

ARTICLE 7 SITE PLAN REVIEW

§7.1 Site Plan Approval Procedures

§7.1.1 Site Plan Approval Required

- A. The purpose of Site Plan review and approval is to ensure that new or amendment site and architectural development plans meet the stated objectives and standards of the Monroe Plan of Conservation and Development, are consistent with these Regulations, provides for the appropriate siting and design of buildings, structures, uses, access, parking, landscaping and other site development features, ensures public safety, and preserves important site features and identified conservation values. The goal of such review is to achieve attractive and functional development while mitigating impacts upon surrounding cultural and environmental resources, public infrastructure and adjacent properties.
- B. No land shall be altered, used or changed in use, nor shall any building, structure or other site improvement be used, reused, changed in use or constructed, erected, placed, enlarged, moved, expanded, altered, visually changed or replaced prior to obtaining Site Plan approval, unless exempt under §7.1.2 of this Article. Site Plan review and approval shall be required in accordance with the procedures and requirements specified in this Article prior to the issuance of a Zoning Permit, Certificate of Zoning Compliance, Building Permit and Certificate of Occupancy/Completion. Such administrative permits and approvals shall be consistent with and in accordance with the Commission's Standard Site Plan approval or a Minor Site Plan approval as may be issued by the Planning and Zoning Administrator/Town Planner.
- C. An approved Site Plan shall be revised, altered or amended in accordance with the standards and procedures established in this Article for the approval of such Site Plan.
- D. Except where otherwise specifically required, the use of land on abutting properties with one or more owners may be concurrently reviewed for development purposes under a coordinated Site Plan meeting all of the requirements of these Regulations. Buildings, structures and other site improvements may be constructed and used individually or collectively provided that each separate owner shall have granted to each other owner in the consolidated Site Plan, by deed, easement or condominium agreement, recorded in the Monroe Land Records, such permanent access for ingress and egress, utilities, use of parking and loading, open space and/or other factors as may be required to assure the integrated development, use and maintenance of approved improvements and uses as per the coordinated Site Plan. Development on each respective lot must comply individually in all respects to the underlying zoning requirements for that lot.
- E. Development of an approved Site Plan may be implemented in sections or phases as may be authorized by the Commission. The extent and content of each section or phase shall be clearly articulated and mapped on the Site Plan, including any conditions required during the interim period between sections or phases. Development of a Site Plan under sections or phases shall not extend the time period to complete the total scope of all sections or phases.

- F. All Site Plans shall comply with all applicable standards and requirements set forth in these Regulations and the specific requirements of the underlying zoning district in which the Site Plan property is located.
- G. The continued validity of a Permanent Certificate of Zoning Compliance shall be subject to continued conformance with an approved Site Plan and any requirements of approval.

§7.1.2 Exempt from Site Plan Approval

The following uses shall be exempt from obtaining prior Site Plan approval:

- A. In the RF-1, RF-2 and RF-3 Districts, single-family detached dwellings and their associated permitted accessory structures and accessory uses, except as may otherwise be required in Article 10 of these Regulations.
- B. Permitted agriculture and farming uses, not including related principal or accessory buildings and structures exceeding a ground footprint of 500 square feet.
- C. Alteration or expansion of a single-family detached dwelling lawfully existing prior to the effective date of these Regulations within a non-residential district, except those established under a Special Exception Permit.
- D. Changes to existing signs in accordance with §6.3 of these Regulations when it is the only action or improvement and provided said changes conform to any standards and requirements of the Commission’s original approval for said signs.
- E. Ordinary maintenance and repair activities “in kind” (substantially identical).
- F. Interior alterations of lawfully existing buildings and structures provided no new uses or changes in use, or expansion of use is involved.
- G. Changes of ownership or proprietor where such change relates to the same use, and which involves only interior alterations and/or the changing of lawfully existing exterior signs in kind with regard to their location, size, design and lighting thereof. Any other related changes shall not be exempt.

§7.1.3 Minor Site Plan Application

The following actions shall be deemed to be minor in nature and subject to the processing procedures for a Minor Site Plan Application as established herein (said shall not authorize any substantive alteration, diminishment or elimination of any previously applicable approval condition, site improvement or stipulation as required or approved by the Commission):

- A. Changes in lawfully permitted principal and accessory uses within existing buildings, provided adequate septic disposal, water supply and off-street parking and loading can be demonstrated under existing conditions or through minor changes as otherwise permitted per this Section.

- B. Additions and/or modifications to existing lawfully permitted principal and accessory buildings and structures not exceeding a footprint or gross floor area of five hundred (500) square feet and a cumulative ground disturbance of 1,000 square feet in area.
- C. Additions and/or modifications to existing site landscaping, including walls and fences, provided the original purpose and intent of altered features will not be diminished.
- D. Alterations to an existing building or structure appearance, elevation, roofline or other similar alterations to an existing building or structure, which do not result in an increase in the useable gross floor area or a change to the existing architectural style or character of such building or structure.
- E. Changes to the parking layout substantially within existing paved limits, provided:
 - (1) The number of existing parking or loading spaces are not diminished unless there presently are more spaces than otherwise required to satisfy the minimum standards for the sum total of all the specific uses of the entire site.
 - (2) The changes do not substantially alter the traffic circulation patterns on the site, or with existing site ingress and egress provisions.
 - (3) The changes do not diminish existing landscaping provisions and where altered, said alterations restore or replace in similar or expanded scope and content.
- F. Subsurface improvements, alterations or additions which do not result in any increase in gross density occupation or use of the premises, and provided the ground surface is restored at minimum to pre-disturbance conditions.
- G. Minor alterations or expansion of pedestrian walkways, curbing and other paved surfaces, including upgrading of pavement or curb type (i.e., asphalt or concrete to pavers, granite or similarly higher-grade material).

§7.1.4 Site Plan Application

All permitted uses and actions except those set forth in §7.1.2 shall be subject to Site Plan approval as specified in §7.1.1 and shall be subject to the Site Plan Application Review Procedures established herein.

§7.1.5 Site Plan (Standard and Minor) Application Review Procedures

A. General Procedures

- (1) Date of Receipt.
 - (a) Standard Site Plan. For purposes of calculating statutory time frames for processing applications, the date of receipt of any application to the Commission shall be the day of the next regularly scheduled meeting of the Commission immediately following the day of submission of an application to the Planning and Zoning Department or thirty-five (35) days after submission, whichever is sooner.
 - (b) Minor Site Plan. The date of receipt shall be the date an application is officially date stamped by the Planning and Zoning Department as being received.
- (2) Site Plan Approval for any use requiring a Special Exception Permit shall be initiated and acted upon concurrently by the Commission according to the Special Exception Permit procedures set forth in Article 8 of these Regulations (separate applications are not required).
- (3) In evaluating Standard Site Plan applications, the Commission may:
 - (a) Seek the advice and opinion of other officials, boards or commissions to assist in evaluating applications; and
 - (b) Retain an engineer, land surveyor, architect, landscape architect, professional land use planner, land use attorney or other consultant to review, comment and guide its deliberations on any application, subject to the requirements for an escrow account as may be required by the Commission in accordance with §9.7.2 of these Regulations.
- (4) In evaluating Minor Site Plan applications, the Planning and Zoning Administrator/Town Planner may seek the advice and opinion of other officials and town staff to assist in evaluating applications.

B. Pre-Application Meeting

Prior to formal submission of an application, an applicant shall meet with Town support staff to informally discuss the proposed application and obtain general guidance relative to specific requirements, needed data/information or supporting assessments, other related permits, and the overall application process and timing thereof. Said guidance shall be for the convenience of applicants and shall not be construed to be a replacement or instead of obtaining the guidance and advice of the applicant's own consultants and professionals, nor as exclusive guidance or comment relative to an applicant's compliance with the requirements of these Regulations.

C. Submission of Application

An application shall not be considered complete until all the information required by these Regulations and the Commission, or the Planning and Zoning Administrator/Town Planner in the case of a Minor Site Plan, has been provided.

- (1) Applications shall be in a form prescribed by the Commission together with a fee in accordance with Article 9 of these Regulations and other application materials as required in these Regulations. The application shall be signed by the applicant, and if the project is proposed by an applicant other than the owner of the property, the application shall also be signed by the owner or accompanied by a notarized letter authorizing the applicant and application as proposed.
- (2) An application involving an activity regulated pursuant to CGS 22a-36 to 22a-45, inclusive, the applicant shall submit an application for a permit to the Inland Wetlands Commission no later than the day such application is filed with the Planning and Zoning Department. The applicant shall provide documentation of said filing. A planning and zoning decision on the application shall not be rendered until the Inland Wetlands Commission has submitted its report in accordance with the standards of the Connecticut General Statutes, as amended, which report shall be given due consideration.
- (3) An application involving lands within a public watershed area, the applicant shall submit notice to the public water authority and State Commissioner of Public Health in accordance with the standards set forth in CGS §8-3i, as amended, no later than seven (7) days from the date such application is filed with the Planning and Zoning Department. The applicant shall provide documentation of said noticing.
- (4) An application shall be accompanied by the following supporting materials, in a quantity as determined by the Planning and Zoning Department:
 - (a) Site Plans in accordance with §7.3 of this Article.
 - (b) Project narrative. A project narrative shall be provided describing the existing and proposed site conditions and uses, including details describing how the requirements and standards of these Regulations will be complied with by the proposed action. The project narrative shall also detail the proposed action's consistency with the Monroe Plan of Conservation and Development. Project specific analyses and reports prepared by qualified professionals may be required, the scope of which shall be subject to prior Commission review and acceptance.
 - (c) Agency Approvals. The applicant shall provide a list of local, regional, State and Federal agency permits and approvals anticipated to implement the proposed action, as well as any applicable requirements thereof affecting the design, site layout, construction or other aspect of the proposed action. The securing of such agency approvals may be required as a prerequisite to Commission endorsement of approved final plans.
 - (d) The Commission, or Town Planning and Zoning Administrator/Town Planner in the case of an application for a Minor Site Plan, may require the submission of additional information as deemed necessary to make a reasonable review of the application.

- (e) The applicant shall also submit application and application presentation documents in an electronic format in accordance with Planning and Zoning Department requirements and specifications for applications to the Commission.
- (5) An incomplete application or an application filed without the required fee as specified in Article 9 of these Regulations may be deemed as reason for denial of said application.
- (6) For Standard Site Plan applications, all revised or additional application support documents, plans and materials shall be submitted to the Planning and Zoning Department no less than seven (7) business days prior to the day of a Commission meeting at which the application is scheduled. Nothing shall prohibit the Commission, in the exercise of its discretion, from receiving evidence at any time prior to the close of a meeting, public hearing or other statutory period but the Commission may refuse to consider such if not submitted in a timely fashion as set forth herein should the Commission determine that it, its staff or consultants, and/or the public would not have sufficient time to review same properly or thoroughly before the end of any aforesaid time or statutory period. The Commission, nor its staff or consultants, are responsible for providing notification of new submission materials received.

D. Application Review Team (ART) Review of Applications

Following submission of a Standard Site Plan application, the Application Review Team (ART), consisting of the Town Planner, Town Engineer, Planning and Zoning Administrator, Zoning Enforcement Officer, representative of the Health Department, representative of the Police Department, Fire Marshal and Chief Building Inspector, shall review the application and coordinate concerns and facilitate the effectiveness of individual review comments. ART review shall run concurrently with the Commission's permit review schedule for an individual application. ART review of Minor Site Plan applications shall be coordinated by the Planning and Zoning Administrator/Town Planner as warranted.

E. Minor Site Plan Application Process

- (1) All Minor Site Plan applications, and any subsequent revisions thereto, shall be processed within one (1) business week of their official receipt.
- (2) The review and approval of a Minor Site Plan shall also be subject to the provisions set forth in §7.1.5F(4) of these Regulations, except inserting the Planning and Zoning Administrator/Town Planner in place of the Commission.
- (3) The Planning and Zoning Administrator/Town Planner may require an advisory review and recommendation by the Architectural Review Board for alterations of an existing building or structure.
- (4) An application for Minor Site Plan approval may be referred to the Commission for action or for guidance where deemed warranted in the opinion of the Planning and Zoning Administrator/Town Planner.

- (5) The Planning and Zoning Administrator/Town Planner shall provide a report on all administrative decisions regarding Minor Site Plan applications to the Commission at its next regularly scheduled meeting.

F. Standard Site Plan Application Process

- (1) Applicant Representation at Commission Meetings

The applicant and/or its authorized representatives shall be present at the meetings of the Commission at which their application is reviewed. The property owner is recommended particularly in cases where an applicant is limited in their authorization to represent the interests of the owner or in making decisions regarding the alteration of the premises under review.

- (2) Review by Other Agencies

The Planning and Zoning Department and/or Commission may forward copies of an application for review and report to such officials and agencies of the Town as it deems appropriate, and shall establish a reasonable time limit for receipt and review by such agencies. Notice of applications shall be sent to area regional planning agencies and to the clerk of any abutting municipality as may be required by the Connecticut General Statutes or as determined appropriate by the Planning and Zoning Department or Commission.

- (3) Public Hearing

The Commission may require a public hearing as it deems necessary or appropriate, which hearing shall be noticed and held in accordance with the standards and requirements set forth in §8.1.4 of these Regulations. All applications also requiring a Special Exception Permit shall require a public hearing, which hearing shall be held jointly with the required public hearing for said Special Exception Permit.

- (4) **Commission Review and Determination**

- (a) Applications shall be approved, disapproved, or approved with modifications unless withdrawn by the applicant.

- (b) No application for any property on which there exists a zoning violation shall be approved, unless such application and approval will remedy such violation.

- (c) Approval shall be applicable only for the use and improvements specified in the application and approval.

- (d) The Commission may impose modifying conditions and safeguard restrictions to any application approval, which in its judgment are reasonable and necessary to protect or promote: public health, safety or welfare; property values; the environment; sound planning and zoning principles; improved land use, site planning and land development; or to achieve a better overall neighborhood compatibility.

- (e) When the Commission approves a Site Plan with modifying conditions and safeguard restrictions, each and all of said conditions and safeguard restrictions shall be an integral part of the Commission's decision. Any condition or safeguard restriction attached to a Site Plan approval shall remain with the property as long as the use is still in operation, and shall continue in force and effect regardless of any change in ownership of the property. Should any of the conditions and safeguard restrictions on appeal from such decision be found to be void or of no legal effect, then the conditional approval is likewise null and void. An applicant may reapply with another application for review.
- (f) A notice of decision shall be completed in accordance with the requirements set forth in the Connecticut General Statutes, as amended.
- (g) As a condition of approval, the right of entry with reasonable notice for inspection by Town of Monroe officials shall be provided in order to determine compliance with the conditions of such approval.

§7.2 General Criteria and Standards for Application Review

The following criteria and standards shall be used by the Commission in reviewing all applications. In doing so, the Commission may require the submission of alternative design and layout proposals to ensure the creation of well designed, functional and attractive development. The intent is to ensure that the development and use of land does not have an adverse effect on the environment, adjacent lands and land uses, or on the historic and cultural character of the community, among other factors. These Regulations are designed to:

- A.** Protect the community from traffic congestion and conflicts, noise, lighting, odor and other forms of pollution;
- B.** Avoid inappropriate site and building design, including "strip" commercial development, flooding, and excessive soil erosion; and
- C.** Ensure that proposed uses will be in harmony with the appropriate and orderly development of the Zoning District in which such is proposed, and that its impacts can be mitigated by compliance with reasonable conditions.

§7.2.1 General Criteria

The criteria below are intended to establish a framework within which the designer of the site development will utilize creativity, invention and innovation to provide a sensible and sustainable plan compatible with the Town's planning goals and objectives, as expressed in the its Plan of Conservation and Development, while recognizing and thereby protecting the Town's rural, historic, cultural, natural and scenic landscapes and qualities.

- A. The intended activity or proposed use, buildings or other structures shall not be detrimental to the health, safety, welfare and property values of the neighborhood and will be in harmony with and conform to the orderly development of the Town.
- B. Due attention by the applicant shall be given to the goals, objectives and the stated general land use policies for the Town and the specific area in which the development is proposed.
- C. The streets serving the proposed use shall be adequate to accommodate prospective traffic, and provision shall be made for entering and leaving the property in such a manner that no traffic hazards will be created. Adequate off-street parking and loading facilities shall be provided.
- D. The structural base material and surface treatment of any areas used for off-street parking and loading facilities, for maneuvering of vehicles or for outside storage and display of vehicles and materials shall be as determined suitable and adequate for their intended purpose.
- E. Properties shall be suitably landscaped and the intended activity, use, design of buildings, signs and other structures shall be such as to preserve the appearance and character of the neighborhood.
- F. The site on which the use is proposed to be established shall be of sufficient size and adequate dimension to allow construction of all buildings and structures and to conduct the use in such a manner as will not be detrimental to the neighborhood.
- G. Adequate fixed and shielded lighting shall be provided for the intended use and shall not constitute a nuisance, traffic hazard or spillage onto neighboring properties, or be detrimental to the neighborhood.
- H. The character, purpose and nature of the Site Plan approval shall be such that the proposed use will be in harmony with the orderly development of the Zoning District in which it is located.
- I. Proposed development shall meet all other requirements and performance standards as established in these Regulations.
- J. Proposed development shall be adequately protected from casualty by fire as may be determined by the Town Fire Marshal, subject to review by the Commission.

§7.2.2 Ecological Considerations

- A. Site and building development shall cause minimal degradation of unique or irreplaceable land types and minimal adverse environmental impact upon critical areas such as streams, wetlands, areas of aquifer recharge and discharge, steep slopes, highly erodible soils, areas with a high water table, floodplains, areas of mature vegetation, and extraordinary wildlife nesting, feeding or breeding grounds.

- B.** Development shall conform to existing geological and topographic features to the end that the most appropriate use of land is encouraged.
- C.** Site uses shall have the capacity to provide for the on-site handling, disposal and/or storage in a safe, sanitary and harmless manner as prescribed by all applicable Federal, State and local laws, rules or regulations pertaining to sewage, solid or liquid waste, toxic or hazardous substances, or any chemicals or by-products produced, kept, made, generated or used or to be used on the premises. If any such sewage, solid or liquid waste, toxic or hazardous substances, or chemicals or by-products are not to be handled, stored or disposed of on-site, then the manner of their handling, disposal and/or storage shall be disclosed including proof of compliance with all applicable Federal, State and local laws, rules and regulations.

§7.2.3 Landscape and Lighting

- A.** Natural and existing topographic patterns, which contribute to the beauty and character of a development, shall be preserved where practicable in its natural state. Tree and soil removal shall be avoided and minimized to the greatest extent practicable. If development of the site necessitates the removal of established trees, special attention shall be given to the planting of replacements or other landscape mitigation treatments. Any grade changes shall be in keeping with the general appearance of neighboring developed areas.
- B.** Landscaping or the landscape treatment shall provide, in the judgment of the Commission and in a reasonable time, the required amenities or visual barrier between different land uses.
- C.** Grades of driveways, walks, parking areas, terraces, and other paved areas shall provide an inviting appearance.
- D.** Landscaping shall dominate a site and shall integrate the various elements of site design, preserving and enhancing the particular identity of the site, including architectural features, scenic vistas and visual corridors. Landscaping shall provide shade, visual interest and vertical relief.
- E.** Plant material shall be selected for interest in its structure, texture, and color, and in consideration of its ultimate growth pattern. Plants shall be used which are indigenous to the area and others that will be hardy, harmonious to the design, and exhibit a good appearance.
- F.** In locations where plants will be susceptible to injury by pedestrian or motor traffic, they shall be protected by appropriate curbs, tree guards, or other devices.
- G.** Parking areas and traffic ways shall be enhanced with landscaped islands, trees and shrub plantings, and other landscaping consistent with the requirements and standards in Article 6 of these Regulations.
- H.** Screening of service yards, refuse containers, and other places that tend to be unsightly shall be accomplished by use of walls, fencing, planting, or combinations of these, with all such enclosures being compatible in material, texture and color with the buildings of the site.
- I.** Landscaping shall be designed and maintained so as not to create a hazardous condition.

- J. Exterior lighting shall be in accordance with Article 6 of these Regulations and shall enhance the building design and the adjoining landscape. Lighting standards and building fixtures shall be of a design and size compatible with the building and adjacent areas.
- K. The number of exterior lights, and the intensity of such lighting shall be the minimum necessary to illuminate the location for safety, without glare or light spillage to adjoining properties.

§7.2.4 Relationship of Proposed Structures to Environment

- A. Proposed structures shall be related harmoniously to themselves, the terrain and to existing buildings and roads in the vicinity that have a visual relationship to the proposed structures. The achievement of such harmonious relationship may include the enclosure of space in conjunction with other existing buildings or other proposed buildings and the creation of focal points with respect to avenues of approach, terrain features or other buildings.
- B. Proposed structures shall be so sited as to minimize any adverse impact upon the surrounding area and particularly upon any nearby residences by reason of:
 - (1) Building location, height, bulk and shadows.
 - (2) Location, intensity, direction and times of use of outdoor lighting.
 - (3) Likelihood of nuisances.
 - (4) Other similar considerations.
- C. Site Plans proposed for nonresidential uses adjacent to a residential district or residential uses shall be reviewed with regard to the impact of the development on that district or use.
- D. Site design shall be planned to accomplish a desirable transition from the streetscape, and to provide for adequate landscaping, screening and buffering to adjacent sites and lands uses, and to provide adequate but not excessive off-street parking.
- E. The Commission shall encourage the use of a combination of common materials, landscaping, buffers, screens and visual interruptions in order to create attractive transitions between buildings of different architectural styles.
- F. Parking shall be located to the rear or sides of buildings primarily so as to not interfere with the landscape treatment and streetscape.
- G. Textures of buildings, structures and paved areas shall be sufficiently varied to prevent a massive or monolithic appearance, particularly areas of asphaltic paving for parking.

§7.2.5 Scenic, Historic, Archaeological and Landmark Sites

- A. Scenic, historic, archaeological and landmark sites and features that are located on or adjacent to the proposed development shall be preserved and protected insofar as practicable. Specific requirements regarding such sites and features are contained in Chapter 310 (Historic Districts) and Chapter 430 (Scenic Roads) of the Code of the Town of Monroe.
- B. Recognized scenic and/or historic districts within the vicinity of the proposed development shall be embraced in the Site Plan design, including the use of traditional building forms and layouts which are evidence of the distinctive historical development of the area.

§7.2.6 Buildings and Structures

- A. Buildings and structures shall be integrated with each other and with adjacent buildings and structures, providing convenient access to and from adjacent uses. Buildings and structures shall be designed and clustered in a compact form with due regard to environmentally sensitive features.
- B. The design of buildings and structures shall make appropriate recognition of compatible building forms, styles and character indigenous to New England, and in particular, the Town of Monroe.
- C. Components such as windows, rooflines, doors, eaves and parapets shall have well-designed proportions and relationships to one another and be compatible with the historic and vernacular architectural styles of the Town of Monroe.
- D. The height and scale of buildings and structures shall be compatible with its site and existing, or anticipated, adjoining buildings.
- E. Materials shall have good architectural character and shall be selected for harmony with traditional building materials.

§7.2.7 Stormwater Management

- A. Proposed development shall be designed so as to provide for proper surface water management through a system of controlled drainage that, wherever practicable, preserves existing natural drainage patterns and wetlands, enhances groundwater recharge areas, and protects other properties and existing natural and artificial drainage features from the adverse effects of flooding, erosion and the depositing of silt, gravel or stone, uncontrolled dispersal of debris, trash and runoff pollutants such as from deicers, fertilizers, herbicides, insecticides and pesticides.
- B. Proposed development shall conform to all Federal, State and local requirements and guidelines, including provision of Best Management Practices, regarding stormwater quality and quantity control and erosion and sediment control as set forth in Article 6 of these Regulations.

§7.2.8 Traffic, Circulation, Parking and Pedestrian Safety

- A. Proposed development shall not cause adverse traffic impacts to abutting roads, nearby entrances on adjacent properties or on the road network serving the surrounding area.

- B.** All entrance and exit driveways shall be located with due consideration for traffic flow and so as to afford maximum traffic safety consistent with the standards set forth in Article 6 of these Regulations. In general, all such entrances and exits shall be located and designed in accordance with Chapter 260 (Driveway Construction) of the Code of the Town of Monroe, and the following:

 - (1) Conform to sight line requirements for restricting direct obstructions at corners (in addition to Federal, State, AASHTO and local sight line guidelines).
 - (2) Achieve maximum practicable distance from street intersections and from existing and proposed access connections from adjacent properties.
 - (3) Minimize left-hand turns and prohibit backing movements.
 - (4) Discourage the routing of vehicular traffic to and through local residential streets.
 - (5) Provide adequate offset centerline striping and entrance/exit site radii to accommodate appropriately sized trucks to service existing and proposed uses without encroachment into opposing traffic both on and offsite.
 - (6) Encourage the shared use and interconnection of driveways.
- C.** The location, width and layout of interior drives shall be appropriate for the proposed interior circulation.
- D.** The location and layout of accessory off-street parking and loading spaces shall provide for efficient circulation and the safety of pedestrians and vehicles. Provision shall be made for unobstructed access by police, fire and emergency vehicles.
- E.** The location of parking areas shall not detract from the design of proposed buildings and structures or from the appearance of the existing neighboring buildings, structures and landscape.

- F.** Pedestrian circulation shall be separated from motor vehicle circulation and from loading activities. Safe and convenient pedestrian circulation, including appropriate sidewalks, shall be provided on the site and its approaches, to provide interconnectivity between the road frontage and parking areas and buildings onsite. The pedestrian circulation plan shall be designed to minimize adverse effects of vehicular traffic upon adjacent sidewalks and bicycle paths by providing wider walkways or paths, and appropriately designed control features such as changes in pavement material, texture and/or color, as well as physical barriers, landscaping, guiderails, fencing, signs and other means of protection.

§7.2.9 Utility Services

- A. Proposed development shall be adequately served by all applicable utilities, including water and septic systems.
- B. Electric, telephone and other wire-served utility lines and service connections shall be underground insofar as feasible and subject to State Public Utilities Regulations. Any utility installations remaining above-ground shall be located and screened so as to have a harmonious relationship to neighboring properties and to the site.
- C. Mechanical equipment such as air conditioners or other utility hardware located on roofs, the ground, or buildings, shall be designed in an architecturally integrated fashion and/or screened from view with materials harmonious with the building, specified as to construction, material and color so as to blend with its surroundings, or located so it is not visible or conflicting with site landscaping and pedestrian and vehicular access.

§7.2.10 Waste Disposal

- A. Adequate provision shall be made for the sanitary sewer needs of the proposed development in compliance with State and local Health District requirements.
- B. There shall be adequate provision for the disposal of all solid, liquid and gaseous wastes and for all recyclable materials, as well for the avoidance of odors and other air pollutants that may be generated at the site. All applicable Federal, State and local pollution control standards shall be observed, as well as the standards of Chapter 440 (Sewage Disposal) and Chapter 452 (Solid Waste) of the Code of the Town of Monroe.
- C. All dumpsters or other covered containers designed to be emptied into a truck shall be placed on a concrete pad within an adequate solid board fence or architectural walled enclosure screened with landscaping.
- D. Enclosures shall be designed, installed and maintained so as to minimize noise, odor and other adverse effects.

§7.2.11 Noise

- A. All applicable Federal, State and local Regulations dealing with the control of outside noise which is expected to be generated at the site shall be complied with.
- B. Use of noise reducing barriers or other control measures shall be incorporated as may be required by the Commission.

§7.2.12 Outdoor Signage

- A. The size, location, height, design, color, texture, lighting and materials of exterior signs shall not detract from the design of proposed buildings and structures or of the surrounding properties. Signs of a prototype design and corporation logos shall be modified to conform to the criteria for all signs within the Town of Monroe in conformance to the requirements contained in Article 6 of these Regulations.

- B. Signs and supporting structures and devices shall be well proportioned and compatible in design and visual relationship to buildings, structures and surroundings, and shall not be predominate to the overall visual impact of the project.
- C. Every sign shall be designed as an integral architectural element of the building and site to which it principally relates.
- D. The colors, materials, and lighting of every sign shall be restrained and shall be harmonious with the building and site to which it principally relates.
- E. The number of graphic elements on a sign shall be held to the minimum needed to convey the sign's major message and shall be composed in proportion to the area of the sign face.

§7.3 Application Requirements

§7.3.1 General Requirements for All Applications

- A. All applications and accompanying maps, plans, documents, reports and data shall be in writing and in a quantity as required by the Planning and Zoning Department. Said applications shall include all the information required by the Commission and as specified in the application form and these Regulations.
- B. All maps, plans, documents, reports and data as may be submitted with an application shall be current (completed within the previous six (6) months) and include an original (live) signature and embossed or wet stamp seal certification by the individual State of Connecticut licensed professional(s) responsible for their preparation. If multiple professionals are responsible for their preparation, each shall include appropriate certification.
- C. The maps and plans required by these Regulations shall be coordinated into individual collated, bound and folded sets of uniform size not to exceed 24" x 36" drawn at a maximum scale of one inch equals forty (40) feet, unless otherwise authorized by the Commission, and numbered in sequence (X of a total of Y sheets). The cover sheet shall include a prominent listing of the project name and a list of all included sheets by title, origination date and common revision date, as well as a location map showing the subject lot, surrounding lots, named streets and the zoning classifications of the shown area drawn at a scale of one (1) inch = eight-hundred (800) feet.
- D. Each plan sheet shall include a coordinated Title Block including the following minimum information:
 - (1) Sheet title and number, and sheet sequence numbering.
 - (2) Property address and assessor identification (Map and Lot number).
 - (3) Name, address and signature (on Final Plans) of the applicant and property owner.
 - (4) Name, address, signature and seal of the professional(s) preparing the plan.
 - (5) Origination date of preparation and date of revision, if any.

- (6) Written and graphic scale and north arrow.
- E. The plans shall include the following minimum information consistent with all applicable requirements and standards of these Regulations:
- (1) **EXISTING CONDITIONS SURVEY (A-2 and T-2, or equivalent)**
 - (a) Appropriate certification statement including reference maps, origin of property layout, purpose of drawing, and specific certification and clarifications of information shown.
 - (b) Accurate boundary and boundary markers.
 - (c) Delineation and dimension of all abutting private or public streets rights-of-ways and edges of pavement.
 - (d) Location of adjoining properties identifying owners and the map and lot numbers of same based on current Town of Monroe Assessor information, including those located across abutting streets.
 - (e) Existing zoning designation of the property and adjoining properties, including listing of past Site Plan, Special Exception Permit and/or Zoning Variance approvals.
 - (f) Location and dimensions of existing buildings, structures, access drives, fences, stone walls, guiderails, exterior signs and lights, landscaping, screening, buffers, parking and loading areas and sidewalks on the subject property and connections thereto with adjoining properties.
 - (g) Existing right-of-ways, easements, other encumbrances or restrictions, including a listing of recorded maps and description of any existing deed restrictions or covenants affecting the subject property.
 - (h) Location and delineation of wetlands, watercourses, ponds, lakes, vernal pools and other water related resources and their associated upland review areas. The qualified delineator and date or delineation shall be noted.
 - (i) Location of principal wooded areas, exposed ledge and rock outcroppings, significant trees with a diameter at breast height of twenty (20) inches or more (identified as to scientific and common name, size and health condition).
 - (j) Existing topography of the subject property with a minimum 2-foot contour interval, based on United States Geologic Survey data, with the source of the contours and the location of benchmarks noted.
 - (k) The required yard setbacks and other zoning lot area and bulk standards of the underlying Zoning District(s).

- (l) Locations, dimensions, grades and flow direction of existing sewers, culverts, waterlines and other underground utilities within the property, to the extent known or relevant, and location of all utilities in the adjacent street and connections to structures on the premises.
- (m) Boundaries of any site area subject to flooding or stormwater overflows, including flood hazard areas as defined in Article 6 of these Regulations and as established by the Federal Emergency Management Administration (FEMA). Local areas susceptible to flooding that are not within determined flood zones shall also be indicated.

(2) SITE PLAN

- (a) Delineation of all applicable zoning lot area and bulk standards, off-street parking and loading requirements, and other setback or buffer requirements.
- (b) Location, layout and dimension of proposed buildings, structures, fences, walls and other site features proposed to be constructed, expanded, or altered.
- (c) Location, layout, dimension and surface treatment and specifications of access and internal drives, parking areas, service and loading areas, sidewalks and pathways, and other non-building or vegetative areas and features.
- (d) Known or approximate location of existing buildings, septic systems, water supply wells, utility lines and other structural or utility features within one-hundred (100) feet of the site lot lines.
- (e) Location, design and proposed screening of outdoor storage areas, including proposed provisions for refuse storage and collection.
- (f) **Zoning Compliance** - Analysis in tabular format of conformity to all applicable use, lot area and bulk standards, including any variances sought.

Zoning Requirement	Zoning Standard	Existing Conditions	Proposed Conditions	Resultant Conditions

Zoning Requirement – Applicable requirement (i.e., yard setback, building height).
 Zoning Standard – (i.e., 30 feet, 15%).
 Existing Conditions – Existing condition relative to the requirement.
 Proposed Conditions – Proposed condition of new feature relative to the requirement.
 Resultant Conditions – Existing/proposed condition relative to compliance with standard.

- (g) **Off-Street Parking and Loading Compliance** – Analysis in tabular format of conformity to applicable off-street parking and loading requirements.

Use	Size GFA	Zoning Standard	Required Spaces
Off-Street Parking			
Total Off-Street Parking Required			
Total Proposed			
Off-Street Loading			
Total Loading Spaces Required			
Total Proposed			

Use – Existing or proposed site/building use(s) (i.e., office, retail, manufacturing).
 Size – Dimension of floor area devoted to each individual use (i.e., 1,765 sf).
 Zoning Standard – Applicable standard or ratio (i.e., 4 spaces / 1,000 sf)
 Required Spaces – Calculated based on standard rounded up to whole number.
 Total Required – Sum of separate uses.
 Total Proposed – Total number of spaces proposed on Site Plans.

(3) GRADING / UTILITY / STORMWATER PLAN

- (a) Existing and proposed minimum two (2) foot contours and spot elevations, including existing contours (Class D data or better) extending a minimum of fifty (50) feet beyond the boundaries of the site.
- (b) An area topographic plan showing drainage basins, source and destination of drainage or water flows.
- (c) Location of any test holes, test pits and borings.
- (d) Areas of rock excavation or blasting.
- (e) Location, size and design of proposed water supply, sanitary sewage disposal and treatment, valves, hydrants, fuel tanks and other utility facilities, both above- and below-ground, with all relevant engineering data.
- (f) Proposed stormwater drainage systems with engineering details of swales, pipes, storm drains, catch basins, dry wells, stormwater quality control structures, retention basins, weirs and other related facilities, including invert and top elevations at each manhole, inlet, outlet, headwall, limits of headwaters, or other appurtenant drainage structure.
- (g) Location and spot grades at the top and bottom of curbs, retaining walls and other such improvements.

- (h) Proposed water quality treatment measures to achieve reductions in nitrogen, phosphorus, sediments, hydrocarbons and other pollutant loading factors.

(4) EROSION AND SEDIMENTATION CONTROL

- (a) Erosion and sediment controls, measures and devices to be employed during site disturbance and construction including any phasing thereof, pursuant to the requirements of Article 6 of these Regulations.
- (b) Details of Best Management Practices and long term permanent erosion and sediment controls.

(5) LIGHTING

- (a) Exterior site lighting (existing to remain and proposed) for the premises, buildings and structures, showing the location, number and type of lights.
- (b) Architectural design specifications including shielding, pursuant to the requirements of Article 6 of these Regulations.
- (c) Photometric plan for all exterior lighting.

(6) SIGNS

- (a) Location, type, size, design, construction, finishes, color and illumination of all signs, pursuant to the requirements of Article 6 of these Regulations.

(7) LANDSCAPING

- (a) Indication of all existing vegetation to be retained and the methods to be used to protect such vegetation during the course of construction.
- (b) Plans and details for proposed landscaping, including the variety (scientific and common name), size, quantity and location of plants and other landscaping materials to be used, pursuant to the requirements of Article 6 of these Regulations.

(8) ARCHITECTURAL FLOOR PLANS and ELEVATIONS

- (a) Location and dimensions (length, width, floor elevations and height in feet and stories) of proposed structures, with a detailed breakdown of all proposed floor space by floor level and use (gross floor area devoted thereto).
- (b) Perspective architectural renderings and elevations showing the existing and proposed building architectural style, design details, construction materials and colors, roofing finish, and height conformance. Such drawings shall be sufficiently detailed to assure conformance with these Regulations and to detail lighting, signs, utility and mechanical equipment attached on or adjacent thereto.

(9) OTHER DATA INFORMATION

- (a) Cut and Fill Analysis including an estimate of the quality, volume and consistency of materials to be imported or removed from the subject property. Drainage calculations shall address runoff entering the site for a fully developed watershed and for the site itself after proposed development.
- (b) Boring information, soil descriptions, and water depth records and bearing capacities.
- (c) For non-residential uses, the proposed number of employees for which the buildings are designed.
- (d) Traffic analysis and details of proposed traffic and safety measures, including pavement and lane markings, directional signage, sight distance information and any associated clearing or improvements relating thereto.
- (e) Provisions for handicap accessible parking and access, pursuant to all applicable Federal, State and local law and regulations.
- (f) Where lands proposed to be developed involve the subdivision of land, a plan of subdivision shall be prepared in conformance with the Monroe Subdivision Regulations, approved by the Commission, recorded on the Monroe Land Records, and authorized for construction prior to issuance of a related Zoning Permit.
- (g) Where public improvements are proposed, same shall conform to all applicable Federal, State and local standards and requirements in addition to these Regulations. All roads and improvements intended to be dedicated to or accepted by the Town of Monroe for public use shall conform to all Town rules and Regulations and standard specifications in effect at the time of approval.
- (h) Bond estimate including item descriptions, units, quantities, cost per unit, ten percent (10%) contingency, and totals for all public work improvements and site stabilization and restoration measures, including siltation and erosion control, anti-tracking pads, topsoil and turf reestablishment, plantings for erosion control, drainage and runoff management, invasive plant removal and measures to prevent dumping.

§7.3.2 Waiver of Application Submission Requirements

- A.** The Commission upon request by an applicant may waive certain application submission requirements as deemed inappropriate or unnecessary to a particular application or application site due to unique and special conditions specific to same, provided such waiver will not be detrimental to the public health, safety or general welfare, or have the effect of nullifying the intent and purpose of such submission standard, the Plan of Conservation and Development or any of these Regulations. All requests for waiver shall be in writing, stating the requested waiver with citation to the specific provision and section number, circumstances of such and the reasons why said waiver would be appropriate.
- B.** No waiver may be deemed approved or granted by implication. The grant of any such waiver shall be accompanied by a written finding that compliance with the requirement is either not requisite

in the interest of the public health, safety and general welfare or inappropriate to the particular site or application.

- C. The Commission may, in granting a waiver, incorporate such reasonable conditions as will, in its judgment, substantially secure the objectives of the requirements so waived.
- D. The Planning and Zoning Administrator/Town Planner may waive certain application submission requirements for Minor Site Plan applications consistent with standards set forth in Subsections A through C above.

§7.4 Endorsement of Final Plans, Construction and Property Maintenance

§7.4.1 Endorsement of Approved Final Plans

- A. Following approval of an application for Site Plan by the Commission, the applicant shall submit final plans in accordance with said approval for endorsement by the Commission Chair. The applicant shall also be required to record an original copy of the Site Plan approval document in the Monroe Land Records, which copy will be provided by the Planning and Zoning Department in accordance with the Commission's approval of the Site Plan.
- B. An approved Standard Site Plan shall become effective for purposes of obtaining a Zoning Permit/Certificate of Zoning Compliance and Building Permit upon recording of the approval on the Monroe Land Records.
- C. The applicant's failure to obtain the authorized endorsement of the final plans and record the approval document within the time period set forth in the Commission approval Resolution, unless an extension as may be granted by the Commission is obtained in accordance with §7.5.1 of these Regulations, shall render the approval of such expired, null and void.
- D. Following approval of a Minor Site Plan application, the applicant shall submit final plans for endorsement as approved by the Planning and Zoning Administrator/Town Planner, in a quantity and format as required by said approval.

§7.4.2 Construction

- A. No site alterations, improvements or changes of use may be implemented, and no Zoning Permit/Certificate of Zoning Compliance, Building Permit or Certificate of Occupancy/Completion shall be issued, except in compliance with an approval as issued by the Commission, or in the case of a Minor Site Plan, by the Planning and Zoning Administrator/Town Planner. All site alteration and construction shall be in accordance with the approved final plans as signed by the Commission Chair or the Planning and Zoning Administrator/Town Planner as the case may be.
- B. Prior to commencement of any site preparation or construction of the premises, the following minimum shall be required:
 - (1) Posting of any required bond.

- (2) Recording of any associated map and/or legal instruments on the Monroe Land Records.
 - (3) Issuance of Zoning Permit/Certificate of Zoning Compliance, Building Permit and any associated Wetlands Permit or other Town of Monroe administrative permit or approval.
 - (4) A pre-construction meeting shall be held with the applicant and/or general contractor, engineer and architect, and with the land use and building officials of the Town of Monroe. Additional construction meetings may be called as deemed necessary throughout construction of the project.
- C.** Use and/or occupancy of approved site buildings, structures, site improvements and uses shall not be authorized until the applicant/owner obtains a Permanent Certificate of Zoning Compliance and Building Department Certificate of Occupancy/Completion. It shall be the applicant's/owner's responsibility to coordinate and request all inspections, and to request and obtain a Permanent Certificate of Zoning Compliance and Building Department Certificate of Occupancy/Completion. No Permanent Certificate of Zoning Compliance or Certificate of Occupancy/Completion for a building, structure, site improvements or use subject to Commission approval shall be issued until:
- (1) Applicable requirements of such approval and any condition or safeguard attached thereto have been met.
 - (2) Evidence of acceptance of completed work by all other involved agencies has been filed with the Planning and Zoning Department.
 - (3) All approved improvements have been completed in accordance with the Approval, the approved plans, specifications and applicable Regulations, unless incomplete improvements are covered by a performance bond assuring completion within six (6) months, or within a time period otherwise specified by the Commission, upon written request and the approval of the Commission. The Commission may agree to extend the six (6) month limitation for a specific period of time.
 - (4) An As-Built plan, prepared and certified by a licensed engineer or surveyor, is submitted to the Planning and Zoning Department. Said plan shall be based on a field survey and show the location of all site improvements as constructed. The As-Built plan shall be reviewed by the Planning and Zoning Department, and be found to be in compliance with the approved final plan as signed by the Commission Chair. An As-Built plan found not to be in compliance shall be subject to review and approval in accordance with the same procedures required for the initial application.

§7.4.3 Property Maintenance

- A.** It shall be the duty of every property owner to maintain their property in conformity with these Regulations, the provisions of Chapter 405 (Property Maintenance) of the Code of the Town of

Monroe and any approval relating thereto. Failure to do so shall constitute a violation of these Regulations and any approval relating thereto.

- B.** The maintenance of all buildings, structures, site utilities, driveways and parking areas, sidewalks, landscaping, landscape treatments, walls and fencing, other site improvements, public improvements and protective safeguards shall be the sole responsibility of the property owner.

§7.5 Expiration of Approval

§7.5.1 Expiration

- A.** Commission approval of a Standard Site Plan application shall expire unless any and all requirements and conditions of approval have been met and final plans have been submitted for signature by the Commission Chair within one-hundred-eighty (180) days of the date of adoption of the Commission's Resolution of approval.
- B.** Commission approval shall expire unless all approved improvements associated with such have been completed within five (5) years of the date of the Commission's Resolution of approval as evidenced by the issuance of a permanent Certificate of Zoning Compliance and Certificate of Occupancy/Completion.
- C.** Failure to strictly adhere to the terms, conditions, modifications, safeguards, documents and final plans as approved by the Commission shall be a violation of these Regulations subject to the revoking of an associated Commission approval and/or any associated administrative permits or approvals relating thereto.
- D.** Failure to complete all work within the period of approval including any extension as may be granted, if any, shall result in an automatic expiration of the Commission approval. An expired approval for any reason shall be considered null and void. The premises shall not be authorized to be used for the purposes set forth in the Commission's Resolution of approval until a Permanent Certificate of Zoning Compliance and Certificate of Occupancy/Completion has been lawfully obtained.
- E.** Minor Site Plan Approval by the Planning and Zoning Administrator/Town Planner shall expire six (6) months from the date of issuance unless a Permanent Certificate of Zoning Compliance and Certificate of Occupancy/Completion has been lawfully obtained, or an extension as may be granted is obtained from the Planning and Zoning Administrator/Town Planner.

§7.5.2 Extensions

- A.** The Commission may grant one or more extensions of the time to obtain endorsement of final plans and/or to complete all or part of the work in connection with a Commission approval, provided the specific circumstances thereof warrant an extension and provided that the total time for completion shall not exceed ten (10) years from the original date of such approval.

- B.** Any request for an extension shall be submitted to the Commission in writing in a timely manner prior to the date of expiration (recommended forty-five (45) days in advance of expiration) in order to provide the Commission sufficient time to review and act at a regularly scheduled meeting. Such request shall state the reasons and circumstances for the requested extension. In considering any such request, the Commission may require a public hearing.
- C.** The Commission may condition the approval of an extension on, among other things, a determination of the adequacy of the amount of the bond or other surety furnished in accordance with these Regulations.
- D.** The Planning and Zoning Administrator/Town Planner may grant one or more extensions of the time to implement an approved Minor Site Plan Approval in increments of six (6) months or less.