



CITY OF HARTFORD- DEPARTMENT OF DEVELOPMENT SERVICES

PLANNING DIVISION

SITE PLAN/ SPECIAL PERMIT CHECKLIST

NOTE: Complete applications must include all required materials.

- Applications must also include an electronic copy of all documents and **1 set** of professionally drawn plans.
- Submit **1 copy** of final plans and **1 electronic copy** for Site Plans and **3 copies** of final plans and **1 electronic copy** for Special Permit. Once approved applicants must submit additional copies as per staff's request.
- Physical copies of plans must be drawn to a scale, and sized in **24X36** format.

REASONS FOR SITE PLAN REVIEW (SEC.1.3.3):

- Change of existing use from less intense to more intense use
- Approval of location (auto related uses)
- Alterations to more than 10% of a facade
- New construction – including additions to primary and/or accessory structures
- Any activity requiring an increase of 5 or more parking spaces
- Any expansion of lot coverage greater than 5% of existing lot coverage
- Any project in the OS District valued at \$50,000 or more
- Any outdoor 3-dimensional artwork on public property: (a) over 100 sq. ft., (b) valued at \$50k or more, or (c) likely to effect a nuisance or harm the natural environment
- Activity triggering a soil erosion and sediment control plan in accordance with **Sec. 6.16.3.A**, which is not included in another pending site plan or special permit
- Special Permit Application per **Sec. 3.0 Uses**

MAP REQUIREMENTS: (CHECKED ITEMS ONLY)

- A professional signed and stamped survey, drawn to scale, showing:
 - Date of preparation, map title, north arrow, scale and legend
 - Site Location within a half mile context of streets (show transit stations and notable sites, if any)
 - Legal description of site, dimensions of property lines, existing easements and right-of-way
 - Existing and proposed on-site principle and accessory structure(s), including impervious/semi-impervious surface(s), site lighting, landscape and retaining walls
 - Square Existing Natural Conditions Plan: Existing topography, vegetation, wetlands (or documentation of lack thereof) drainage ways, floodplain/way, or other unique features
 - Location, dimensions, and description of all outside solid waste storage areas, facilities, and equipment (existing and proposed)
 - Location and size of all usable open space (existing and proposed)
 - Location and size of all utilities (existing and proposed)
 - Location and size of all drainage facilities (existing and proposed)
 - Location and size of all plantings, trees, and landscaping and ground covering (existing and proposed)
 - Location, size material of existing and proposed walls and fences
 - Zoning Classification of property
 - Zoning Table for Building Type showing: Permitted/Existing/Proposed for Building Type
- Plot Plan showing dimensions of the proposed installation
- Other: _____
- Other: _____

OTHER PLANS AND ADDITIONAL INFORMATION:

- Floor plan(s) indicating use and size of all spaces
- Building Elevations of all facades, rendered to illustrate compliance with **Sec. 4.0 Building Type**, including but not limited to such items as color, materials, depth of details on facades, glass locations, specifications of glass, and roof of building at its lowest and highest points
- Landscape Plan, Tree Survey, Tree Protection Plan pursuant to **Sec. 6.0 Site Work & Landscape**. Sites with less than 10% landscape area, may combine the Landscape and Site Plans
- Parking Plan with table of spaces shown to plan, in compliance with **Sec. 7.0 Parking**
- Parking Management Plan
- Photometric Lighting Plan
- Signage Plan showing compliance with **Sec. 8.0 Signs**
- Soil Erosion and Sediment Control Plan per **CGS 6.16**
- Storm-water Management Plan per **Sec. 6.14.2.C**
- Transportation Study
- Noise Mitigation Plan
- Odor Control Plan
- Waste Disposal Plan
- Chemical Disposition Plan
- Materials Characteristics
- Ventilation Plan
- Security Plan (required for drinking places)
- Other: _____

FOR OFFICE USE ONLY

Checklist Distribution Date: _____ Pre Meeting Date: _____

Staff Reviewer Name: _____

Property/Address: _____
 Proposed Use/ Project: _____
 Zone: _____