



**City of Groton  
Department of Planning & Economic Development**

**Form A: Zoning Permit, Site Plan and Special Permit**

Refer to Section 9 Administrative Provisions of the Zoning Regulations for all application procedures in addition to those listed upon this form.

**The Form A - Zoning Table must be attached to this form.**

**District**

Zoning District(s): 1. G-C General Commercial                      2. \_\_\_\_\_

**Proposed Use**

List the Principal Use(s) you are requesting permits for (See applicable district regulation):

- |  |          |
|--|----------|
| 1. <u>Business Office (ZR 4.3.C.7)</u> | 3. _____ |
| 2. _____                               | 4. _____ |

List the Accessory Use(s) you are requesting permits for (See applicable district regulation):

- |                                 |          |
|---------------------------------|----------|
| 1. <u>Accessory Storage Use</u> | 3. _____ |
| 2. _____                        | 4. _____ |

**Project Narrative**

On the following page describe the proposed project/request being as detailed as possible. The Project narrative helps to establish the use(s) listed above for which the permit will be issued. At minimum, it shall include the following information:

- a. Describe the nature of use(s) and associated activities. Be as detailed as possible.
- b. Describe all natural resources including but not limited to inland wetlands, flood areas and coastal resources as defined in C.G.S. Section 22a-93
- c. Methods, timing, schedule, sequence of construction and staging
- d. SF of existing and proposed buildings; Number of stories of buildings/additions
- e. Number of employees
- f. Description of utilities
- g. Number of parcels upon which improvements are proposed
- h. Quantity of parking required and proposed and itemized by principal use
- i. Hours of operation
- j. Number of residential units
- k. For mixed use, breakdown by SF of each use and number of residential units
- l. *For Special Permits, provide a separate narrative explaining how the application addresses each Special Permit Criteria explained in Section 9.4.D.*

**Project Narrative** (see instructions on previous page)

Applicant proposes to construct a new 1-story slab-on-grade 45'x80' prefabricated metal building addition to the existing 50'x80' 1-story slab-on-grade pre-fab metal building currently being used as Accessory Storage to the Primary Office Use. Proposed building addition area = 3803 sf.

Proposed Building Addition Use: Accessory Storage to Primary Office Use

Re-configure on-site parking to accommodate the new building addition.

19 parking spaces required for 4668 sf Office Use.

18 spaces to be located on-site +(1) off-site on-street space on Thames Street within 500' of Project Site boundary

Subject to Approval of Special Permit for Permanent Reduction in On-Site Parking for Single Property per ZR 7.1.C.1.c

All proposed Non-ADA/HC parking spaces to be permanent Compact Spaces (8'W x 16'L) for exclusive use by Non-Transient Employees; Subject to Approval of Special Permit for Permanent Compact Space Parking Reduction per ZR 7.1.C.3.a

Total project parking provided = 19 spaces.

(1) new ANSI/ADA HC Parking Space to be provided.

Re-configured 12'W x 40'L x 14'H truck loading berth with raised loading dock is proposed.

No new sanitary sewer, water or gas services to be provided.

All MEP svcs required for the new Building Addition will be interconnected interior to the existing building.

No change in site surface impervious area.

Qty Existing Employees on-site on Daily Basis = 12 Office + 2 storage Employees = 14 Employees total

No Change in Employee Qty is proposed as part of this project.

Hours of Operation: 7AM-6PM - Mon-Friday

SPECIAL PERMIT is requested for this project for the following reasons:

ZR 7.1.C.1.c - Permanent Parking reduction For a Single Property because there is adequate existing off-site On-Street parking available within 500' of the project site along Thames Street. The Proposed (18) on-site spaces are adequate for the (14) daily employees on the site. Only (1) additional off-site On-Street parking spaces is required to meet the 1 sp/250 sf Office use Zoning requirement.

ZR 7.1.C.3.a - Permanent Compact Space Parking Reduction is requested because the on-site parking spaces will be exclusively used by non-transient employee parking.

The applicant is currently in negotiations with the adjacent Land owner (National Railroad Passenger Corporation) to obtain a ground lease of a portion of the adjacent property to provide full required off-street parking. Applicant currently has Easement rights on same Railroad property for Vehicle Access & utilities.