

City of Meriden
TOD Zoning Permit Application
For New Construction

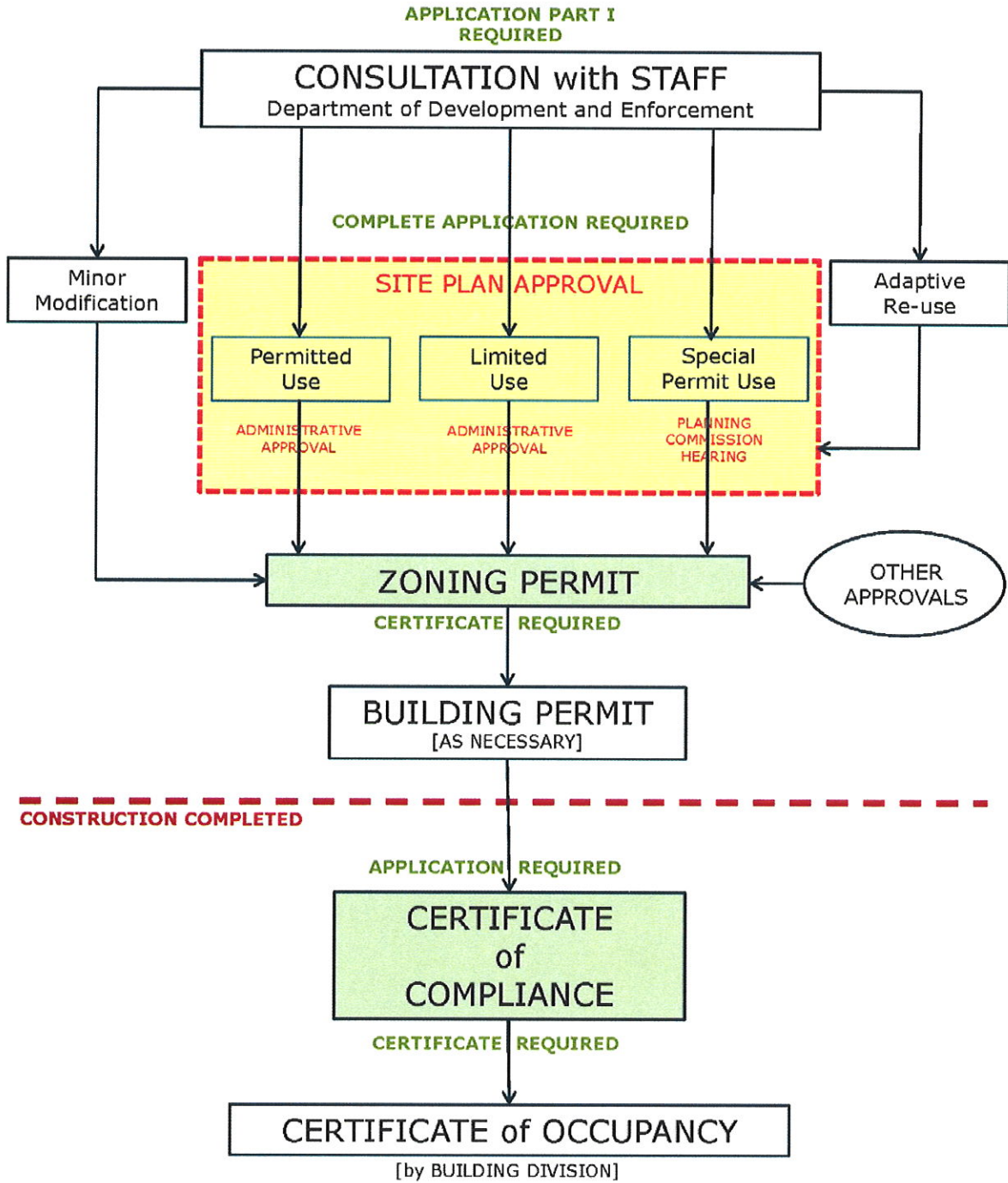
Contents:

1. Approvals Process diagram
2. Application for Zoning Permit list of requirements (for new construction only)
3. Application for Zoning Permit, pages 3-9 (to be applied for prior to applying for a Building Permit)
4. Certificate of Compliance Application, pages 10-11 (to be applied for prior to requesting a Certificate of Occupancy from the Building Department)



ZONING PERMIT APPROVALS PROCESS

TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT





APPLICATION FOR ZONING PERMIT

TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT

PART III:

CHECKLIST: SUBMISSION REQUIREMENTS

[Note: all plans and drawings must be prepared at the scale noted in the TOD District Zoning Regulation by the appropriate professional registered in the State of Connecticut. Applicant shall verify the number of copies required.]

1. Plot plan or development plan of the project describing:
 - a. Location of all existing and proposed buildings
 - b. Location of all proposed uses not requiring a building
 - c. Location and design of parking, loading and site circulation
 - d. Location and specifications for all signs
 - e. Location and specifications for all lighting
 - f. Location and design for all existing and proposed utilities, including sanitary sewer, storm drainage, water supply facilities and refuse collection areas, as well as other underground and aboveground utilities.
 - g. Existing and proposed topography
 - h. Class A-2 Survey of the property and improvements
2. Elevations or preliminary drawings showing the general type of building to be constructed.
3. Soil erosion and sedimentation control plan that is in compliance with requirements and objectives of the zoning regulation.
4. Authorization to enter property to inspect soil erosion and sedimentation control measures.
5. Location map showing property and all streets and abutting properties within 1,000 feet of the property.
6. Description of all existing and proposed easements and rights-of-way on the property.
7. Open space and landscaping plan.
8. Staging plan describing sequence of construction and ultimate development.
9. Other information deemed by the Director of Development and Enforcement, or the Planning Commission in the case of a Special Permit Use, to be necessary to determine conformity with the zoning regulation including, but not limited to, traffic impacts, sidewalk and curbing and other conditions that might impair the welfare or safety of the general public using said facility.
10. Administration fee.
11. For Special Permit Uses, the petitioner shall erect a sign giving notice of a public hearing, per Section 213-27. R.3.f.iii of the TOD District Zoning Regulation.

APPLICATION FOR ZONING PERMIT
TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT

PART I:

For initial consultation with Department of Development and Enforcement, Planning Division. Any proposed land use or development must be in compliance with the requirements and procedures in the Meriden TOD District Zoning Regulation.

APPLICANT AND OWNER INFORMATION

Name of Applicant: _____ Phone # _____
Address of Applicant: _____
Name of Property Owner: _____ Phone # _____
Address of Property Owner: _____

PROPERTY INFORMATION

Address of Property: _____
Assessor's Map, Block and Lot #(s) _____
Property Deed: Book _____ Page _____ Zoning Sub-district: _____
Size of Parcel: _____ sq. ft. _____ acres
Existing or last Use of Property: _____

PROJECT INFORMATION

Proposed Use _____
Permitted Use _____ Limited Use _____ Special Permit Use _____ [Check one]
Narrative description of proposed activity: _____

Adaptive Reuse status:
Automatically qualifies _____ [Y/N] Applying for consideration _____ [Y/N]
Existing Floor Area _____ sq.ft. Proposed Floor Area _____ sq.ft.
Existing # Parking Spaces _____ Proposed # Parking Spaces _____
% increase of Traffic Generated [if applicable] _____
Existing # of Occupants _____ Proposed # of Occupants _____



APPLICATION FOR ZONING PERMIT
TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT

PART II:

PERMITTED USES, LIMITED USES AND SPECIAL PERMIT USES

A. Site Development Standards

1. Lot size _____ sq. ft. Minimum required _____ sq. ft.
2. Lot width _____ lin. ft. Minimum required _____ lin. ft.
3. Building setbacks:

Interior lot line _____ ft.	Minimum required _____ ft.
Primary Street _____ ft.	Minimum required _____ ft.
Secondary Street _____ ft.	Minimum required _____ ft.
Tertiary Street _____ ft.	Minimum required _____ ft.
4. Street Wall - Building Street Frontage [per Section 213-27.G.6]:

Primary Street _____ ft.	Minimum required _____ ft.
Secondary Street _____ ft.	Minimum required _____ ft.
Tertiary Street _____ ft.	Minimum required _____ ft.
5. Lot coverage _____ % Required: Minimum _____ % Maximum _____ %
6. Residential Density _____ DU/acre Maximum allowed _____ DU/acre
7. Description of on-site parking:
 - a. Parking spaces required by zoning: Minimum _____ Maximum _____
 - b. Total parking spaces provided _____

# on-site _____	# in garage _____	# on-street _____	
# reduced per mixed-use calc. _____	# off-site _____		
8. Bicycle parking spaces required _____ spaces provided _____ [non-residential]
9. Description of on-site loading:
 - a. Total loading spaces required _____ spaces provided _____
10. Infrastructure & Storm-water management, for development that modifies or intensifies usage of a site, complies with the City of Meriden's official Development Regulations [as noted in Section 213-27.J.1.i.i]:
 - a. Title IV _____ [Y/N]
 - b. Title V _____ [Y/N]



B. Building Form and Architectural Standards

1. Description of architectural form and style:

a. Façade scale / Fenestration / Roof form / Materials _____

2. Building Floors _____ Required: Minimum _____ Maximum _____

3. Ground Floor Height _____ ft. Minimum required _____ ft.

4. Main Building Entrance location _____ [street]

5. Ground Floor Transparency - residential use _____ % [30% minimum req.]

6. Ground Floor Transparency - all other uses:

Primary Street _____ % Minimum required _____ %
Secondary Street _____ % Minimum required _____ %
Tertiary Street _____ % Minimum required _____ %

7. Upper Floor Transparency _____ % [20% minimum req.]
[Note: provide separate % transparency calculation for each upper floor]

8. Description of proposed signage:

a. Sign types / Structure / Clearances / Materials _____

9. Signage - Allowable Total Sign Area:

a. Front façade _____ sq. ft. Allowable total sign area _____ sq. ft.
b. Side façade [1] _____ sq. ft. Allowable total sign area _____ sq. ft.
c. Side façade [2] _____ sq. ft. Allowable total sign area _____ sq. ft.
d. Rear façade _____ sq. ft. Allowable total sign area _____ sq. ft.

10. Ground / Free-standing Signs:

a. Proposed Sign Height _____ ft. Allowable Sign Height _____ ft.
b. Total Sign Area _____ sq. ft. Allowable Sign Area _____ sq. ft.



C. Additional Requirements: Limited Uses

[Per Section 213-27.I.6 and 213-27.R.1]

1. Type of Limited Use _____
2. Description of additional zoning requirements _____

3. Description of how proposed development meets requirements _____

D. Additional Requirements: Special Permit Uses

[Per Section 213-27.I.7 and 213-27.R.2]

1. Type of Special Permit Use _____
2. Description of additional zoning requirements _____

3. Description of how proposed development meets requirements _____

[Note: a Special Permit application requires a public hearing by the Planning Commission]



ZONING PERMIT

TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT

PART I: APPLICANT / OWNER SECTION

Validity: This Zoning Permit shall be voided unless a building permit is secured within one year of the date of issue. If all work in connection with a site plan approval is not completed within a five year period, the Zoning Permit shall automatically expire unless an extension[s] – not to exceed ten years total – is secured. Approved minor modifications must be completed within one year of the date of issuance of a Zoning Permit.

Certification: The applicant certifies that all required local, State and Federal permits or approvals that apply to the application have been issued.

The applicant accepts this Zoning Permit on the condition that all ordinances and regulations of the City of Meriden shall be complied with. The applicant further certifies that all information supplied to the Zoning Agent is true and accurate and that the land and structures subject to this permit shall not be occupied until a Certificate of Zoning Compliance and a Certificate of Occupancy have been issued. The applicant's signature authorizes the Zoning Agent to enter upon the property as needed to verify compliance with the permit and until a Certificate of Compliance has been issued.

_____	_____	_____
Owner Signature	Owner Name [printed]	Date
_____	_____	_____
Applicant Signature	Applicant Name [printed]	Date

PART II: ZONING AGENT SECTION

In reviewing and approving any application for a Zoning Permit, the Director of Development and Enforcement, or the Planning Commission in the case of a Special Permit Use, has determined that the following provisions have been met:

- _____ 1. The application is complete, the submission requirements listed on the Application Checklist have been met, the applicable fee of \$_____ has been paid and any required performance bond of \$_____ has been submitted to the Department of Development and Enforcement.



- _____ 2. All applicable TOD Zoning Regulations have been met, including Site Development Standards and Building Form and Architectural Standards.
- _____ 3. All additional requirements for Limited Uses and Special Permit Uses Required by the TOD Zoning Regulations have been met.
- _____ 4. All applicable conditions of approval required by the Director of Development and Enforcement, or the Planning Commission in the case of a Special Permit Use, have been met. Date and nature of conditions of approval: _____

Final Action: Based on the applicant's submissions, which are attached to or referenced on this form and on the Application for Zoning Permit, the Zoning Permit has been:

- _____ Approved as submitted
- _____ Approved with the conditions stated below
- _____ Denied

The following comments, conditions of approval or reasons for denial apply:

Signature of Zoning Agent

Date



CERTIFICATE OF COMPLIANCE APPLICATION

TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT

[Per Section 213-27.S.3]

APPLICANT AND OWNER INFORMATION

Name of Applicant: _____ Phone # _____

Address of Applicant: _____

Name of Property Owner: _____ Phone # _____

Address of Property Owner: _____

PROPERTY INFORMATION

Address of Property: _____

Zoning Sub-district: _____ Zoning Permit # _____

PROFESSIONAL CERTIFICATION

For construction projects where a Zoning Permit was issued as a result of Site Plan Approval by the Director of Development and Enforcement or, in the case of a Special Permit, the Planning Commission, a written certification from the professionals registered in the State of Connecticut and responsible for the plans must be submitted stating that the plans have been followed.

AS-BUILT DRAWINGS

Where substantial changes to approved drawings that formed the basis of a Zoning Permit have been authorized, certified as-built drawings shall be submitted.

OTHER INFORMATION

The applicant shall submit to the Department of Development and Enforcement any other information deemed necessary to determine compliance with the Meriden TOD District Zoning Regulations and applicable approval criteria, including a list of any improvements that have not been completed to date.

APPLICANT / OWNER CERTIFICATION

It is understood that the applicant and owner receiving a Certificate of Compliance accepts the Permit on the condition that he/she or his/her agent or assigns will comply with the use as described in the application submissions and will comply with all applicable local, State and Federal laws regarding the use and occupancy of the premises.

Owner Signature

Owner Name [printed]

Date

Applicant Signature

Applicant Name [printed]

Date



CERTIFICATE OF COMPLIANCE

TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT

[Per Section 213-27.S.3]

ZONING AGENT SECTION

Zoning Permit # _____

In reviewing and approving any application for a Certificate of Compliance, the Director of Development and Enforcement shall determine that the following provisions / requirements have been met and are in compliance:

- _____ 1. All necessary information required in the Certificate of Compliance Application has been submitted.
- _____ 2. The completed project meets all applicable provisions of the Meriden TOD District Zoning Regulation and all other City regulations, ordinances and permit requirements.
- _____ 3. All structures, buildings or site improvements have been constructed in accordance with plans approved through the Zoning Permit process.
- _____ 4. All specified conditions for approval of the Zoning Permit have been met. Date and nature of conditions of approval: _____

Final Action: The structure / use authorized by the Zoning Permit has been reviewed / inspected. Based on the applicant's submissions, which are part of the Zoning record for this application, this Certificate of Compliance is:

- _____ Approved as submitted
- _____ Approved with the conditions stated below
- _____ Denied

The following comments, conditions of approval or reasons for denial apply:

Signature of Director of Development and Enforcement

Date