



Town of Preston
Planning and Zoning Commission
Zone Change Request from Thames River District to
Thames River Overlay Development District

REQUEST FOR PRE-APPLICATION REVIEW

This review does not start the application review clock. The purpose of this pre-application is to discuss with the Commission the conceptual plan for the project without significant and costly details, such as detailed grading, drainage, utilities, etc. The pre-application review and the informal consideration of the conceptual plan shall not be deemed to constitute any portion of the official and formal procedure of applying for a change of zone or a Master Plan approval. In the event an applicant utilizes the pre-application review process, neither the applicant nor the Commission shall be in any way bound by statements.

The level of detail of information submitted by an applicant for a pre-application review shall be at the applicant's discretion. However, the more complete information and plans submitted for discussion will result in more meaningful feedback from the Commission.

Information required:

Name of applicant _____

Telephone () _____ Cell () _____

Address for Applicant _____

Applicant Email _____

Location of subject property _____

Owner of Property _____

Telephone () _____ Cell () _____

Address for property owner _____

Although the information submitted is discretionary, it is recommended that the following be provided:

1. Five (5) copies of the concept plan and a digital copy showing proposed uses, the zone change property lines and the parcels to be included, approximate location and size and stories or height of buildings parking and building setbacks. Keep in mind that the regulations allow for the commission to determine the required setback, parking etc. This is a generalized plan that will provide the Commission with an idea of the project It will allow the Commission to provide feedback for the formal Zone Change Application.

Applicant: _____ Date: _____

Signature

TRODD Application # _____	Date Submitted _____	Amount Paid \$ _____	Check # _____
---------------------------	----------------------	----------------------	---------------

Town of Preston
Planning and Zoning Commission
Zone Change Request from Thames River District to
Thames River Overlay Development District

Please fill out this application completely. If the application is not properly completed with documentation submitted, as noted below, it will create unnecessary delays. Provide five (5) copies and a digital copy of the plans and survey with the application. Below is a list of application requirements:

- Fee:
 - Fee of \$1,000.00
 - Engineering or other consultant fees to be determined.
 - Legal notice fee to be determined at the end of the project.

- Project Narrative and project description in accordance with Section 11.7.2.4 a
- A-2 survey with certification as to the accuracy of the survey information. Provide limits of zone change area with names of all property owners in accordance Section 11.7.2.4 b
- Master Plan at an appropriate scale showing all required information outlined in Section 11.7.2.4 c, including flood zone, wetland, coastal zone and resources, areas identified on the Natural Diversity Data Base (NDDDB), location of any archaeological preserves, public sewer and water, and any other significant natural resources.
- All necessary studies as noted in section 11.7.2.4 d-m.
- Two copies of the bond estimate for all site work and erosion and sediment control.
- Coastal Site Plan application, if applicable.
- Generalized elevation drawings and floor plans of any proposed structures. Please review the Design Guidelines as adopted by the Planning and Zoning Commission.
- Letter from the Department of Transportation, if applicable.
- Copy of property deed on file in the Town Clerk's Office.
- Letter from Preston Redevelopment Agency, if applicable

ALL APPLICATIONS WILL REQUIRE A LEGAL NOTICE TO APPEAR IN THE PAPER ADVERTISING THE PUBLIC HEARING AND AFTER THE COMMISSION TAKES ACTION. PLEASE NOTE THAT A PERMIT WILL NOT BE VALID UNTIL THE LEGAL NOTICE FEE IS PAID. THE AMOUNT OWED WILL BE NOTED IN YOUR ACTION LETTER FROM THE COMMISSION.

Name of applicant _____

Telephone () _____ Cell () _____

Address for Applicant _____

Applicant Email _____

Location of subject property _____

Owner of Property _____



TRODD Application # _____

Application signatures and Permission to access the site

All owners of the property must sign the application, unless the property is owned by a corporation, in which case a corporate resolution authorizing the **signatory to execute any documents required** to be submitted with the application shall be attached to the application.

By signing this application permission is hereby granted by all owners of the property to file the attached application and authorizes Town of Preston representatives to enter onto the property at any time during the application process or during construction of the project for inspections, and, if applicable, for other appropriate purposes, as outlined in the bond agreement.

In the event an attorney represents the applicant or owner, please provide a signed letter that said attorney is authorized to represent the applicant or the owner.

Applicant _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

TRODD Requirements:

The Thames River Development Overlay District provides the opportunity to create individualized zoning requirements provided the property is located within the Thames River District. It allows for an applicant to establish setbacks, lot coverage, lot size, building height, etc. but has certain criteria that needs to be complied with, such as meeting building design standards, complying with the Plan of Conservation and Development, compatibility with the character of the area, including land uses, natural, historic, and archaeological resources. Traffic circulation and parking will not necessarily need to comply with the zoning regulation parking requirements, but will need to verify the need for the number of parking spaces based on proven parking data. This application is to provide generalized information to the Commission to establish new regulations based on a master plan of the property for the development.

- a. **Pre-application meetings.** It is strongly suggested that a preliminary meeting with the Town Planner be scheduled to review the process and the concept plans. It is also suggested that a pre-application be submitted to the Commission. This is merely an informal discussion with concept plans and is to provide an idea of the Commission's position and direction.
- b. **Wetlands:** If the site contains wetland soils delineated by a qualified Soil Scientist, and work is proposed within one hundred (100) feet of the wetland, including grading and drainage, an application eventually will require Inland Wetland and Watercourses Commission (IWWC) approval. However, since this is not an application for actual development, only a master plan, the IWWCC is not required to review the application, but submission of a preliminary application, if there are any wetland issues or concerns, is recommended.
- c. **Application deadline and submission requirements:** The application is due fifteen (15) business days prior to the regularly scheduled Planning and Zoning Commission meeting. Please refer to the Planning and Zoning "Calendar of Meetings" that is on the town website or available in the Planning and Zoning Office. Please be sure to provide all required documentation with your application because it will hasten the process. Items to be submitted are as follows:
 - i. **Application** signed by the applicant(s) and the land owner(s).
 - ii. **Application fee and engineering and other consultant fees.** At the time of submission only the application fee is submitted. The plans are forwarded to the town engineer for a cost estimate for engineering fees. The Planning and Zoning Office will notify the applicant of the fee, which must be paid prior to the town engineer's review of the application. Any of the engineering fee that is unused will be returned to the applicant. The Commission may require other consulting services, such as a traffic engineer, archaeologist, architect to review the plan. These fees are also required to be paid by the applicant.
 - iii. **Copy of current deed.**
 - iv. **Outside agency reviews.** Although this is a Master Plan Zone Change, contacting the CT Department of Transportation, if located on or just off a state highway, the Department of Energy and Environmental Protection if the application involves work within a tidal wetland, or Norwich Public Utilities for utilities connection, and providing them a copy of the master plan would be advantageous. Any correspondence from them will assist the Commission in the decision-making process.
 - v. **5 sets of plans including A-2 survey or reference thereof and one digital copy.** All plans must be prepared by a land surveyor licensed in the state of Connecticut. Generalize drainage design and engineering details must be prepared by a professional engineer, licensed in the State of Connecticut. Wetlands must be mapped by a qualified soil scientist.

- vi. **List of abutting property owners.**
 - vii. **Generalized elevation drawings and floor plans** of all buildings being constructed.
 - viii. **Coastal Site Plan Application**, if applicable.
 - ix. **Comments from the Preston Redevelopment Agency if located within the Redevelopment Area.**
- d. **Staff Review.** The application and Master Plan will be sent by the Town Planner to the various town staff for review and comment for revisions. Once completed, comments will be forwarded to the applicant's engineer or land surveyor. Depending upon the complexity of the project, the Town Planner may decide to conduct a staff meeting with the applicant to review the plans.
 - e. **Revised Plan and Town Planner meeting.** After the plans have been revised to address staff comments, a meeting will be held with the town planner and the applicant's engineer or land surveyor, and, if necessary, the town engineer and other necessary staff to review the revised plans. The town planner will prepare a list of recommended modifications to the plan for the Commission to consider at the meeting.
 - d. **Agenda.** The application will be placed on the Commission's agenda for consideration. Statutorily, the Commission has sixty-five (65) days to review and act on the application, but if the plan is complete and acceptable to them, the Commission may act on it sooner.
 - e. **Plans reviewed by the Commission.** The Commission will review staff comments, discuss the preliminary concepts, and make recommendations for modifications. During the sixty-five-day review period the applicant will have the opportunity to discuss the application with the Commission and develop their new zoning requirements; however, this is not part of the public hearing process so the public is not allowed to speak at this time. Once the review by the Commission is completed, the hearing will be scheduled.
 - f. **Public Hearing.** The Commission will have thirty-five (35) days to complete the hearing, unless an extension is agreed upon by both the Commission and the applicant. Items in the file will be added into the record. At this time, the applicant will provide the Commission with certification that the abutters have been notified of the project. An applicant must notify abutters 10 days before the hearing. This does not include the day of the mailing and the day of the hearing. At the public hearing the Chairman will allow the Town Planner to enter all communications in the file into the record. Then the applicant will be permitted to speak on the Master Plan Zone Change. The Chairman will then ask for comments from the public. Rebuttal is permitted. The Chairman has the right to limit comments if there is a large crowd at the meeting. Questions are not permitted only comments, and all comments are to be directed to the Chairman. The public hearing must be closed within thirty-five (35) days, unless an extension is agreed upon.
 - g. **Commission Action.** Once the hearing is closed, the Commission has sixty-five (65) days to review the record and act on the application, at which time the Commission will approve, modify, and approve or deny the application. A letter explaining the Commission's action will be forwarded to the applicant within fifteen (15) days explaining the Commission's action and any modifications that were required.
 - h. **Provide one mylar copy of the plans and three paper copies to the Planning and Zoning Department.** After approved, the Master Plan Zone Change listing all zoning requirements for the future development will need to be finalized, and once completed, the plans will need to be printed on mylar in accordance with Section 7-31 of the CGS. The mylar and three paper copies shall be provided to the Planning and Zoning Department within thirty-five (35) days. The Chairman will sign the approved plans and mylars will need to be filed by the applicant in the Clerk's office within 90 days.

- i. Next steps.** Once this Master Plan Zone Change is approved, a site plan application may be submitted in accordance with the site plan procedure and requirements.