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: __________________________ Application Complete: __________________________ Staff Reviewer Name: __________________________