

City of Hartford  
Planning Division  
Department of Development Services

Return Form to Licenses & Inspections Division  
260 Constitution Plaza  
Hartford, Connecticut 06103-1822



For Assistance Contact Planning Division  
860-757-9040,  
250 Constitution Plaza, 4<sup>th</sup> Floor  
Hartford, Connecticut 06103-1822

**SITE PLAN/SPECIAL PERMIT/DESIGN REVIEW BOARD  
APPLICATION**

**TYPE OF APPLICATION**

Site Plan     Special Permit

Design Review  
Board

**TYPE OF PROJECT**

Residential

Commercial/  
Industrial

New  
Construction

**APPLICANT**

Name of Applicant: \_\_\_\_\_ File Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is applicant owner, lessee, or prospective tenant? \_\_\_\_\_

**PROPERTY ADDRESS**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Is applicant a corporation, co-partnership, or individual? \_\_\_\_\_

**SITE PLAN PREPARER INFORMATION**

Preparer's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Plan Revision Date: \_\_\_\_\_

**ARCHITECTUAL/BUILDING PLAN PREPARER INFORMATION**

Preparer's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Plan Revision Date: \_\_\_\_\_

Primary Point of Contact for Application questions: \_\_\_\_\_

Describe your project:

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Every application for a zoning permit, including those associated with an application for a variance or a special permit, shall include the following information and exhibits, which shall constitute the administrative review plan:

Five copies of site plan drawn to scale not to exceed twenty (20) feet to one inch, prepared by a registered engineer, architect or land surveyor, embossed and signed with the raised letter seal and should include the following:

1. Cover sheet listing all drawings included in application submission and revision date
2. Property boundaries, existing and proposed, and their dimensions
3. Location of all structures, existing and proposed, and the distances between adjacent structures
4. Dimensions of all yards and setbacks
5. Location of all streets, driveways and entrances, existing and proposed, and their dimensions
6. Location of all parking areas and parking stalls with each stall numbered sequentially and each stall not less than nine (9) feet by eighteen (18) feet or seven (7) feet nine (9) inches by eighteen (18) feet
7. Location and dimensions of all off-street loading areas
8. Location, size and amount of usable open space
9. Proposed location, type and size of plantings
10. Position and dimensions of fences and wall
11. Position and dimensions of screen planting
12. Proposed means of surface drainage
13. Location and dimensions of all easements, rights-of-way, conduits and the like
14. Percentage of lot area to be covered by proposed structures, i.e., lot coverage
15. Location, type and size of all sign;
16. Height of all structures, existing and proposed
17. Location and dimensions of all outside trash storage areas and/or facilities plus a description of the type of equipment to be utilized in these areas, existing and proposed
18. Location, size of all existing and proposed lighting for parking areas, walkways, etc.
19. Location and size of all existing and proposed sidewalks and walkways
20. Location and description of all existing and proposed recreational facilities and equipment
21. Location, size and elevation of all designated inland wetlands and watercourses, and proposed wetlands and watercourses, if any present and proposed topography of the property
22. Location and size of all existing and proposed utilities, including water, sewage, electricity, gas, steam, etc.
23. Zoning district designation, north arrow and graphic scale
24. Architectural drawings at a scale of at least one-eighth inch equals one (1) foot which show elevations and proposed signs and which are developed in detail to assist in determining conformity with zoning regulations
25. Exterior building materials and their colors.
26. Soil erosion and sediment control plan

Housing design sketches, in triplicate, at a scale of not less than eight (8) feet to one (1) inch, illustrating:

1. Typical elevation of proposed dwellings
2. Typical floor plan of proposed dwellings
3. Typical section through proposed dwellings
4. Elevation of any proposed garages

Optionally, at the applicant's discretion, unless otherwise required by the commission or the zoning administrator: Renderings, perspectives, isometric drawings or models, in scale, depicting height, bulk, fenestration, construction materials and other massing qualities of the proposed structure and/or addition.

Special permit applications in the B-1 and B-2 districts require additional information and exhibits. Please contact the Chief Staff Planner at 860-757-9045 for pre-application review and application procedure assistance.

Each application shall contain the following table of information:

| <b>ZONING INFORMATION</b>      |                 |                 |
|--------------------------------|-----------------|-----------------|
| <b>ZONING</b>                  | <b>REQUIRED</b> | <b>PROPOSED</b> |
| USE                            |                 |                 |
| BUILDING AREA (FOOTPRINT)      |                 |                 |
| LOT AREA                       |                 |                 |
| RESIDENTIAL DENSITY            |                 |                 |
| F.A.R.                         |                 |                 |
| LOT OCCUPANCY                  |                 |                 |
| LOT WIDTH                      |                 |                 |
| FRONT YARD                     |                 |                 |
| SIDE YARD                      |                 |                 |
| HEIGHT                         |                 |                 |
| USABLE OPEN SPACE              |                 |                 |
| PARKING SPACES                 |                 |                 |
| <b>'DENOTES NON-CONFORMING</b> |                 |                 |