



## NEW HAVEN CITY PLAN COMMISSION SITE PLAN STANDARDS AND PROCEDURES

### CITY PLAN COMMISSION SITE PLAN APPROVAL REQUIRED FOR THE FOLLOWING ACTIVITIES \*

- All Variance, Special Permit and Special Exception applications when required as a condition of approval.
- Any new construction or change in an existing use for three (3) or more dwelling units, whether in a single structure or in multiple structures, whether in new structures or converted space.
- Any new construction or change in an existing use involving 5,000 or more square feet of gross building area.
- Any new construction or change in an existing use involving 10 or more parking spaces.
- Any use involving a drive up service window or facility.
- Other uses and applications as specified in these regulations.
- Applications for Coastal Site Plan Review, Inland Wetlands Review, and Soil Erosion & Sediment Control Plan Review shall meet the submission requirements of this section. Additional data as required by Section 55, Coastal Management District, Section 57, Inland Wetlands and Watercourses, and Section 58 Soil Erosion and Sediment Control shall be noted on submitted site plans as applicable.

### SUBMISSION CHECKLIST

- Development Permit Application Form.
- Application Fee (check payable to Treasurer, City of New Haven).
- Written narrative describing the proposed use or development in sufficient detail to determine zoning compliance.
- A Site Development Plan complying with Section 64(f)(5) – See reverse side.
- Submit four (4) copies of the site plan, application, narrative and all supporting materials.
- Submit one (1) copy of the site plan @ 8.5 by 11 inches and .digital (.pdf) if available.

### FOR MORE INFORMATION

- The Application Form, Fee Schedule and Commission Meeting Schedule are available on-line at [www.cityofnewhaven.com](http://www.cityofnewhaven.com).
- If you need further assistance, contact Joy Ford at (203) 946-6353 or [jford@newhavenct.net](mailto:jford@newhavenct.net)

\*all other development activity is subject to administrative review by city staff.

## SITE PLAN STANDARDS & CONTENTS

**General** - Site Plans shall be prepared by appropriate design professionals (surveyor, engineer, architect, and / or landscape architect) licensed to practice in the State and shall bear appropriate registration stamps. All Site Plan drawings shall be in sufficient detail and accuracy, (generally A-2), to enable the construction of all site improvements shown and approved on the drawings.

### Contents -

- Title Block in the lower right hand corner with project name, address of property, name and address of developer, property owner, and applicant; north arrow, scale of not more than 1":40', plan date with revision dates, seals and signatures, names and addresses of all appropriate design professionals;
- A location map at the scale of not less than 1" to 600' showing the proposed project and the nearest street intersection;
- Boundary survey of site include distances with angles or bearings, building/setback lines, and street lines; right of way lines;
- Locations and descriptions of all existing and proposed easements and rights-of-way;
- Zoning classification of property;
- Area of lot;
- Buildings / improvements on abutting parcels within 25'; include name of adjacent owners & zoning classification;
- Existing and proposed contours or spot grades at no more than 2 foot intervals;
- Locations of existing & proposed buildings w/ dimensions, area, elevations & number of stories & distances between all buildings & property lines;
- Locations of other improvements and structures to include signs, fences, and walls;
- Existing and proposed sanitary and storm water drainage facilities with elevations,
- Existing and proposed water lines and hydrants,
- Existing and proposed sidewalks, curbs and curb cuts, and adjacent streets;
- Soil erosion and sedimentation control measures as required by Section 58;
- Coastal Zone Management areas and/or flood zones as applicable;
- Inland Wetland and Watercourse areas as applicable;
- Drainage design for roof area, parking lot and driveways;
- Existing and proposed landscaping including a listing of all trees and shrubs to be planted, by common and botanical names, size (caliper, height, time until maturity) at planting, and height and spread at maturity.
- Layout of all off street parking areas showing details and dimensions of aisles, driveways, each parking space, all loading and unloading areas, pavement markings, location of directional signs and ADA-compliant spaces;
- Existing and proposed locations, height and size of all outdoor lighting.
- Fire lanes and traffic control signs as required by government authorities;
- Outside storage areas with proposed screening;
- Location of outside recycling and refuse storage area and proposed screening;
- A construction staging plan indicating the site logistics for all phases and the estimated time for construction of each stage and staging-related site improvements together with any public right-of-way encroachments;
- A table denoting and comparing the density, bulk and yard, parking, and loading standards required by the Zoning Regulations with the density, bulk, parking, and loading standards proposed in the site plan;
- Plan Certification: Notation on Site Plan that Plan's preparer certifies to the best of his/her knowledge, belief, and ability, and after research and inquiry, that the proposed Plan meets all of the standards of the New Haven Zoning Ordinance except as might be otherwise noted in such certification;
- Copy of preliminary application for access to State highways, to State-owned storm drainage facilities, and for DEP Coastal Permits where such state permits are required; and
- Copy of Board of Zoning Appeals decision letter with proof of recording, if zoning relief has been granted.

### Other-

- Engineering:** (1) Any improvements proposed to become owned, operated, or maintained by the City shall have documentation that such improvements have been designed in accordance with accepted engineering practices and will be in compliance with all applicable City Codes and regulations governing such areas as pipe size, flow lines, invert and top of grate elevations, existing and proposed elevations, and construction practices and materials; (2) Applications must document appropriate storm water system designs. Quantity and velocity calculations, profiles, cross-sections, and other engineering documentation may be required.
- Structural:** Submit one (1) set of plans for proposed buildings, structures, signs, including floor plans & exterior elevations.
- Waivers:** The Commission may, upon application of the applicant, waive or limit the requirement to provide information on any specific site plan when, in its opinion, the information is not necessary to reach a decision.
- Zoning Ordinance Prevails.** Consult Section 64 for the official and more complete version of the site plan requirements.

