

BOLTON PLANNING & ZONING COMMISSION  
REGULAR MEETING AGENDA  
7:30 PM, WEDNESDAY, September 12, 2018  
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD

RECEIVED

SEP 07 2018

Town Clerk of Bolton

1. Call To Order
2. Approval of Minutes: August 8, 2018 Regular Meeting Minutes
3. Residents' Forum (Public Comment for items *NOT* on the agenda)
4. Staff Reports
5. Old Business
  - a. General Discussion/Review of Possible Amendments to the Zoning Regulations (time permitting)
  - b. Other
6. New Business
  - a. 8-24 Referral – Fire Department Training Area
  - b. *APPLICATION/DISCUSSION/POSSIBLE DECISION*: Modification of Site Plan, Remove Mansard Roof from Canopy, 1135 Boston Turnpike (Valero Station), Boston Turnpike Enterprises, LLC (#PL-18-5)
  - c. Other
7. Correspondence
8. Adjournment

**Bolton Planning & Zoning Commission**  
**Regular Meeting**  
**7:30 p.m., Wednesday, August 8, 2018**  
**Bolton Town Hall, 222 Bolton Center Road**  
**Minutes and Motions**

RECEIVED  
AUG 10 2018  
Town Clerk of Bolton

**Members Present:** Chairman Adam Teller, James Cropley, Christopher Davey, Arlene Fiano, Neal Kerr, and Alternates Marilee Manning (seated for Thomas Robbins) and Thomas Manning (seated for Benjamin Davies)

**Members Excused:** Benjamin Davies, Thomas Robbins and Alternate Rodney Fournier

**Staff Present:** Patrice Carson, AICP, Consulting Director of Community Development and Leslie Brand, Recording Secretary

**1. Call to Order:** A. Teller called the meeting to order at 7:32 p.m.

**2. Approval of Minutes: July 11, 2018 Regular Meeting Minutes.**

The following corrections were suggested:

4. *Staff Reports*-4<sup>th</sup> paragraph: Correct the spelling of “Steele Crossing Road” to “Steeles Crossing Road”.

5. *Old Business*-2<sup>nd</sup> paragraph: Change “added canopy” to “addition to the canopy”

**A. Teller moved** to approve the minutes as amended. **C. Davey seconded.** Unanimously Approved 5:0:0

**3. Public Hearings**

**a. Application: Special Permit Application for Light Assembly/Showroom, 25 West St, JAKEE, LLC (#PL-18-3):**

A. Teller opened the public hearing at 7:45 p.m. P. Carson read the legal notice and noted it was published in the Hartford Courant on July 27, 2018 and August 3, 2018. Certified mailing receipts and affidavit for the posting of the sign were presented by the applicant for the record.

John Dean of 102 South Road, Bolton represented himself. He wishes to purchase 25 West Street in Bolton to relocate his business. The business operation will be of similar use and function as in the current space. The showroom space will increase two to three times and storage space will also be increased. Four designers are currently employed with a possible addition of two more designers. Parking will be adequate for clients. C. Davey asked if the cabinets are pre-finished. J. Dean noted that most are pre-finished but some are finished on site. Only water borne coatings are used. They are non-hazardous and non-flammable so there are no special ventilation or disposal requirements. P. Carson noted that a Special Permit is needed for light manufacturing. There will be no additional paving or lighting and no additional structures other than new signage. C. Davey asked if there would be an increase in truck traffic. There are currently two tractor trailers per week. Traffic may increase but not substantially. The loading dock is on the side of the building making deliveries easier. General operating hours will be 8:30 a.m. to 5:00 p.m. A. Teller asked if there would be outside storage. J. Dean indicated no. The consensus of the board is that they are glad that he is keeping his growing business in Bolton.

**Sandra Pierog, 37 Brandy Street,** noted she was commenting as a neighbor and complimented J. Dean on the use of solar at his current facility and asked if it will be used at new site. J. Dean noted that it is a consideration but it is not financially feasible at the outset. Storage trailers that are at the current facility will not be moved to the new location. They will try to sell or scrap them.



**J. Cropley moved** to close the public hearing at 8:02 p.m. **C. Davey seconded.** Unanimously Approved 7:0:0

**4. Resident's Forum (Public Comment for items NOT on the agenda):** No public comment

**5. Staff Reports:**

P. Carson had no written report but offered to answer questions. M. Manning asked if there was any resolution to the Brew Haus issue. S. Pierog noted that Jim Rupert offered to meet with the owner. The owner declined. There has been no cease and desist order although he was in violation of his home based business license. Off road parking must be available. The driveway had been blocked with a note asking customers to park on the street. Street parking is frowned upon as the swale has already been damaged. The owner has resolved this by selling only with online signups and sales by appointment only.

**6. Old Business**

**a. Discussion/Possible Decision: Special Permit Application for Light Assembly/Showroom, 25 West St, JAKEE, LLC (#PL-18-3)**

**T. Manning moved** to approve JAKEE, LLC's Special Permit for light assembly, showroom and office in the existing building at 25 West Street (currently NetSource), application #PL-18-3, in accordance with the application submitted, which is conditioned on the following:

1. This approval is subject to compliance with any comments or requirements of the Health District, Fire Marshal, and the Town Engineer.

The Planning and Zoning Commission finds with this condition the plan meets the requirements of the Bolton Zoning Regulations. **J. Cropley seconded.** Unanimously Approved 7:0:0

**b. General Discussion/Review of Possible Amendments to the Zoning Regulations (time permitting)**

Basement/cellar definitions were discussed. Consensus was to remove the word basement from regulations as it is not referred to and leave the word cellar.

2-3 Canopy differences. A. Fiano noted that there were no suggested changes other than to remove the word "below". Impervious coverage was changed in 2017.

T. Manning followed up on the wording of FEMA and agency names in general. Agency names should be updated as these regulations are amended. A. Teller suggested adding the verbiage "or its successor".

A. Teller noted that in 3-23 the definition of farm stand has set back requirements. These are generally not included in the regulations but should be included in the Farm Stand standards section. No site plan should be required for a small farm stand. Perhaps also do the same thing for a home based business that has no customers. T. Manning noted that a farm stand up to 1,000 square feet is permitted. Perhaps if no building permit is required, no site plan should be required.

P. Carson noted that in 2-7 there is a note about discussing lot coverage or density although there is no current definition. J. Rupert will need to be part of this discussion. A. Teller noted that "lot of record" may not be the appropriate language. If it never came before the Zoning Board is it a lot of record?

Under 3-A-3 re: non-conforming uses P. Carson is not sure why the reference is there. Consensus to remove that reference and the reference in Low Impact Development under 16-A-2L on page 16-9 regarding storm water.

C. Davey asked about mixed use versus permitted use. Discussion ensued. The zone categories specify the uses that are permitted. A. Teller noted that a permit is required for permitted use. P. Carson suggested leaving the mixed use definition as is. T. Manning suggested ending that definition after "a single property".

Under 2-9 A. Teller asked if the bracketed language in reference to the extinguishment of non-conforming lot is needed. P. Carson stated the references noted in 8-A-3 may not fit here. On page 2-8 end with

“regulation”. C. Davey asked for the definition of a non-conforming lot. P. Carson stated that a non-conforming lot is a lot of record that does not meet the current regulations.

Under 2-8, C. Davey noted that under Open Lot Sales, the second line is confusing. What is being restricted? P. Carson noted that this may mean having items for sale outside, not what the building is being used for. Remove the word “review”. Christmas trees brought to a lot for sale or car sales are an example of Open Lot Sales. This does not include tag sales, rummage sales, etc. A. Teller suggested changing the second line to “outdoor sales incidental or accessory to a permitted use on an approved site plan”.

C. Davey questioned “abutting” under item 2, open space. What is abutting? A. Teller noted that it comes from the statute.

c. **Other:** There was none

**7. New Business**

a. **Other:** There was none

**8. Correspondence:**

Quarterly newsletter from the Connecticut Federation of Planning and Zoning Agencies was received.

**9. Adjournment:**

**A. Teller moved** to adjourn the meeting at 9:02 p.m. **C. Davey seconded.** Unanimously Approved 7:0:0

Respectfully submitted,

*Leslie J. Brand*

Leslie Brand  
Recording Secretary

Please see minutes of subsequent meetings for approval of these minutes and any corrections hereto.



#### 4.2.9 Service and Gas Stations, Convenience Stores, Car Washes and Drive-Thrus

**PURPOSE:** To maintain pedestrian scale design patterns for vehicular oriented establishments.

All development of these vehicular focused buildings shall be designed with facade and roof line elements that reduce their scale and add architectural interest.

##### Design Guidelines

1. The Bolton Zoning Regulations do not allow drive-thrus for restaurants.
2. The Bolton Zoning Regulations state that one-lane drive-thrus are allowed for banks and pharmacies.
3. To reduce the impact of the vehicular focus, the building structure shall be sited to face the street; all pump islands and canopies shall be located in the rear.
4. All four sides of the building's architecture shall meet these design guidelines; the facade facing the street shall have windows or other fenestration.
5. Service and Gas Station canopies shall be visually compatible with the main structure through consistency in roof pitch, architectural detailing, materials and color. Pitched roofs and fascia trim are preferred for canopies. Bands of bold color on the canopy and backlighting inside the canopy are prohibited. Any graphics on canopies shall be consider signage, and must meet the signage standards of these Design Guidelines and Bolton's Zoning Regulations.



These gas station canopies are designed to be visually integrated with the design of the building's roof line. The below is not.





# Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

## INLAND WETLANDS COMMISSION OF THE TOWN OF BOLTON INLAND WETLANDS PERMIT # 2018-6

Name and Address of Applicant:

**Town of Bolton  
222 Bolton Center Rd.  
Bolton, CT 06043**

Property to which this permit applies:

**Fire Training Area at Fire House  
168 Bolton Center Rd., Bolton, CT 06043**

This authorization refers to an application to conduct a regulated activity in or within 100 feet of inland wetlands and/or watercourses in the Town of Bolton.

The permitted activities, **within the wetlands and upland review area** are to construct:

- **A built up (filled in) paved training area;**
- **Stabilize slopes, construct a drainage swale**
- **Grading associated with the activities noted above.**

The Bolton Inland Wetlands Commission, as the Inland Wetlands and Watercourses Agency of the Town of Bolton, following investigation, and after reviewing the full record, has considered the application with due regard for the criteria found in the Inland Wetland Regulations of the Town of Bolton. The agency believes that the proposed activity, subject to the specified conditions, conforms with the purpose of Town regulations and does not violate any of its provisions or regulations governing wetlands and/or watercourses. Therefore, this authorization will constitute the permit required pursuant to Section 11.1 of the Inland Wetland Regulations of the Town of Bolton.

This permit is issued with the following specific conditions and/or modifications and with the attached general conditions:

1. **Soil erosion and sediment control measures shall be installed as shown on the plan and adjusted or maintained as needed, in accordance with the 2002 Connecticut Guidelines for Soil Erosion and Sediment Control.**
2. **The work shall be performed in accordance with the plan and notes received on August 28, 2018.**

This permit is subject to, and in no way derogates, any present or future property right or any other rights or powers of the Town of Bolton. This permit conveys no property rights in real estate or materials or any exclusive privileges. No permission, either express or implied, is given for any regulated activities other than those authorized in this permit.

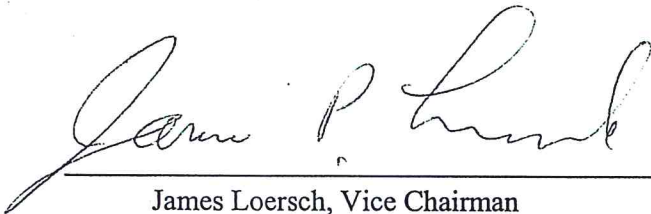
The applicant will notify the Agency 3 days before the permitted activity begins.

The applicant will notify the Agency within 7 days of the completion date that the permitted activity has been finished.

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Effective date of permit: **8/28/18**

Expiration date of permit: **8/27/20**



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James Loersch, Vice Chairman  
Bolton Inland Wetlands Commission

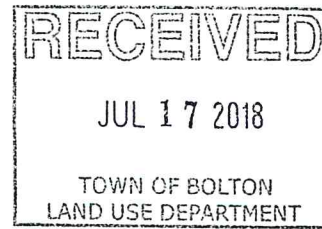
ALL INLAND WETLAND PERMITS ARE SUBJECT TO THE FOLLOWING GENERAL CONDITIONS:

1. No person shall conduct a regulated activity in a regulated area without first obtaining a permit from the Agency. (Section 7.1)
2. Permits shall be valid for a time specified by the Agency. (Section 11.6)
3. All permits shall be in writing, including any special conditions of the permit. One copy shall be maintained in the agency files and one copy furnished to the Applicant.
4. This permit shall not be construed as relieving the permittee of the obligation to obey all applicable federal, state, and local laws or to obtain any other applicable federal, state, and local permits.
5. The agency or its designated agent may enter at all reasonable times upon any private or public property to inspect for and investigate any possible violations of the Inland Wetlands Regulations of the Town of Bolton. (Sections 14.1 and 14.2)

Original to: Applicant

Copy to: Inland Wetlands Commission files





Town of Bolton C-18-5  
original

222 BOLTON CENTER ROAD • BOLTON, CT 06043

APPLICATION NO. 2018-6

APPLICATION FOR INLAND WETLANDS PERMIT  
BOLTON INLAND WETLANDS COMMISSION / AGENT

- 1. Project Name (as applicable): BOLTON FIRE STATION TRAINING AREA
- 2. Street address of subject property 168 BOLTON CENTER ROAD, BOLTON
- 3. Current Deed Reference (Bolton Land Records) Volume 0059 Page 0341
- 4. Assessor's Records Reference: Map # 11; Parcel / Lot # 149 and 11 - 150
- 5. Applicant(s) TOWN OF BOLTON  
Signature of Applicant(s) Joyce M Stille  
Address 222 BOLTON CENTER ROAD, BOLTON, CT 06043  
Telephone #: 860 649 8066; Fax #: 860 643 0021 E-mail: joyce.stille@boltonct.org

- 6. Owner(s) of Property (if not the applicant) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone #: \_\_\_\_\_; Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

I am a willful participant and fully familiar with the contents of this application.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

The owner's signature needs to be notarized only if the owner is not the applicant:

Subscribed and sworn to before me at \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ Attest: \_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

- 7. Official Contact Regarding the Application: Joyce Stille, ADMINISTRATIVE OFFICER  
Address same as above  
Telephone #: 860 649 8066; Fax #: \_\_\_\_\_ E-mail: joyce.stille@boltonct.org

8. Project Engineer: \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

9. Other Experts Retained by Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Describe the proposed activity: EXPAND PARKING LOT (PAVED) TO CREATE A SAFE STABLE TRAINING AREA - THE CURRENT SMALL GRASSED AREA IS NOT ADEQUATE

11. Size of Subject Property (acres): 1.43 ACRES

- 12. a. Total area of wetlands to be affected by the activity (acres) 0.04
- b. Open water body area altered (acres) —
- c. Stream alteration (linear feet) —
- d. Buffer/upland area altered (acres) VEGETATION/SURFACE CHANGE ONLY
- e. Areas of wetlands/watercourses restored, enhanced or created (acres) —

13. Describe how the proposed activity affects wetlands, watercourses, and the regulated areas. \_\_\_\_\_  
IT WILL FILL AN AREA OF WETLANDS ADJACENT TO THE CURRENT TRAINING AREA. THE RELATIVELY SMALL FILL AREA IS ON THE EDGE OF AN EXTENSIVE WETLAND THAT WILL INFILTRATE THE ADD'L RUNOFF.

14. Describe measures that will be taken to minimize the impact on wetlands, watercourses and the regulated areas. \_\_\_\_\_  
INSTALL EYS MEASURES & MAINTAIN THEM THROUGH STABILIZATION  
ENSURE EXISTING DRAINAGE PATTERN CONTINUES - DISCHARGE STORMWATER ACROSS A VEGETATED SURFACE

15. Is there a Conservation or Preservation Restriction on the Property? Yes \_\_\_\_\_ No X. If yes, please append.

16. Is this an activity associated with a use for which you intend to apply to the Planning & Zoning Commission? Yes \_\_\_\_\_ No \_\_\_\_\_

17. Append a list of the names and addresses of abutting property owners.

18. Provide a key map of the property at a scale of 1" = 500' (if subdivision or site plan). Otherwise, indicate location on Town Map and append).

19. Provide the required information as described in Section 7.5 of the Inland Wetlands and Watercourses Regulations of the Town of Bolton.

20. The Commission may require additional information at any time during the review of the application as described in Section 7.6 of the Inland Wetlands and Watercourses Regulations.

21. Fee: Base Fee (See Fee Schedule) \_\_\_\_\_  
State Fee \_\_\_\_\_ \$60.00  
Other fees (See Fee Schedule) \_\_\_\_\_

22. The Applicant must ensure that this application is complete and conforms with the Inland Wetlands and Watercourses Regulations (available at the Land Use Office for \$10.00). Ten (10) copies plus the original of the application and supporting documents must be provided. The Commission encourages the applicant to discuss any project with the Town Staff and/or the Commission before submitting an application. The Commission requests that applications be submitted at least one week before the meeting.

23. The Agency shall monitor all Bolton wetlands and watercourses and have enforcement powers as described in Section 14 of the Inland Wetlands and Watercourses Regulations. The Commission Members and designated agent(s) may make regular inspections upon reasonable notice of all regulated activities to investigate possible violations of the Inland Wetlands and Watercourses Regulations.

Applicant must initial:   S  

24. If this application is filed with the Inland Wetlands Agent under Section 12.1 of the Inland Wetlands and Watercourses Regulations, the Applicant may appeal the Agent's decision according to the process described in section 12.2 of the Inland Wetlands and Watercourses Regulations.

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**For Staff / Commission Use Only**

Date application filed with Town   7/17/18   Date Received by Commission   7/24/18  

Date of Commission's action on this application   8/28/18  

Permit: Approved \_\_\_\_\_ Approved with Conditions   X   Denied \_\_\_\_\_ Not Required \_\_\_\_\_

Permit No.   2018-6  

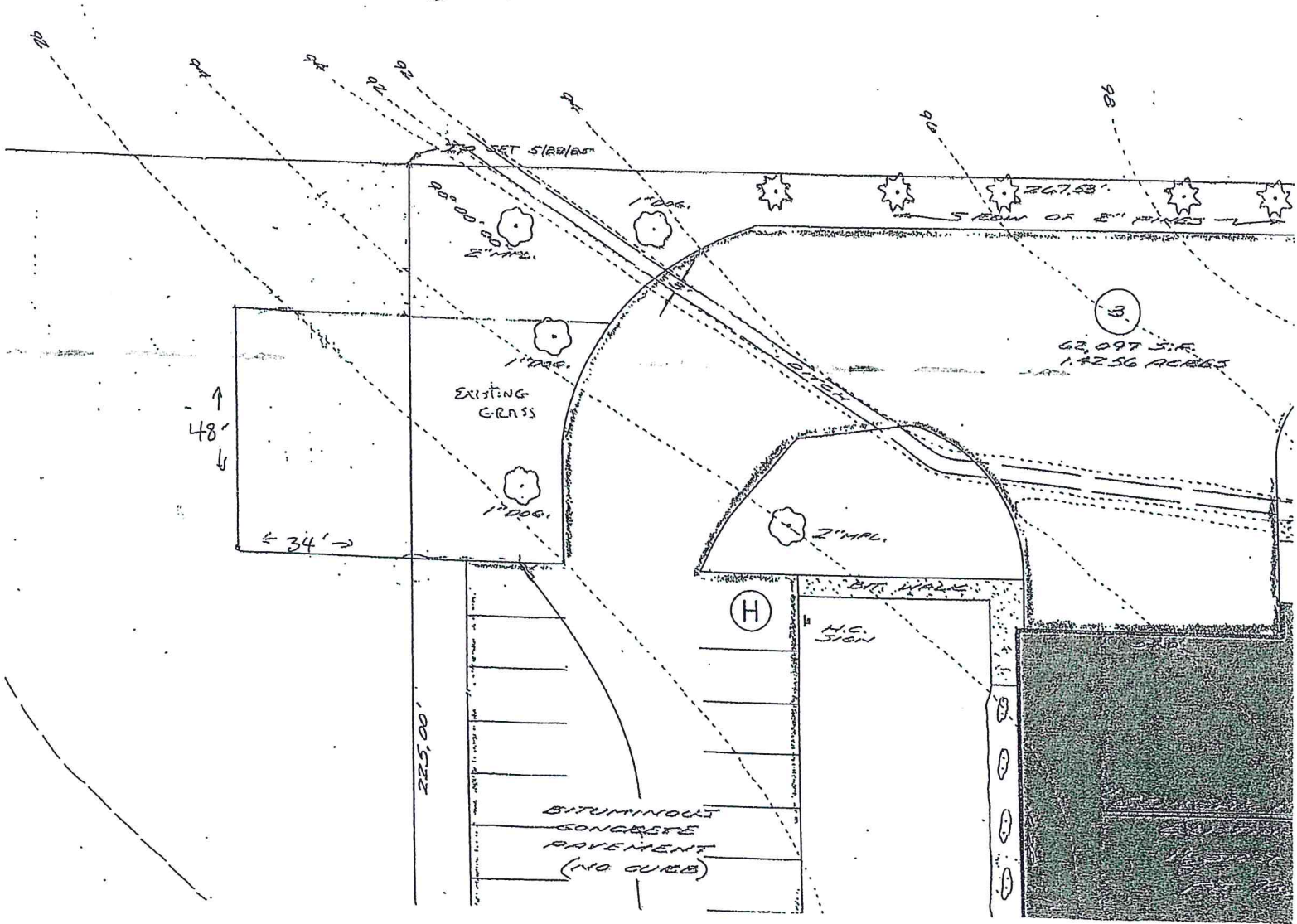
\_\_\_\_\_  
Chairman, Inland Wetlands Commission

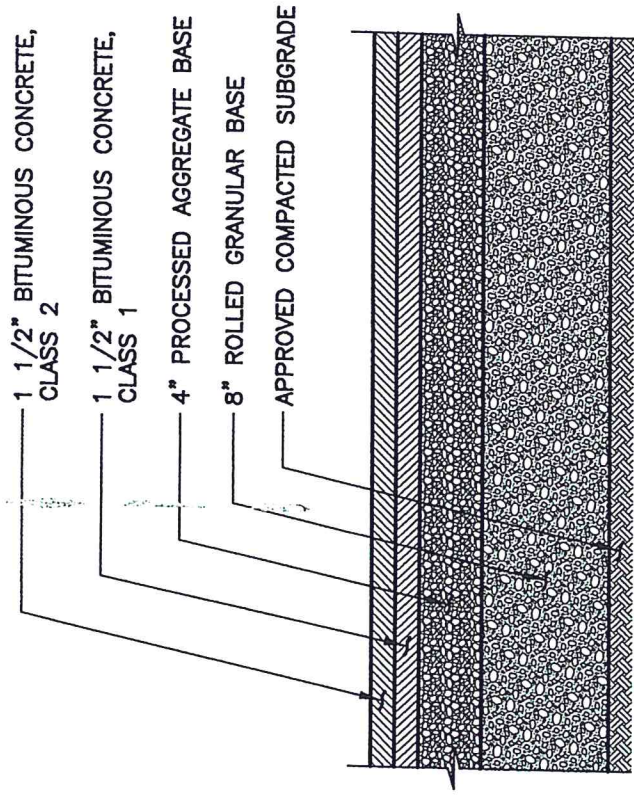
  Barbara Kelly    
Agent, Inland Wetlands Commission



MIF CLAUDE G. & SANDRA L. RUEL

1





TYPICAL SECTION

DRIVEWAY APRONS, DRIVEWAYS AND PARKING LOTS

SCALE: 1" = 1'-0"

FIRE DEPARTMENT  
TRAINING AREA INFORMATION  
8/28/18

**Plan Notes:**

1. Topo slopes generally from west to east.
2. The existing swale will be extended and routed around the buildout area.
3. On mapping-black line is paved area and red line is the limits of sloping (2H:1V).

**Fill:**

1. Deepest part of fill will be approximately 5 feet
2. Total volume of fill: 1,210 square yards
3. Common fill will be used to a point 15" from finished grade. Then 12" of 1¼" processed aggregate base will be topped with 3" of bituminous concrete.

**Vegetative Cover**

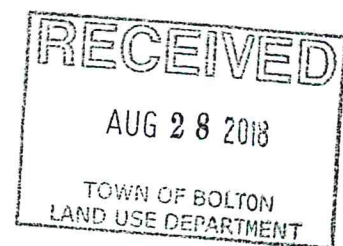
1. Slope treatment: grass (to be seeded)
2. Additional plantings: If needed for screening, Arborvitae will be planted at the base of the south slope, outside of the swale.

**Soil Erosion & Sediment Control Notes:**

1. Disturbed soil should be seeded and mulched promptly after grading.
2. As shown on the plan, silt fence will mark the limit of disturbance and will be installed along the north, west, and south sides of the work area. Silt fence length: 225 linear feet
3. Top soil to be stripped and stored on fire department paved area. Hay bales will be placed downslope of the stockpile, or the stockpile will be covered with a tarp.

**Other General Information:**

1. Training site will not be used for any actual fires
2. Fire Department will be responsible for cleaning up the area after a drill (training surface)
3. The Buildings and Grounds Department is responsible for maintaining the grounds including the slope and any plantings.







AUG 28 2018

TOWN OF BOLTON  
 SEWER DEPARTMENT



Pd 9/5/18  
CK # 1034  
\$95.00



# Town of Bolton PL-18-5

*original*

222 BOLTON CENTER ROAD • BOLTON, CT 06043



## BOLTON PLANNING AND ZONING COMMISSION

### APPLICATION FOR SPECIAL PERMIT, SITE PLAN REVIEW OR MODIFICATION OF A PREVIOUSLY APPROVED APPLICATION

- Application Title: GM
- Check all that apply:
  - Special Permit Application
  - Modification of an Approved Special Permit Application\*
  - Site Plan Review Application
  - Modification of an Approved Site Plan Review Application\*
  - Minor Modification by Commission or Land Use staff

\* The Commission may require a new application if the proposed modification significantly alters the previously approved application.

- Street Address of subject property 4135 BOSTON TURNPIKE, BOLTON
- Deed Reference (Bolton Land Records) Volume 663 Page 824
- Assessor's Records Reference: Map # 06; Block # \_\_\_\_\_ Parcel / Lot # 24
- Current zone(s) of subject property RMU2 Acreage: 1.1450 AC
- In Aquifer Protection District? Yes \_\_\_\_\_ No X
- In FEMA Flood Area? Yes \_\_\_\_\_ No \_\_\_\_\_
- Wetlands Application Required? Yes \_\_\_\_\_ No X
- Applicant(s) BOSTON TURNPIKE ENTERPRISES, LLC  
Address 530 SILAS DEANE HIGHWAY WETHERFIELD Zip 06109  
Phone # 860-436-6145 Fax # 860-436-6144 E-mail AREO
- Owner(s) of subject property BOSTON TURNPIKE ENTERPRISES, LLC  
Address 530 SILAS DEANE HIGHWAY, WETHERFIELD Zip 06109  
Phone # 860-436-6145 Fax # 860-436-6144 E-mail CHOCBURY@PETROLEUM@PTI.NET
- Official Contact / Representative regarding this Application: SADLEEM  
Address 530 SILAS DEANE HIGHWAY, WETHERFIELD, CT Zip 06109

Phone # 860-436-6145 Fax # 860-436-6144 E-mail SALCEDO@UNITEDENERGYCOMPANY.COM

13. Project Engineer: DAVIS & YOUNG ENGINEERING

Address 1355 MIDDLETOWN AVE NORTHFORD CT Zip 06472

Phone # 203 484 2793 Fax # 203 484 7343 E-mail DAVISANDYOUNG@DYE.COM

14. Project Architect: \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

15. Other Experts Retained by Applicant: \_\_\_\_\_

16. Briefly describe the proposed use of the subject property. Provide greater detail in Project Narrative.

GAS STATION + C STORAGE  
MODIFICATION TO CANOPY

17. Square footage of new / expanded space: \_\_\_\_\_ # of new parking spaces \_\_\_\_\_

18. List the Section(s) of the Zoning Regulations under which application is made: \_\_\_\_\_

19. Provide all the applicable items for a complete application including a completed Checklist for Site Plan Review and Special Permit Applications. A completed checklist must be provided to comprise a complete application.

20. Applicant's Endorsement:

I am a willful participant and fully familiar with the contents of this application.

Signature [Signature] Date 9/4/18

21. Owner's Endorsement:

I am a willful participant and fully familiar with the contents of this application.

Signature [Signature] Date 9/4/18

**NOTE:** If there are any material changes to this application, the Applicant shall immediately notify the Town Staff in writing.

Applicants may be subject to Supplemental Review fees to defray the cost of Professional Review Services such as engineering or legal reviews.



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**For Town Use Only**

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Base Fee Paid \_\_\_\_\_ Check # \_\_\_\_\_

Date application received by Inland Wetlands Commission (if applicable) \_\_\_\_\_

Date of Inland Wetlands Commission action (if applicable) \_\_\_\_\_

Date application received by Planning and Zoning Commission \_\_\_\_\_

Date of public hearing (if required) \_\_\_\_\_

Date of Planning and Zoning Commission action \_\_\_\_\_

Date of newspaper publication of Planning and Zoning Commission action \_\_\_\_\_

Summary of Planning and Zoning Commission action \_\_\_\_\_

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**Revised March 11, 2009**

**Revised May 23, 2011**

**BOLTON PLANNING & ZONING COMMISSION  
CHECKLIST FOR SITE PLAN REVIEW (§ 16A)  
AND SPECIAL PERMIT (§ 16B) APPLICATIONS**

March 11, 2009; revised May 23, 2011

THIS CHECKLIST MUST BE COMPLETED BY THE APPLICANT OR AN AUTHORIZED REPRESENTATIVE AND SUBMITTED WITH THE APPLICATION.

The Planning and Zoning Commission will use this checklist in determining the completeness or incompleteness of the application. The applicant is responsible for providing all the applicable information on this checklist. The applicant is encouraged to provide any additional information to clearly present a proposed activity and its potential effects on the community. The Commission may require additional information not included in this checklist to determine compliance with the regulations.

AN APPROVAL OF AN APPLICATION COULD BE DENIED IF AN APPLICATION LACKS SUFFICIENT INFORMATION.

Some of the items below are essential for any application while others may not be applicable for a particular proposal. The applicant is encouraged to ask the town staff to review the completed application with all supporting information and the completed checklist, prior to submitting the application to the Planning and Zoning Commission so that the staff can provide the applicant an opinion on the completeness of the application.

Pursuant to Section 16A.2.p, at time of application submission, the applicant may request in writing that the Commission determine that all or a part of the information required under Section 16A.2.c through o. (except subsections e., f., i., and j.) is NOT necessary in order to decide on an application.

Applicants may be subject to supplemental review fees to defray the costs of professional review services such as engineering or legal reviews. Please see attached information sheet.

Name of Development \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Item	Description (* indicates that requirement is waived in connection with minor modification requests)	Applicant			Staff	
		Included	Not Included	Not Applicable	Completeness Opinion	
					Yes	No
1	Completed, signed application by applicant and owner					
2	Payment of required application fees					
2A	Statement of Use in accordance with § 16A.2.b					
3	All draft deeds for any roads, road widenings and easements for drainage, conservation, driveways, utilities					
4	Evidence of request for approval by the Health District and/or Sewer Authority for review, as appropriate					
5	Evidence of submission of application to the Inland Wetlands Commission if it is within that Commission's jurisdiction					
6	Evidence of submission of a request for review and approval by the Fire Marshal and Fire Chief of the water supply for fire protection					
7	Copies of any required applications to other local, state or federal regulatory approvals*					
8	Written evidence of applicant's legal interest in the subject property (deed, lease option to purchase, bond for deed, etc.)					

Item	Description	Applicant			Staff		Comments
		Included	Not Included	Not Applicable	Completeness Opinion		
					Yes	No	
9	List of mailing address of all current property owners within 500 feet of the subject property, from the Town Assessor records (for special permit only)*						
10	List of all hazardous or potentially hazardous materials which will be present on the property with a full description of procedures that will be used to assure safety with the material safety data sheets*						
12	Digital copy of plans in DXF or DGN format if available*						
13	Paper and digital copies of all reports including hydrology, hydraulic and drainage computations*						
14	14 sets of complete stamped and signed site plans measuring 24" x 36" (*2 sets if minor modification)						
	<b>THE FOLLOWING ITEMS 15 THROUGH 51 SHALL BE INCORPORATED IN PLANS</b>						
15	A-2 boundary survey of the subject property showing all existing and proposed boundary lines and markers, easements, adjoining property lines and the names of all current abutting property owners						
16	Names of abutting lot owners*						
17	USDA Soils boundaries and types*						
18	Plan title block in the extreme lower right corner (not sideways) to include the name of the town of Bolton						
19	All plan sheets numbered with the format "sheet x of y"						
20	Clear, legible plans with all lines, symbols and features readily identifiable						
21	North arrow on each plan including the reference meridian						
22	Graphic bar scale on each plan sheet, not smaller than 1"=40' unless otherwise approved by the Commission						
23	Overall plan of site at a smaller scale, with sheet index, if the site does not fit on one sheet at a scale of 1"=40'						
24	Key map at a scale of 1"= 500' showing the relation of the site to abutting properties and streets, shown on plan and zoning district boundaries within 500' of site						
25	Original and revision plan dates and revision explanations shown on the affected plan sheets						
26	Existing and proposed grading with two foot contours to T-2 standards, for all ground surfaces, shown on plan*						
27	Existing and proposed structures and features, their uses and those to be removed, shown on the plan						
28	HVAC equipment located outside the building(s)						
29	Existing and proposed driveway entrances to street, parking, loading areas, fire lanes, sidewalks and construction detail drawings, shown on plan						
30	Sight distances from property entrances along public roads shown on plan and on profile if grading is needed*						
31	Soil test locations and soil test results shown on plan						
32	Existing and proposed sewage disposal systems and design information, shown on plan						
33	Outside Storage Areas						



Item	Description	Applicant			Staff		Comments
		Included	Not Included	Not Applicable	Completeness Opinion		
					Yes	No	
34	Underground / overhead utilities, existing and proposed						
35	Existing and proposed water supply shown on plan						
36	Existing wells and sewage disposal systems on other properties that could conflict with proposed site improvements, shown on plan*						
37	Existing and proposed footing drains, curtain drains and dry wells, shown on plan*						
38	Existing and proposed drainage systems, any affected floodway or floodplain and construction detail drawings, shown on plan, including base flood elevation and floor elevation data.						
39	Existing and proposed bridges and culverts on or adjacent to the site, shown on plan*						
40	Existing and proposed signs with dimensions and construction detail drawings, shown on plan						
41	Existing and proposed fences and walls with dimensions and construction detail drawings, shown on plan						
42	Zoning district boundaries affecting the site, shown on plan						
43	Table shown on plan of zoning dimensions required and provided for lot area, street frontage, lot width, yard setbacks, impervious area, building coverage and the height and floor area of each building						
44	Table on plan of parking / loading spaces required / provided						
45	Fire lanes						
46	Sidewalks and other pedestrian ways						
47	Off-site traffic improvements*						
41	Limits of wetlands as delineated by a certified soil scientist with the soil scientist's signed certification, shown on plan or a certification signed by a soil scientist that no wetlands are within 100 feet						
42	Natural features including 100 year flood plain areas, ponds, vernal pools, aquifers, slopes steeper than 25% and potential areas of endangered species, shown on plan						
43	Landscaping plan including the locations, numbers, installed sizes, anticipated mature sizes, species and common names of proposed plants plus cost estimate based on published Connecticut DOT unit prices						
44	Existing trees of 6" caliper or greater						
45	Significant archaeological sites*						
46	Lighting plan including the location, size, height, light intensity coverage areas and manufacturer's product descriptions for each light type						
47	Erosion and Sedimentation Control Plan, with narrative and construction detail drawings, in accordance with the latest Connecticut Guidelines for Soil Erosion and Sediment Control*						

Item	Description	Applicant			Staff		Comments
		Included	Not Included	Not Applicable	Completeness Opinion		
					Yes	No	
48	Best management practices to remove contaminants, including sediments and oils, from runoff water, shown on plan, in construct detail drawings, and explained in a report by a qualified professional*						
49	Architectural elevation drawings of proposed buildings or additions						
50	Architectural floor plans of existing and proposed buildings or additions						
51	Perspective color drawings or digital views of the site as seen from adjacent roads and from abutting property lines showing the proposed conditions including buildings, landscaping and appurtenant features *						
52	Traffic Impact Report for applicable sites as described in Zoning Regulations Section 16A.2.k.*						
53	Thorough, well organized drainage design report for before and after development conditions, that conforms to the latest Conn. Dept. of Transportation and Conn. Dept. of Environmental Protection guidelines and requirements with appropriate calculations, maps, graphics and narrative descriptions of hydrology, hydraulics, assumptions, erosion controls, drainage paths and systems for the 1, 2, 10, 50 and 100 year storm events*						
54	Statement in drainage report that the after development flows for all storm events do not exceed the before development flows*						
55	Sanitary Waste Disposal Plan (if community sewerage system)*						
56	Evaluation of the impact of proposed development upon existing and potential public surface and ground drinking water supplies, pursuant to CGS, Section 8-2						
57	Certified copy of Certificate of Public Convenience and Necessity in connection with a "water company", in accordance with CGS, Section 8-25a*						
58	Existing and proposed Covenants or Restrictions						
59	Engineer's itemized cost estimate for the installation of all erosion and sediment controls based on published Connecticut DOT unit prices*						
60	Engineer's itemized cost estimate for site improvements based on published Connecticut DOT unit prices as basis for the establishment of a completion bond*						

\_\_\_\_\_  
Signature of staff

\_\_\_\_\_  
Date



**FILING FEES SHALL ALSO BE INCREASED TO INCLUDE ADDITIONAL EXPERT COSTS INCURRED BY THE TOWN OF BOLTON, INCLUDING BUT NOT LIMITED TO, ALL OF THE EXPENSES AND FEES OF UTILIZING CONTRACTED OR RETAINED EXPERTS TO ANALYZE, REVIEW AND REPORT ON AREAS REQUIRING A LEGAL OR TECHNICAL REVIEW IN ORDER TO ASSIST THE PLANNING AND ZONING COMMISSION AND/OR TOWN STAFF IN THEIR DELIBERATIONS. SAID COSTS WILL BE ESTIMATED BY THE COMMISSION OR ITS DESIGNEES, BASED ON PRELIMINARY ESTIMATES FROM SUCH EXPERTS, AND SAID ESTIMATE OF COSTS TIMES 150% WILL BE PAID OVER TO THE TOWN OF BOLTON PRIOR TO PROCEEDING ON THE APPLICATION BY THE TOWN. SAID PAYMENT SHALL CONSTITUTE A PORTION OF THE APPLICATION FEE AND THE APPLICATION SHALL NOT BE DEEMED COMPLETE UNTIL PAID IN FULL. UPON COMPLETION OF THE TECHNICAL AND LEGAL REVIEW, INCLUDING BUT NOT LIMITED TO MYLARS, AND A DETERMINATION OF THE COSTS INCURRED, ANY EXCESS WILL BE REFUNDED TO THE APPLICANT. THE APPLICANT SHALL BE RESPONSIBLE FOR ALL CONTRACTED OR RETAINED COSTS INCURRED RELATED TO THE APPLICATION. THIS INCLUDES COSTS ABOVE THE 150% ESTIMATE IF INCURRED BY THE TOWN OF BOLTON.**