

MAR 12 2025

Land Use Department

**APPENDIX B: SITE PLAN REQUIRED STANDARD ELEMENTS (SITE PLAN CHECK SHEET)**

Standard Elements of the Site Plan. As indicated in Chapter 11 of the Zoning Regulations, the following information is usually required with any application for Site Plan approval. However, the Commission may approve or modify and approve a Site Plan application that does not include all such information if it finds that such information is not needed to assure that the proposed use or uses will comply with the substantive provisions of these Regulations. The Commission may also require additional information if necessary to determine compliance.

All Applications for a Special Permit must be accompanied by a Site Plan Application. See also Supplemental Regulations for additional required elements. *These standards elements do not apply to Single-family and Duplex Dwelling applications (see Check Sheet in Appendix C) or for basic Zoning Permits for Accessory Structures and Uses See Appendix D for required elements of a Plot Plan.)*

For modifications to Site Plans produced prior to 1996, additional boundary information shall be required.

The Site Plan is only one element of an application. See additional submission requirements for Site Plan (§11.2), Special Permit Applications (§11.3), and Procedural Requirements in §11.6

**B-1 General Information**

The following information shall be provided on a 24 x 36 inch plan, with scale of 1" = 40'. Applicant shall submit three (3) full size plans. Eight (8) additional copies of the Site Plan shall be provided on an 11 x 17 (reduced copy) plan.

**A. Property and applicant information:**

- ✓1. address of the property and Map/Block/Lot;
- ✓2. name and address of owner of record; and
- ✓3. name of and address of the applicant.
- ✓B. A zoning compliance chart or table that indicates the dimensional, use, and other relevant standards such as parking and loading requirements for the property in the Zone and how the proposed structure and uses will comply with the requirements.
- ✓C. An approval block on the Site Plan for Commission Chairman or Secretary, date of approval, and date of expiration. (Required only for Site Plans requiring Commission approval, including Site Plans submitted as part of Special Permit applications.)
- ✓D. Names and addresses of current owners of property within 100 feet of the parcel as shown in the Assessor's records, including properties across from any street/road, right of way, river, and/or municipal boundary, and properties sharing a driveway with the subject property.
- ✓E. Zone of site and of all property within 500 feet.
- ✓F. North arrow (if other than North American Datum (NAD) 83 the applicant shall state why and provide standard for alternative), scale, name(s) of person(s) preparing plan, date of drawing, and any revision dates with description of revisions (revision dates shall appear on each plan sheet that has been revised and shall include a description of the revisions).



## **B-2 Parcel Information – Boundary, Topography, Wetlands and Watercourses, Soils, etc.**

- ✓A. Property boundaries (Class A-2 with dimensions, angles, and area of the parcel and/or parcels subject to the application).
- ✓B. Existing and proposed street and lot lines and the dimensions of applicable setbacks.
- ✓C. Existing and proposed contour lines. For all areas of the parcel within 100 feet of any proposed work (including construction, excavation, filling, grading, and clearing of vegetation), the contour interval shall be no greater than two (2) feet (T-2 or T-3 accuracy). Topography taken from USGS Quadrangle interpolation shall not be acceptable for such areas, but may be used for other portions of the site. The Commission may require the applicant to submit design drawing(s), including cross sections and elevation, of all proposed activity. Additional spot elevations may be required where necessary to indicate drainage patterns.
- ✓D. Any existing or proposed easements and deed restrictions affecting the property including Utility Easements, Right's of way, Conservation and/or Open Space areas including any areas/easements required by the Inland Wetlands Commission.

## **B-3 Soils Data, Wetlands and Waterbodies, CAM, FEMA and Watersheds**

- ✓A. Identification of surface and groundwater resources on and around the site, including any public or private domestic users of such waters; the depth to groundwater and description of adjacent soils, and an evaluation of the impact of the proposal on existing and potential surface and ground drinking water supplies. The Commission may require additional information necessary to ensure protection of water resources and may require that the report be prepared by a hydrogeologist or other qualified professional.
- N/A B. Where appropriate, the mean high-water line, the flood hazard boundaries, and the channel encroachment line should also be shown.
- N/A C. If an inland wetlands and watercourses permit is required, an application to the wetlands agency shall be made prior to, or on the same day, as submission of the application for the Zoning Permit.
- N/A D. Areas within 100 year flood hazard areas as delineated by the Federal Emergency Management Agency (FEMA) and as shown on the most recently amended maps prepared by FEMA must be shown with a note saying "Limits of Flood Hazard Zone are approximate and are scaled from the Federal Flood Hazard maps." When a lot does not include land within the 100-year flood hazard area, the map shall include the following notation: "This lot does not include land areas within the Federal Emergency Management Agency's 100-year flood hazard area."
- N/A E. Any boundaries of any sub-regional watersheds that lie within the site, as shown on maps available from the Natural Resources Center of the Department of Energy and Environmental Protection including the boundaries of Groton Utility Watershed Areas.
- N/A F. All soil types per "Soil Survey of New London County, Connecticut." Provide signature block for the soil scientist certifying that all wetlands and watercourses have been delineated or that there are none on the property shall be placed on the plans.
- N/A G. Demarcation line showing CAM boundary.

#### **B-4 Site Features; Structures and Uses; Site and Building Detail**

- ✓ A. A brief written description of the proposed use or uses and the type of work proposed.
- ✓ B. Locations and specifications of all existing and proposed structures and uses including, but not limited to, buildings, stone walls, fences, sidewalks, driveways, decks, overhangs, staircases, parking and loading areas, exterior storage areas, recreational amenities (i.e. pools, tennis court, gazebos, firepits etc.), dumpsters, signs, abutting streets, utility structures, fuel tanks and hydrants.
- ✓ C. Existing and proposed buildings and structures shall detail the number and type of rooms including the total number of bathrooms.
- D. Identification of any chemicals or potential contaminants to be used, stored or produced on site or discharged on or off the site, and a detailed description of methods and procedures by which any chemicals or potential contaminants on site will be stored, used, applied, discharged, and disposed.  
N/A
- ✓ E. Renderings of any proposed building, specifying siding materials, should be provided; front, side, and rear elevations shall be shown.
- ✓ F. Any stonewalls, monuments, and other structures having historical significance.
- G. Any archaeological sites including but not limited to those known to the State Archaeologist's Office. The Commission may require the Applicant to submit a report from the State Archaeologist's Office.  
N/A
- H. Any historic buildings and sites listed on the National Register of Historic Places.  
N/A
- I. All wooded areas, specimen trees (exceeding 30 inches diameter at breast height (dbh), five feet above the ground), rock outcroppings (greater than 200 square feet surface area) and any unique and fragile natural features.  
N/A
- J. The general location of any endangered special and/or species of special concern per DEEP NDDDB Map.  
N/A

#### **B-5 Access and Parking**

- ✓ A. Location, arrangement and dimensions of automobile parking spaces, aisles, vehicular drives, fire lanes, entrances, exits and ramps.
- B. Sight line information at proposed driveway cut(s), and statement that plans have either been submitted to DOT for review or that DOT review is not required.  
N/A
- C. Location, arrangements and dimensions of loading and unloading areas.  
N/A
- ✓ D. Location and dimensions of pedestrian walkways, entrances, and exits.
- ✓ E. Surface treatment and detail of all driveways/Accessways, parking areas and loading areas.

#### **B-6 Utilities and Drainage**

- ✓ A. Locations and descriptions of water supply wells or other public water connection, septic system or connection to public sewer line.
- ✓ 1. Fire Protection: The applicant shall identify the source of water for fire protection.



- EXISTING*
- B. Location of proposed subsurface sewage disposal systems and reserve fields, showing distances to adjacent land, distances from all wells within 75 feet (on or off the tract) together with percolation and test pit data.
- N/A*
- C. Locations of existing and proposed drainage facilities on the site and those off-site that may be affected by the proposed activity, as well as any points of collected drainage discharges (i.e., discharges other than natural sheet flow) onto or off the site.

**B7 Other**

- A. Any other information deemed necessary by the Commission to determine compliance with these Regulations. The Commission may require evaluation reports by Commission-approved independent professionals and other experts, including and not limited to: civil or traffic engineers, hydrologists, soil scientists, and/or geologists.