

TOWN of WESTON, CONNECTICUT



Incorporated 1787

Planning & Zoning Commission

APPLICATION FOR LOT DEVELOPMENT PLAN APPROVAL

The following must be submitted to the Planning & Zoning Office in the Town Hall Annex by the application deadline set out on the attached meeting schedule. The Commission will review the complete lot development application at a regularly scheduled meeting. Commission members may schedule a site walk.

 4 COPIES OF A DETAILED PLOT PLAN (See attached Lot Development Application Plot Plan Requirements, dated January 5, 2005)

 HEALTH APPROVAL FROM WESTON/ WESTPORT HEALTH DISTRICT

 EROSION CONTROL BOND SUBMITTED TO AND APPROVED BY THE TOWN ENGINEER (Please direct any questions you have about this requirement to John Conte at 222-2680)

 STORM DRAINAGE CALCULATIONS/CERTIFICATION BY A LICENSED PROFESSIONAL ENGINEER THAT THE PROPOSED CONSTRUCTION WILL ACHIEVE ZERO INCREMENTAL INCREASE IN RUNOFF UNDER THE CONDITIONS OF A 50-YEAR DESIGN STORM. (Town Staff will refer to the original approval for your subdivision and any prior Lot Development Plan approvals to determine if this requirement applies to your lot)

 APPLICATION FEE OF \$160.00 (An application for a modification to a previously approved Lot Development Plan does not need a fee)

 IF LOCATION IS IN A PUBLIC WATER SUPPLY WATERSHED OR AQUIFER PROTECTION AREA, THE APPLICANT MUST NOTIFY THE CONNECTICUT DEPARTMENT OF PUBLIC HEALTH. (See attached Notification Process. Maps are available in the Planning & Zoning Office.)

MEMORANDUM

TO: Lot Development Applicants
FROM: Town of Weston Planning and Zoning Commission
DATE: January 5, 2005
RE: Lot Development Application Plot Plan Requirements

Each plot plan submitted to the Weston Planning and Zoning Commission in connection with an application for lot development must conform to each of the following minimum requirements (s. 410.2):

1. Be signed, dated and certified as being "substantially correct" by a registered land surveyor to the "Weston Planning and Zoning Commission".
2. Be clearly entitled "Plot Plan of [address of property] Weston, Connecticut".
3. Show the entire lot and all dimensions thereof.
4. Be drawn to a reasonable scale. All text must be in uppercase block lettering and in 14-point type.
5. Indicate 'north' and include a "vicinity map" showing all surrounding public and private roads and major streams, rivers or bodies of water,
6. Indicate the names of all adjacent lot owners.
7. Include a statement of (i) the applicable Minimum Lot Area pursuant to s. 321.3, and (ii) the actual lot area less (A) any portion of the lot (a) reserved for or used as a road, right-of-way or access way, (b) subject to easements prohibiting building or structures within such easement, and (c) subject to an exclusive easement other than drainage easements, and less (B) 80% of any portion of such lot that is under water or defined as "very poorly drained", pursuant to s. 311.4
8. Include a statement of (i) the Maximum Allowable Height pursuant to s. 321.7 and (ii) the actual height of each proposed structure measured pursuant to the regulations.
9. Include a statement of (i) the Required Frontage pursuant to section 321.4 and (ii) the actual frontage.
10. Include a statement of (i) the Maximum Building Coverage pursuant to s. 321.6 and (ii) the actual building coverage (as proposed).
11. Include a statement of the (i) number of bedrooms in, and (ii) the total square footage of the livable floor space of any existing or proposed structure

12. Show the foundation of any proposed structure (or any existing structure that shall remain) and any overhanging or projecting features such as porches, breezeways, bay windows, and terraces.
13. Setback lines (from the property lines and from watercourses (pursuant to s. 321.5 and 312.7)) shall be shown and clearly labeled.
14. Show existing and proposed contours of the land, any wetlands, streams or rivers and any other pertinent features affecting runoff or drainage.
15. Show the proposed location and nature of any septic facilities or a statement that there shall be no septic facilities on the property
16. Show the proposed location of any wellhead or a statement that there shall be no wellhead on the property
17. Show the proposed location and nature of any drainage facilities
18. Show any existing or proposed driveways and walkways and their width at the narrowest point.
19. Show any existing or proposed easements, rights of way or other encumbrances which can be plotted together with any evidence of encroachments and include a statement regarding the nature of each or the absence thereof.
20. Show any existing or proposed above-ground utilities (such as poles, wires, and transformer boxes) or include a statement that no utilities shall be above-ground.
21. Show any existing or proposed walls, fences and the height of any such walls and fences at their highest point.
22. Show the location of all existing or proposed swimming pools and tennis or other playing courts and any screening material associated therewith.
23. Show all pertinent existing or proposed landscaping.
24. Show the existing or proposed access to a public road (including a measurement of the width of any curb cut) and stating the name of such road. In the event any columns or other structures exist or are proposed along a driveway, the plot plan shall include a measurement of the narrowest point between them.
25. For corner lots, an "Intersection Visibility Line" shall be drawn (and clearly labeled) pursuant to Section 312.6 and all structures of any kind and all trees having branches lower than six feet within the triangle formed by the line shall be noted.
26. The principal structure must be clearly demonstrated to be positioned such that no part lies at a point where the lot width is less than 170 feet (s. 321.4)
27. A plot plan may include information required for other commissions and agencies provided such inclusions do not unreasonably interfere with its legibility.
28. No plot plan may be more than ten (10) years old.

STAKING STANDARDS

As part of the review process of a project before the Planning & Zoning Commission, the Commissioners will visit the site to observe the proposed property or site improvements. In order to insure that the Commissioners have the best opportunity to observe the extent of the property or proposed improvements, it is imperative that the Applicant place wooden stakes indicating the extent and location of the proposed improvements as shown on the plans which accompany the application.

The following is the recommended standard for staking the subject property and/or proposed site improvements.

CLEARLY MARKED LOT IDENTIFICATION

MATERIALS:

Wooden stake or lathe, shall be a minimum 36" long, 1 3/4" wide and 1/4" thick, with at least 1 smooth side so that it may be written on. The stake shall be installed at the appropriate location of the improvements so that a minimum of 30" extends above ground.

Colored ribbons, to be tied on the wooden stakes shall be standard surveyors flagging. The corresponding colors to proposed improvements shall be installed in accordance with Section 2.4.8 of the Town of Weston Subdivision Regulations, as follows:

Driveway/Road: Orange. Staking shall be placed at 50' intervals along the centerline of the roadway or common drive, the roadway station which corresponds to the proposed plans shall be indicated on the stake (i.e. Sta. 10 +00).

Houses, detached garages, misc. structures: Yellow, staking shall be placed at each of the corners of the proposed house or addition. House corners shall be indicated on the staking to best describe their location (i.e. Northeast house cor.),

Septic systems: Blue, staking shall be placed at each of the corners of the proposed leaching area and reserve septic area. Septic system corners shall be indicated on the staking to best describe their location (i.e. Southeast cor. primary septic area)

Limits of Wetland, Floodplain: Red, when possible it is appropriate for a soil scientist to place the red flagging on existing vegetation along the limits of the wetland. However, where there is no existing vegetation or in the instance of a floodplain stakes and flagging shall be placed at intervals that best represent the limits of the wetland or floodplain. Wetland flags should be numbered for identification on site plans.

Remember it is in the Applicant's best interest to be as thorough as possible when staking their property or site improvement so that the Commissioners are able to properly assess the proposed activity which will allow the applicant to move through the approval process expeditiously.

Effective October 1, 2009

(Grid Revised May 14, 2015 to reflect current Zoning Regulations)

The Weston Planning & Zoning Commission requires submission of an A-2 Property Survey with all applications for subdivision approvals, zoning permits, certificates of zoning compliance, flood zone permits, and special permits except as set forth in Section 415 and 416 of the Zoning Regulations (however, pursuant to Section 417, only a *limited* certificate of zoning compliance will be issued if the foregoing exemptions are utilized) **Effective October 1, 2009, all surveys of parcels within the R-2A district must contain the following grids:**

General Requirements District R-2A

	<u>Section</u>	<u>Required</u>	<u>Actual/ Proposed</u>	<u>Claimed Exemptions/Variances</u>
Min. Lot Area	321.4	2 acre		
Min. Rectangle	321.5	170' x 200'		
Min. Lot Frontage	321.5	170'		
Setbacks	321.6	-		
Front	321.6	50'		
Side	321.6	30'		
Rear	321.6	30'		
Farming Structures	321.1	100'		
Max. Bldg. Coverage	321.7	15%		
Max. Bldg. Height	321.8	35'		

Subdivision / Construction

Parcel No. _____	
Has this lot been the subject of a previous subdivision?	[Y/N]
Does this lot conform with Regulation s.311.7 (Odd Shaped Lots)?	[Y/N]
Can this lot contain a rectangle measuring 170' x 200' (s.321.4)?	[Y/N]

Minimum Lot Area Calculation per s.311.4
(required for each lot of subdivision applications)

Parcel No. _____	
Gross lot area	
Road, right of way, access way	
Above-ground utility easements	
Exclusive-use easements	
Land under water or very poorly drained in excess of 20% of total	
Net Lot Area:	

Attachment to Applications to the Weston Conservation Commission, Planning & Zoning Commission and Board of Zoning Appeals

Notification Process for Applicants with Projects in Public Water Supply Watersheds or Aquifer Protection Areas

Effective October 1, 2006, the Commissioner of the Connecticut Department of Public Health (CTDPH) must be notified by applicants before the Town's Conservation Commission, Planning & Zoning Commission, Zoning Board of Appeals for any project located within a public water supply watershed or aquifer protection area. This notification is in addition to the required notification to the water companies. Any forms of past notification to the water companies are not changing with this new CTDPH notification requirement.

The process that an applicant must follow to satisfy the new CTDPH notification requirement is:

1. Refer to the map "Weston, CT Public Drinking Water Source Protection Areas" to determine whether your project falls within a public water supply watershed or aquifer protection area. The map is available for viewing at Weston Town Hall in the Planning & Zoning Commission's Office and in the Conservation Planner's Office.
2. Go to the CTDPH website at <http://www.dph.state.ct.us>
3. Click on "Programs and Services"
4. Click on "D" and then "Drinking Water Section"
5. Click on "Source Water Protection" on the right hand side menu
6. Click on "Notification Process Under PA0653"
7. Click on "Notifying us using our online form"
8. Complete the Public Water Supply Watershed or Aquifer Area Project Notification Form and submit the form by clicking on the "Submit Form" button.

**PLANNING & ZONING COMMISSION
2018 MEETING DATES**

1st MONDAYS (Except Monday, Jan., 8; Monday, July 9; Wednesday, Sept. 5)

TOWN HALL ANNEX CONFERENCE ROOM, 24 SCHOOL ROAD, 7:15 P.M.

MEETING DATE

APPLICATION SUBMITTAL
DEADLINE

JANUARY 8 (2nd Mon)

JANUARY 2

FEBRUARY 5

JANUARY 29

MARCH 5

FEBRUARY 26

APRIL 2

MARCH 26

MAY 7

APRIL 30

JUNE 4

MAY 24

JULY 9 (2nd Mon)

JULY 2

JULY 30 (*if needed before summer recess*)

JULY 23

AUGUST RECESS

SEPTEMBER 5 (Wed after Labor Day)

AUGUST 29

OCTOBER 1

SEPTEMBER 24

NOVEMBER 5

OCTOBER 29

DECEMBER 3

NOVEMBER 26

APPLICATIONS FOR LOT DEVELOPMENT PLAN APPROVAL MUST BE SUBMITTED TO THE PLANNING & ZONING COMMISSION OFFICE AT LEAST **TWO (2)** WEEKS PRIOR TO THE MEETING DATE.