



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

Site Plan and Coastal Area Management Checklist

Minimum Information to be Provided on Plans – See Zoning Regulations Appendices for Additional Requirements

The following lists the anticipated information required at time of application submission. The sequence presented below is the preferred sequence drawings should be presented in the plan set. Each box shall be checked to ensure the information is provided correctly and submitted with the application.

Property Address: _____

Applicant Name: _____

Acknowledgement:

I am the individual responsible for coordinating the preparation of the plans and I acknowledge that the following plans have been prepared in conformance with the *Site Plan & Coastal Area Management Plan Preparation Requirements* and those listed below.

Signature: _____ Printed Name: _____

Sheet Size	24" x 36"; (12" x 18" or 18" x 24" if approved in advance by City Planner)
Number of Plan Sets	The number of plans submitted shall be determined by the City Planner depending on staff referrals.

When approval of a Site Plan (including Coastal) is required under these Regulations, application for approval shall contain the following minimum documentation. Additional information may be required by the City Planner at time of, or following, application submission:

Check all that apply and provided in the application submission:

- A. A completed application form(s), fee, and a written statement of the proposed use of the building, structure or use of property for which the application is made.
- B. Locations and use of structures in any residential zone abutting the site or lying immediately across the street from the site of the proposed use and within 100 feet thereof and the approximate distance of any street intersections within 500 feet of the site of the proposed use.
- C. A Zoning Table outlining the required bulk zoning and dimensional requirements of the zone and the proposed dimensions or calculation associated with each requirement.
- D. The following note:

“A foundation location as-built drawing shall be submitted to the City Planner following completion of the foundation’s installation and prior to backfill and the construction of any vertical walls or other features attached to the foundation structure. Said plan shall depict the location of all foundation walls and finished elevation of the top of all foundation walls when the elevation varies and demonstrate the location is consistent with the approved plans. The foundation location

as-built shall be prepared in accordance with Sec. 20-300b-2 (b) (1) and Sec. 20-300b-4 of the Department of Consumer Protection Concerning Survey and Map Standards, conforming to A-2 and T-2 classes of accuracy and shall be signed & sealed by a licensed site surveyor registered to do business in the State of Connecticut with appropriate references attesting to the above noted standards and accuracy.”

E. All plans shall be prepared, signed, and sealed by a Connecticut registered engineer, surveyor, architect, or landscape architect, whichever is appropriate. All Site Plans shall be prepared at a scale of not more than 40 feet to 1 inch and each plan shall include:

1. Date, north arrow, numerical and graphical scale;
2. Sheet title and sheet number;
3. Property address as depicted on the assessor’s card;
4. Signature and seal of the professional responsible for the preparation of the drawing, as applicable;
5. The following signature block:

CITY OF GROTON: APPROVED PLAN

The plans upon which this stamp is affixed are approved. All work must conform to the representations made herein and other applicable documents or conditions. It is the applicant’s responsibility to secure additional permits as may be required. Any modifications to these plans required in order to secure other permits or address field conditions during construction must first be approved by the City Planner or Planning and Zoning Commission, as may be applicable, and prior to commencing with said improvements.

Chairman/City Planner

Date

F. The Planning and Zoning Commission may require approval of the Site Plan by any City of Groton agency, department, and/or official, other than the Planning and Zoning Commission or the Zoning and Building Official of said City; however, the approval of such agency, department, and/or official shall be obtained by the applicant.

G. As part of the Site Plan requirement in all zones, sidewalks shall be provided along all street frontages where such sidewalks are absent. Such walks shall be 5 feet wide and built to City of Groton Highway Department specifications. The Commission shall require such walks to be extended a reasonable distance beyond the site frontage in order to connect to existing walks. Such extensions shall not exceed a total of 100 feet.

H. Drawings shall include enough detail to demonstrate, to the satisfaction of staff and the Commission that all improvements are in compliance with all applicable local, state and federal land use, building and fire codes. General statements that compliance will be achieved following site plan approval or at time of building permit application will not be accepted.

I. All drawings shall be collated and edge bound. The following minimum information shall be provided along with the completed Site Plan Application & Fee and depicted on its own drawing as noted below or as otherwise approved by the City Planner:

1. Site Surveys. Provide a Property Survey in accordance with Sec. 20-300b-2 (b) (1) of the *Department of Consumer Protection Concerning Survey and Map Standards*, conforming to A-2 Class of Horizontal Accuracy; and a Topographic Survey in accordance with Sec. 20-300b-4 (a) of the *Department of Consumer Protection Concerning Survey and Map Standards*, conforming to T-2 Vertical Class of Accuracy. Both surveys shall be signed & sealed by a licensed site surveyor registered to do business in the State of Connecticut with appropriate references attesting to the above noted standards and accuracy. In addition to the minimum requirements to meet the above standards the surveys shall include:
 - a. The name of abutting property owners & location of intersecting property lines;
 - b. All existing improvements including buildings, pavement, utilities (above and below grade), fences, walls, curbing, walkways, etc.;
 - c. Existing vegetation and trees with a diameter of 12 inches or more, as measured at the base located on site;
 - d. Existing contours at 2 feet intervals and appropriate spot elevations;
 - e. Limits of wetlands and watercourses as delineated by a licensed CT Soil Scientist;
 - f. Limits of Special Flood Hazard Areas;
 - g. Limit of Moderate Wave Action (LiMWA) Boundary Line
 - h. Coastal resources;
 - i. The general location of existing buildings within fifty feet of the property line situated on other properties;
 - j. Location of significant physical/natural features on and within 100 feet of the Lot;
 - k. Edge of roadways and other existing improvements within the public right of way for the entire Lot frontage (both sides of the street) extending 100' beyond the corner of the Lot;
 - l. Easements and setback lines;
 - m. Existing deed restrictions or covenants applying to the Lot.

Information provided upon the Site Survey(s) shall be depicted on all plans noted below to convey the relationship of existing conditions to future Lot improvements.

2. Demolition Plan showing all existing improvements and vegetation to be removed including limits of sawcut lines and construction fencing.
3. Layout Plan depicting all proposed improvements, clearly labeled and corresponding to the applicable construction detail provided; critical dimensions provided for such items as walks, drives, setbacks, parking spaces, etc. to demonstrate code requirements (building and zoning). At minimum the Layout Plan shall depict the following proposed information:

- a. Building and structure locations and decks/balconies (including roof overhangs);
 - b. Walks;
 - c. Fences and Bollards;
 - d. Pavement materials and markings;
 - e. Curbing and parking;
 - f. Handicap parking and ramps;
 - g. Outdoor storage areas;
 - h. Trash enclosures and mechanical equipment (i.e. HVAC, transformers, heat pumps, etc);
 - i. Signage (including those used for traffic control);
 - j. Setback lines and building/structure distance to property lines;
 - k. Existing and proposed easements;
 - l. Existing and proposed deed restrictions or covenants applying to the Lot.
4. Sedimentation and Erosion Control Plan depicting the information contained upon the Layout Plan as required above and, at minimum, containing:
- a. Silt fence, hay bales, etc
 - b. Temporary sedimentation trap (with supporting calculations)
 - c. Stockpile areas
 - d. Staging and storage of equipment
 - e. Location of construction trailer and contractor parking
 - f. Erosion control narrative and sequence of construction
 - g. Inspection requirements and schedule
 - h. Contact information for individual responsible for ES measures
 - i. All other items necessary to conform to the requirements of Section 7.8 of these regulations.
5. Stormwater Management Plan prepared by a CT licensed Professional Engineer demonstrating compliance with Section 7.7 of these Zoning Regulations and including the following:
- a. Grading and Drainage Plan(s) depicting at minimum:
 - i. Proposed contours at a minimum of 2' intervals;
 - ii. Spot elevations at high and low points, top and bottom of stairs and ramps, intermediate landings of ramps, top and bottom of all walls (retaining and free standing);
 - iii. All drainage structures, piping (including inverts, size, slope and material);
 - iv. Stormwater facilities (above and below ground);
 - v. Finished floor elevations of all structures;
 - vi. Existing and proposed easements;

- vii. Existing and proposed deed restrictions or covenants applying to the Lot;
 - viii. Location and base flood elevation of all Special Flood Hazard Areas;
 - ix. Cut and fill calculations when material is to be imported to, or exported from, the Lot;
 - x. Nature and character of material to be imported to, or exported from, the Lot
 - b. Stormwater report with supporting calculations and consistent with the provisions Section 7.7
 - c. A narrative describing the methods of low impact development implemented into the plan
 - d. Construction details of all materials and techniques used to control stormwater and address water quality
6. Utility Plan showing all proposed electrical, telecommunications, fiber optics, sanitary sewer, water, transformers, and other above and below grade utilities, including those to remain.
7. Landscape Plan, Tree Survey, Tree Protection Plan depicting the location of all plant material and protection measures. The plan shall include all proposed and existing features to remain, below and above grade utility improvements, signage and lighting in order to confirm no conflicts exist with proposed landscape materials. Plan shall also include a Landscape Schedule, provide on each landscape plan when more than one is necessary, and contain the following information:
 - a. Plant Code or Symbol
 - b. Scientific Name
 - c. Common Name
 - d. Size at time of planting using American Nursery & Landscape Association standard size nomenclature
 - e. Method of planting (i.e. container grown, balled and burlapped, etc)
 - f. Notes as may be applicable to plant species
8. Lighting Plan depicting the location of all exterior lighting, including those mounted on the exterior of a building. Provide lighting details and product cuts to demonstrate compliance with the zoning regulations. Lighting may be combined with the Site Layout Plan or Landscape Plan as long as legibility is not affected.
9. Photometric Plan prepared by a Connecticut licensed professional engineer depicting foot candles on the ground, in relationship to all property lines and site improvements and demonstrating conformance with the zoning regulations. This plan must be separate from all other plans.
10. Building Floor Plans with clearly labeled space/room uses, provide critical dimensions, location of windows, exterior and interior doorways, utility and storage rooms, location of utilities entering the building.

11. Building Elevations (Including existing buildings with additions) depicting all exterior improvements and accurately illustrating roof lines, wall/roof height, window location and styles, siding, shutters, trim, roof/building mounted mechanical/utility equipment, etc.
12. Phasing Plan, when the improvements upon the Lot will be constructed at different times, clearly showing the limits of each phase and associated improvements. Provide a schedule and duration of each phase.
13. Construction details depicting the methods and means of installation of major site improvements.
14. Information pertaining to development in a Special Flood Hazard Area, as applicable, and as outlined in Section 5.3 of these regulations.
15. Additional items that may be required include:
 - a. Traffic report and identification of necessary offsite improvements;
 - b. Environmental reports;
 - c. Architectural product samples;
 - d. Noise study;
 - e. Structural analysis;
 - f. Geotechnical reports;
 - g. Illustrative renderings;
 - h. Cross section of buildings or site improvements;
 - i. Other supporting information found necessary by staff or the Planning and Zoning Commission.