

**TOWN OF LISBON  
SPECIAL PERMIT APPLICATION**

**CORRESPONDENCE WILL BE SENT TO APPLICANT OR DESIGNATED AGENT. ALSO SEE NOTES 1, 2 AND 3 BELOW:**

- > APPLICANT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL: \_\_\_\_\_
- > APPLICANT'S AGENT (IF ANY): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL: \_\_\_\_\_
- > OWNER / TRUSTEE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL: \_\_\_\_\_
- > ENGINEER/ SURVEYOR/ ARCHITECT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL: \_\_\_\_\_

1. TO BE ACCEPTED BY THE PLANNING AND ZONING COMMISSION, THIS ENTIRE APPLICATION MUST BE COMPLETED, SIGNED BY THE PARTIES LISTED BELOW, AND SUBMITTED WITH THE REQUIRED FEE(S) AND SITE PLAN PREPARED IN ACCORDANCE WITH THE APPLICABLE REGULATIONS AND ORDINANCES.

2. THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION, ITS STAFF, AND/OR ITS CONSULTANT(S) TO ENTER THE PROPERTY FOR THE PURPOSE OF INSPECTION.

3. I HEREBY, AGREE TO PAY ALL ADDITIONAL FEES AND/OR ADDRESS SUCH COSTS DEEMED NECESSARY BY TOWN STAFF UNDER THE LISBON LAND USE FEES ORDINANCE.

SIGNATURE OF APPLICANT/AGENT \_\_\_\_\_ PRINTED NAME OF APPLICANT/AGENT \_\_\_\_\_  
DATE: \_\_\_\_\_

SIGNATURE/RECORD OWNER \_\_\_\_\_ PRINTED NAME/RECORD OWNER \_\_\_\_\_  
DATE: \_\_\_\_\_

**PARCEL IDENTIFICATION INFORMATION**

STREET ADDRESS AND/OR LOCATION OF PROPERTY: \_\_\_\_\_

MAP /BLOCK /LOT: \_\_\_\_\_  
VOLUME/ PAGE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ ACREAGE: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_  
LOT IN SQUARE FEET: \_\_\_\_\_ TOTAL FLOOR AREA IN SQUARE FEET: \_\_\_\_\_

**PROJECT DESCRIPTION, APPLICABLE REGULATIONS, AND PROPOSED STATEMENT OF APPROPRIATENESS OF USE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

=====

**APPLICATION SUBMITTAL DATE:** \_\_\_\_\_ **FEE(S) PAID:** \_\_\_\_\_  
**OFFICIAL DAY OF RECEIPT:** \_\_\_\_\_  
**\*P & Z COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**CHAIR'S SIGNATURE:** \_\_\_\_\_

UPON APPROVAL OF THIS APPLICATION BY THE PZC, AND COMPLIANCE WITH THE PROVISIONS OF SECTION 2.3.3 AND ANY CONDITIONS REQUIRED, THE ZONING ENFORCEMENT OFFICER MAY ISSUE THE ZONING PERMIT.

\_\_\_\_\_  
Zoning Enforcement Officer DATE: \_\_\_\_\_ Rev. 12/17

(\* Any conditions attached to PZC action, or any reasons for denial, shall be reflected in the record and attached. No approved special permit shall be effective until a copy of the Notice of Approval and Grant of Special Permit is duly recorded in the land records of the Town.)

TOWN OF LISBON  
SITE PLAN CHECKLIST

A. INFORMATION TO BE SUBMITTED WITH THE APPLICATION FOR SITE PLAN REVIEW  
ASSOCIATED WITH ZONING PERMIT AND/OR SPECIAL PERMIT APPROVAL

- Complete application on the form provided by the Town.
- Proof that application has been made to, or permit obtained from, the Conservation Commission for any regulated activity under Connecticut General Statute §22a-42.
- Fee in accordance with the Town of Lisbon Fee Ordinance, as amended
- A soil erosion and sediment control plan and accompanying information in accordance with sections 10.16 and/or 10.4 of the zoning regulations, inclusive and as amended, for development when the disturbed area of such activity or development as the case may be, is cumulatively more than one-half acre.

***It is the developer's or contractor's obligation to maintain consistency with all Storm-water discharge permits issued by the DEEP within the municipal boundary pursuant to Connecticut General Statutes §22a-430 and 22a-430b and obtain authorization under DEEP's General Permit for the Discharge of Storm-water and Dewatering Wastewaters Associated with Construction Activities ("Construction General Permit") if their development or redevelopment project disturbs one or more acres of land, either individually or collectively, as part of a larger common plan, and results in a point source discharge to the surface waters of the state. A copy of the Storm-water Management Plan or Storm-water Pollution Control Plan (required by the Construction General Permit) as the case may be, shall be provided to the Town of Lisbon by the applicant upon request.***

- Renderings and elevations of proposed buildings 1) in the case of special permit applications and 2) to address the requirements of section 10.13, inclusive, regarding development in the Business Village and Industrial districts. In the case of all site plan reviews for other uses and zones, a rendering of any proposed building shall be supplied, with siding materials specified (front, side, and rear elevations shall also be shown).
- For all wireless telecommunications facilities proposed provide reports, design drawings and other information required under section 10.17, inclusive.
- Where significant risk of degradation of surface or ground water supplies may exist, submission of an evaluation of the impact of the proposals on existing and potential surface and ground drinking water supplies, prepared by a qualified hydrogeologist or other professional acceptable to the commission.
- An estimate of the costs for improvements shown on the site plan and provided for in the special permit.
- The Commission may require evaluation reports by commission-approved independent professionals and other experts, including and not limited to: traffic engineers, hydrologists, soil scientists, geologists.
- Storm water drainage calculations for pre and post development.

- Provide proof that applications will be made, or have been obtained, for any required Certificates of Public Convenience and Necessity required by Connecticut state statute.
- B. ITEMS TO BE INCLUDED ON THE SITE PLAN: PLAN SIZE SHALL BE 24" x 36" at 1"=40'. THE SITE PLAN SHALL BE PREPARED BY A CONNECTICUT REGISTERED PROFESSIONAL SURVEYOR, ENGINEER, OR OTHER APPROPRIATE PROFESSIONAL; P.E. STAMP IS REQUIRED FOR ANY GRADING, PAVING, DRAINAGE, ROAD CONSTRUCTION, OR MUNICIPAL IMPROVEMENT WORK.
- Name and address of owner of record, address of property, name of applicant.
  - Legend
  - Type size no smaller than .08" or equivalent of 80 LEROY.
  - North arrow (orientations shall be consistent), graphic scale, name of person preparing plan, date of drawing, any revision dates with description of revisions.
  - Property boundaries, dimensions, and area.
  - Map references and prior permits, variances, and the like.
  - Signature/Date Block for the chairperson of the Planning and Zoning Commission
  - Site data table to address section 8, including lot size, density, frontage, yards, buildable area, parking, building coverage, impervious area coverage, and building height, as the case may be.
  - Zone of site and of all property within 500 feet. A 1"=1000' Location Map copied from the official zoning map can address this item.
  - Names and addresses of current owners of property within five hundred feet of the parcel as shown in Assessor's records including properties across from any street/road, river, and /or municipal boundary.
  - Dimensions of all yards, as required by these Regulations.
  - Existing and proposed contour lines at intervals of no more than two feet (T-2 or T-3 accuracy). Topography taken from USGS Quadrangle interpolation is not acceptable. The commission may require the applicant to submit design drawing(s) including cross sections and elevation, of all proposed activity as a component of the site plan.
  - Locations and specifications of all existing and proposed structures and uses including, but not limited to, buildings, stonewalls, fences, sidewalks, driveways and internal roads, parking and loading areas, exterior storage areas, trash disposal areas, signs, abutting streets, utility structures, and hydrants. Provide construction details as necessary.
  - All new utilities (i.e. electric, cable, phone) necessary for development shall be installed underground.
  - Locations and descriptions of water supply/distribution and sewage disposal facilities, including test pit data. Where septic systems are proposed, include note: The preliminary soils testing information presented herein is sufficient for the purpose of approval of this site plan by the Lisbon Planning and Zoning Commission. Prior to

issuance of a building permit, the Uncas Health District may require additional soils testing and/or detailed review of the septic system design.

- HVAC equipment location(s) and other service structures such as propane tanks, transformers, mailboxes, bus shelters, etc.
- A storm drainage plan which includes necessary calculations and existing and proposed drainage structures on the site and those off-site that may be affected by the proposed activity. Post-development and pre-development calculations should be submitted.
- Location of wetlands and watercourses and wetlands buffer, with the signature of the soil scientist who identified such features. All wetlands shall be field located.
- A landscape plan prepared by a professional landscape architect (i.e., American Association of Landscape Architects, including the planting, location and species to be used, the ground cover and surface treatments proposed, and identification of the types and location of existing vegetation to remain in place on the site. The number, location and size of the landscaping material shall be as required by section 14 of the zoning regulations.
- Location of any existing mature trees to be retained or credited to meet landscape requirements. Include clearing limit lines.
- Staging or phasing plans proposed for site development.
- Flood Hazard areas, as shown on FEMA maps.
- Sight line information at proposed driveway cut(s).
- Indication that plans have been submitted to CONNDOT for review or that review is not required. A CONNDOT encroachment permit is required for all work in the State R.O.W.
- Lighting plan to address the requirements of section 12.6.9 of the zoning regulations, including location(s), height size, orientations and details. Light posts proposed may not exceed 20' in height.
- Location, size, height, and orientation of all proposed signs, including wall, freestanding, directional and traffic signage in accordance with section 15 of the zoning regulations.
- Note stating: *Fire Lanes, if requested by the Fire Marshal, shall be installed and maintained on site in accordance with town ordinance or standards in force.*
- Note stating: *The contractor will notify the Tree Warden before removing or pruning any trees that stand on Town of Lisbon property.*
- Note stating: *Call Before You Dig at 811 or 1-800-922-4455 will be contacted prior to initiation of this project.*
- Note stating: *All curb/handicapped ramp designs shall conform to ANSI, ADA, CT Basic Building Code, Town of Lisbon standards in force as directed by the Town Building Official.*
- Easements or dedications proposed or required.
- Any other information deemed necessary by the commission to determine compliance with these regulations.