elevations, designation of materials, colors, and textures of exterior finishes, roofing, trim, and the like; location of heating, air conditioning, ventilation, and similar equipment; and special exterior features, such as building mounted signs, drive-in windows, building or roof lighting, roof drainage/gutters, and features of the interior of the building designed to be capable of being seen from the exterior. A rendering consisting of a minimum of two exterior elevations shall be submitted.

6. 14A.2.A Parking and Drainage:

_____a) The site plan shall include all information necessary to establish conformance with the requirements of Section 11 of these Regulations, Off-Street Parking and Loading Requirements, and shall also include the calculations utilized to determine the parking and loading areas as depicted on the site plan.

_____b) The site plan shall depict the dimensions of all parking and loading spaces, the total number of such spaces, and any proposed future or expansion parking or loading spaces. In addition, the site plan shall include the location, invert elevations, pipe sizes, flow calculations, and all other similar information as may be required by the Commission's engineering consultant to properly evaluate the storm water management plan for the site.

_____c) For any site plan which depicts more than five thousand (5,000) square feet of impervious surface, be it building areas or paved areas, the site plan shall include provisions to retain stormwater runoff so as to produce no increase in peak runoff when such provisions is determined to be needed by the Town's Engineer. The methods used to meet this requirement shall be as prescribed by the Commission's engineering consultant.

_____d) For any site plan, the proposed design, location, and illumination level of all outdoor lighting, which shall be used particularly in pedestrian and vehicular areas.

B. Sanitary Waste Disposal Plan.
For any site which is to be served, and is capable of being served, by an operational public sanitary sewer line prior to occupancy, the site plan shall depict the sewer lateral and other engineering information suitable to determine that connection to an operational sanitary sewer line is feasible. In addition, the applicant shall provide an approval letter from the East Haddam Water Pollution Control Authority stating the site if approved by the Planning and Zoning Commission is authorized to connect to the Town's system.

For any site, which is not to be served by public sanitary sewers, the applicant shall submit a sanitary waste disposal plan, which shall include, at a minimum, the following:

Report of Soil Test and Percolation Data. A Report of Soil Test Data signed by the Town Sanitarian or his representative which shall be in conformance with the Connecticut Public Health Code, as the same may be amended from time to time. All percolation tests and observation test pits for groundwater and ledge shall be dug and, tests performed, in accordance with the Technical Standards of the Connecticut Public Health Code, as the same may be amended from time to time, and shall be supervised and certified by the Town Sanitarian or his designee, who shall provide to the applicant, for inclusion with his Site Plan Approval Application, a verified approval of the application for subsurface disposal in accordance with the Connecticut Public Health Code, as the same may be amended from time to time.

Soils with Severe Limitations. If any existing soils in the immediate area of the site designated for sanitary waste disposal are classified as having "severe" limitations for on-site sewerage treatment (as set forth in Section 4.3(1)(a) the East Haddam Subdivision Regulations), in accordance with the current soils map of the US Department of Agriculture, Soil Conservation Service, then a subsurface sewerage disposal plan shall be presented to the Commission. Said plan shall specifically address the methods utilized to overcome the limitations identified in the soils of the site; shall be prepared by a licensed Connecticut Professional Engineer, and shall be accompanied by a written report of the Town Sanitarian or his representative certifying that the plan will resolve the limitations of the soils, and will pose no significant risk to the public health or safety. All sanitary waste disposal systems to be

located in the immediate area of soils with "severe" limitations, as set forth above, shall have 100% replacement leaching fields at least equal in size to the original leaching fields, and the location of both the original and replacement leaching fields shall be designated on the site plan. Both the original and replacement fields shall be located so as to contain the percolation and deep test pits.

_____C. Soil Erosion and Sediment Control for Land Development:
Refer to Section 14AC of the East Haddam Zoning Regulations.

_____D. Protection of Surface and Ground Water Supply.
Refer to Section 14AD of the East Haddam Zoning Regulations.

_____E. Certificate for Community Wells.
Refer to Section 14AE of the East Haddam Zoning Regulations.

_____F. Inland/Wetlands and Watercourses.
Refer to Section 14AF of the East Haddam Zoning Regulations.

_____G. General Provisions.
Refer to Section 14AG of the East Haddam Zoning Regulations.

SECTION 14A - SITE PLAN REVIEW
SECTION 14A.3-G

G. In the case of a Site Plan Approval not requiring a Special Exception, the applicant shall submit three (3) complete sets of plans, as the same may have been modified by the Commission, at least one (1) of which shall be printed on mylar. **Final copies, including the mylar, shall have the approval letters of the Planning and Zoning Commission and Inland/Wetlands and Watercourses Commission printed on them.** Said sets shall be signed by the Chairman or Secretary of the Commission, and the mylar set retained by the Clerk of the Commission; the remaining sets shall be distributed to other officials of the Town who may require them.

SECTION 14B SPECIAL EXCEPTION
C. SUBMISSION OF APPLICATION

5. Endorsement and Filing. Within sixty-five (65) days of the Commission/Board approval, the applicant shall submit one (1) set of final plans on mylar, and two (2) printed sets reflecting all conditions or **letters of the Planning and Zoning Commission and Inland/Wetland and Watercourse Commission printed on them** and accompanied by signed, sworn statements of the applicant's land surveyor, engineer, architect, and any other professional who has participated in the preparation of the application materials, to the effect that the plans submitted are the same as those approved by the Commission, except for the depiction of modifications and conditions required by the Commission in approval vote.

SPECIAL EXCEPTION WORK SHEET - OFFICE USE ONLY

Date of receipt _____ Complete Application _____

Public Hearing to be scheduled w/in 65 days _____, Legal Notice to be published _____

Notice by certified mail per town ordinance. _____

Public Hearing to be closed w/in 35 days _____, Decision w/in 65 days after P.H. is closed. _____

Extensions may be granted w/applicants consent up to an additional 65 days. _____

Notice to applicant w/in 15 days certified mail _____, Decision to be published w/in 15 days _____

EFFECTIVE DATE - filing date in land records

SITE PLAN REVIEW APPLICATION WORK SHEET - OFFICE USE ONLY

Date of receipt _____, Complete Application _____

Decision to be rendered in 65 days _____

Extension of 65 day may be granted w/ applicants consent _____

Decision to be published 15 days _____, Applicant notified certified mail 15 days _____

REPORTS

Historic District Commission Report _____

I.W.W.C.C. Report _____

Chatham Health District request sent _____, Report received _____

WPCA Request sent _____, Report received _____

Public Works / DOT Request sent _____, Report received _____

Nathan L. Jacobsen Request sent _____, Report received _____

Commission Architect Request sent _____, Report received _____

Other Reports