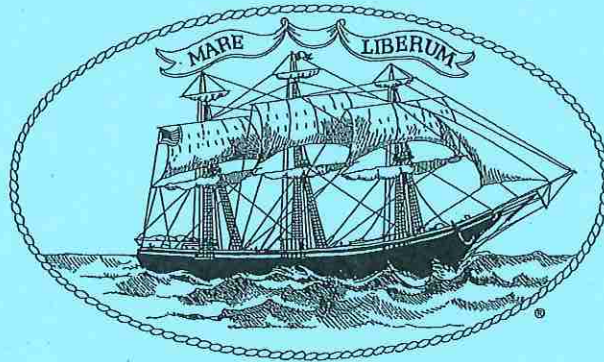


CITY OF NEW LONDON

**OFFICE OF
DEVELOPMENT & PLANNING**

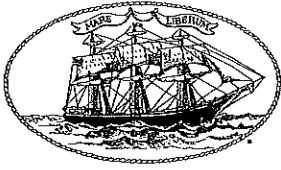


**RESUBDIVISION/SUBDIVISION
APPLICATION PACKAGE**

2018

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CITY OF NEW LONDON

PLANNING & ZONING COMMISSION

181 State Street New London, CT 06320 • Phone (860) 437-6379

2018

-Annual Meeting Schedule-

The Planning & Zoning Commission of the City of New London holds regular meetings on the first and third Thursdays of each month. All regularly scheduled meetings begin at 7:00 p.m. in the City Hall Council Chambers located at 181 State Street, New London, Connecticut, unless otherwise noted in the City Clerk's office or at the City's website (www.ci.new-london.ct.us).

The deadline for Planning & Zoning Commission meetings is 22 days prior to the meeting date. Meeting deadlines are Sundays; therefore applications must be submitted to the Office of Development & Planning, the Friday prior to the Sunday deadline date.

Applications will be scheduled for the PZC agenda once they are determined to be complete, including requisite abutters notices, posting of a public hearing sign, and all requisite information submitted as requested by City Staff.

<u>MONTH</u>	<u>FIRST THURSDAY</u>	<u>THIRD THURSDAY</u>
January	NO MEETING	January 18, 2018
February	February 1, 2018	February 15, 2018
March	March 1, 2018	March 15, 2018
April	April 5, 2018	April 19, 2018
May	May 3, 2018	May 17, 2018
June	June 7, 2018	June 21, 2018
July	NO MEETING	July 19, 2018
August	August 2, 2018	August 16, 2018
September	September 6, 2018	September 20, 2018
October	October 4, 2018	October 18, 2018
November	November 1, 2018	November 15, 2018
December	December 6, 2018	NO MEETING

Special Meetings scheduled by the NL PZC are posted in compliance with the Zoning Regulations and CT General Statutes. Notices of these meetings are posted on the City's website and in the Office of the City Clerk located at 181 State Street, New London, Connecticut. Any questions or comments regarding this schedule should be directed to (860) 437-6379.

APPROVED BY THE PLANNING & ZONING COMMISSION ON: September 21, 2017

PLANNING & ZONING COMMISSION

MEMBER DIRECTORY

NAME	ADDRESS	TELEPHONE
M E M B E R S		
Barry Levine- D, Chairman	50 Woodlawn Road	860-443-0593 home 860-608-5203 cell
Karl Saszik- R, Secretary	19 Starr Street	860-460-2939 cell
Lloyd Beachy-D	539 Alewife Parkway	860-443-8161
Richard Humphreville-D	824 Pequot Avenue	860-442-5003
VACANT		
Paul Reid-D	70 Farmington Avenue, Unit 3T	860-857-8078
Ronna Stuller-G	19 Evergreen Avenue	860-447-9823 860-772-8439 Cell
A L T E R N A T E S		
Nancy Anglin-D	250 Willetts Avenue	860-961-8054
Luis Cotto-Perez-I	60 Warren Street	860-333-4520
VACANT		
CITY COUNCIL LIAISON		
Don Venditto	91 Gardner Avenue	
MAYOR'S OFFICE LIAISON		
		181 State Street
CITY OF NEW LONDON TECHNICAL STAFF		
		181 State Street
		New London CT 06320
		(860) 437-6379
Michelle Johnson Scovish, Assistant Planner/ Zoning & Wetlands Officer MScovish@ci.new-london.ct.us		
Shelly Briscoe, Land Use Coordinator sbriscoe@ci.new-london.ct.us		

Statute or Charter Reference:

City Council Section A-160, page 67

Appointing Authority:

City Council

Compensation:

None

Meetings:

1st & 3rd Thursday, Public Hearing when needed.

Term:

Five Years from December 3rd (12/3). No member shall serve more than two (2) consecutive five-year terms (not applicable to alternate members). Commission composed of seven (7) regular and three (3) alternate members.

REVISED: February 2018

**CITY OF NEW LONDON
 DIRECTORY OF CITY STAFF**

TITLE	NAME	ADDRESS	TELEPHONE FAX
Mayor	Michael Passero	181 State St.	447-5201 447-7971 FAX
Building Official	Kirk Kripas	111 Union St.	447-5240 447-5255 FAX
Director of Public Utilities	Joseph Lanzafame	120 Broad St.	447-5221 447-5266 FAX
Public Works Director	Brian Sear	111 Union St.	447-5250 447-5255 FAX
City Planner	Sybil Tetteh	181 State St.	437-6380 447-7971 FAX
Assistant Planner/Zoning & Wetlands Official	Michelle J. Scovish	181 State St.	437-6381 447-7971 FAX
Economic Development Coordinator	Vacant	181 State St.	437-6309 447-7971 FAX
Land Use Coordinator	Shelly Briscoe	181 State St.	437-6379 447-7971 FAX
Ledgelight Health District	Ryan McCammon	216 Broad Street	448-4882 448-4885 FAX
Fire Chief	Henry Kydd	289 Bank St.	447-5291 447-5293 FAX
Fire Marshal	Vernon Skau	289 Bank St.	447-5294 447-5293 FAX
Police Chief	Peter Reichard	5 Gov. Win Blvd.	447-5261 447-5277 FAX
Veolia Water	Derek Palmerone	100 Trumbull Street	443-4560

CITY OF NEW LONDON
OFFICE OF DEVELOPMENT AND PLANNING
ZONING, WETLAND, AND SUBDIVISION FEE SCHEDULE
PER ORDINANCE SET BY CITY COUNCIL
(Approved by City Council October 3, 2006)

Zoning Enforcement Officer – Administrative Approval	
Zoning Permit	\$25.00
Sign Permit	\$25.00
Certificate of Compliance/Letter of Decision	\$50.00
Zoning Board of Appeals	
Variance (Non-residential)	\$350.00
Variance	\$200.00
Appeal of Zoning Officer's Decision	No Fee
Inlands Wetlands Agency (Conservation Commission)	
Minor Impact	
<i>Residential</i>	\$250.00 + \$100.00 per lot
<i>Commercial</i>	\$600.00
All other uses	\$500.00
Significant Impact	\$1000.00
Permitted Uses	\$25.00
Non-Regulated Uses	\$250.00
Planning & Zoning Commission	
Location Approval for DMV	\$350.00
Façade Review	\$50.00
Temporary Outdoor Entertainment	\$25.00
Earth Extraction/Fill	\$350.00
Site Plan Review (+\$25.00/1000 sq. ft. or any part thereof for new building, addition, or change of use.)	\$200.00
Site Plan Review (w/waivers granted)	\$50.00
Site Plan Modification/Extension	\$50.00
Special Permit (+\$25.00/1000 sq. ft. or any part thereof for new building, addition, or change of use.)	\$250.00
Special Permit Modification/Extension	\$50.00
Special Permit --Sign	\$250.00
Coastal Site Plan Review	
Single Family Dwelling w/out public hearing	\$200.00
Single Family Dwelling w/public hearing	\$250.00
Multi-family	\$350.00
Commercial/Industrial	\$500.00
Subdivision/Resubdivision	\$500.00 + \$150.00/lot
Subdivision/Resubdivision Modification	\$150.00
Amendment – Zone Map/Zoning Regulation/Subdivision Regulation	\$300.00
Sign Deposit (\$25.00 is refundable upon return of sign)	\$45.00
Public Act (CGS Section 22a-27j) {Revised 10/01/09 (Public Act 09-03)}	\$60.00 <i>(Or as modified by the State of CT)</i>
Recording Fee (Separate from other fees) *Revised 07/01/09 (Public Act 09-229)	\$60.00 for 1st page & \$5.00 for each additional page. (Or as modified by City Council/City Clerk)
Department set fees: Publications/ Documentation/ Copies:	

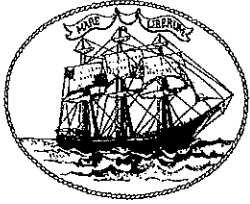
Copies	\$.50
Zoning Map	\$2.00
Sign Regulations	\$5.00
Subdivision Regulations	\$5.00
Plan of Conservation & Development	\$15.00
Zoning Regulations	\$15.00
Inland Wetland Regulations	\$10.00
-Checks should be Made Payable to the CITY OF NEW LONDON-	
CHECK #1 TOTAL AMOUNT OF FEES FOR APPLICATION	\$
CHECK #2 RECORDING PAGE FEE FOR CITY CLERK	\$53

The Following provisions of the City of New London Ordinance may affect the fees associated with application. (Revisions to the Fee Ordinance Approved by City Council October 3, 2006)

SECTION 1. ADDITIONAL APPLICATION FEES

- A. Where the City of New London Planning & Zoning Commission, Zoning Board of Appeals, or Inland Wetlands Commission, upon recommendation of the Director of the City of New London Office of Development & Planning (“Director”) and/or his/her designee, in its sole discretion, determines that additional expertise, technical assistance, or general assistance will be required in reviewing and evaluating an application before it, the City through the Director and/or his/her designee may retain an expert for said technical review.
- B. The expense of the additional expertise and technical assistance shall be estimated by the Director and/or his/her designee, based on a preliminary estimate prepared by a qualified party or expert, and the estimated cost of reviewing the application times one hundred and fifty percent (150%) shall be paid by the applicant and deposited with the City of New London in a separate account segregated from other funds of said City. Such deposit shall be made prior to review of the application and/or submission to the Planning & Zoning Commission, Zoning Board of Appeals, or Inland Wetlands Commission. If the City expenditures exceed the estimate the applicant shall submit additional funds within five (5) days upon receiving notice from the City. Any fees remaining after the completion of the application review will be returned to the applicant.
- C. Said qualified party or expert shall be chosen from a list kept by the Director and/or his/her designee which shall be made up of persons who have given their names and resumes to the City as potential consultants. Notwithstanding, the qualified party or expert may be a person not on the list kept by the City if it is determined by the Director and/or his/her designee, that all persons on the list have conflicts of interest, conflicts of schedules, or are not qualified in the field of expertise that is needed for a particular application.
- D. Upon completion of the technical review and final action by the Planning & Zoning Commission, Zoning Board of Appeals, or Inland Wetlands Commission on the application, the Director and/or his/her designee shall determine the costs incurred for the review and refund any excess monies to the applicant. Applicants shall not be responsible for costs incurred for technical assistance which exceed one hundred-fifty percent (150%) of the original estimate.

- E. Applications that are withdrawn prior to the publication of any legal notices or withdrawn prior to being placed on the agenda of a Board or Commission are entitled to a return of 50% of the application fee.
- F. The City Staff may charge an additional fee (up to the actual costs incurred) for those applications, which require the duplication of costs such as the publication of additional legal notices or multiple plan reviews by City Staff.
- G. For projects which require the issuance of more than one approval from one of the Commissions (i.e. a Special Permit that also requires a Facade Review) only one fee will be charged. The fee associated with the application that requires the higher fee shall apply.
- H. Every application, including a resubmission of a previously withdrawn application, will require a new fee. Notwithstanding anything herein to the contrary, the Commissions may, in cases where unusual circumstances exist waive all or a portion of any of the foregoing fees. Where the City or any agency of the City is the applicant, fees may be waived by the City Council.
- I. If any application is made, other than those specifically cited above, the Commissions may establish a reasonable fee for processing the application that is equivalent to the fee for similar applications listed above.
- J. Additional Fees: In addition to the other fees set forth in this section, City Staff may collect payment for direct costs of materials and services performed by professionals, other than city employees, including but not limited to specialized inspection, third party professional certifications, legal, stenographic and transcription services associated with an application, or require an applicant to provide certifications, inspections, and/or professional consultant reports at the applicant's expense. The payment of additional fees shall not prohibit the Planning and Zoning Commission from requiring performance or forfeiture bonds to ensure the successful completion of all work as may be prescribed in the respectively applicable regulations.



**CITY OF NEW LONDON
CONNECTICUT
OFFICE OF DEVELOPMENT & PLANNING
Planning, Zoning, & Wetlands Division**

181 State Street
New London CT
06320
(860) 437-6379
(860) 437-4467 FAX

**-SUBDIVISION/RESUBDIVISION-
-APPLICATION-
Planning & Zoning Commission-**

Applications and all supporting materials (**18 COPIES/SETS OF EACH PLUS THE ORIGINAL**) shall be submitted to the Office of Development and Planning at least twenty-two (22) days prior to a regularly scheduled meeting in order to be received at that meeting.

Please be advised that this application will not be considered complete unless all of the information required on this form and in the regulations are submitted. The Commission will reject the proposal if the application or plans are incomplete.

1. For the following activity: (Check the Applicable Type of Application)

- Subdivision Resubdivision

2. _____
Street Address of Proposed Activity

3. Briefly describe the proposed activity or the purpose of application:

4. _____ _____ _____
Tax Map/Block/Lot Lot Area Zoning District

Number of Proposed Lots

- 5. Is the property located within 500 feet of the City Line? YES NO
- 6. Has the appropriate Inland Wetland Application been submitted? YES NO
- 7. Is any portion of the site within the Coastal Area Management Boundary? YES NO
- 8. Is any portion of the site within a Flood Hazard Area? YES NO
- 9. Has any previous application been filed with the Planning & Zoning Commission/City Council in connection with these premises? YES NO

TYPE OF APPLICATION	DATE OF APPLICATION

- 10. The following information should also be included:
 - A-2 Survey
 - Other _____

The undersigned hereby acknowledges that this application and statements submitted herewith are true to the best of his/her knowledge and conform to the Zoning Regulations of the City of New London and that approval of the plan is contingent upon compliance with all requirements of said regulations. The undersigned hereby authorizes the New London Planning & Zoning Commission and its agents, the right to enter upon the subject property for the purpose of inspection and enforcement of the Zoning and Subdivision Regulations. ALL NAMES MUST BE PRINTED AND SIGNED.

APPLICANT (PRINT)/(If a Corporation – Please Print Name of Member Representing Corporation)

ADDRESS

EMAIL ADDRESS

TOWN/CITY

STATE

ZIP

PHONE NUMBER

APPLICANT'S SIGNATURE

DATE

AGENT (PRINT)

ADDRESS

EMAIL ADDRESS

TOWN/CITY

STATE

ZIP

PHONE NUMBER

AGENT'S SIGNATURE

DATE

PROPERTY OWNER (PRINT)

Upon penalty of perjury, I represent by this signature that I have the consent, authority and agreement of all other owners of the involved properties to submit this application.

ADDRESS

EMAIL

TOWN/CITY

STATE

ZIP

PHONE NUMBER

PROPERTY OWNERS SIGNATURE

DATE

PROPERTY OWNERS SIGNATURE

DATE

Upon penalty of perjury, I represent by this signature that I have the consent, authority and agreement of all other owners of the involved properties to submit this application.

P:\PZC\ApplicationForms\PZC_Application(modified).DOC

RESOURCE LIST

The following are a list of resources available on the City's website for your use and/or reference. These materials are provided as a resource for you through the application process to the Planning & Zoning Commission and in no way are representative of all materials or references which may be required specific to your application.

Should you require a paper copy of this document, please let our staff know and they will be happy to provide you with one.

- Application for Coastal Site Plan
- Coastal Site Plan Application Instructions
- Request for an Extension of Time
- Subdivision/Resubdivision Regulations

These documents can be found by visiting the home page and selecting "Forms & Permits", "Department Documents", "Office of Development & Planning", "Planning, Zoning, Wetlands", "Land Use Boards & Commission Applications", "Planning and Zoning Commission"

PUBLIC NOTICE

SUBDIVISION/ RESUBDIVISION

PER THE REQUIREMENTS OF SECTION 350 OF THE NEW LONDON SUBDIVISION REGULATIONS WE ARE REQUIRED TO NOTIFY YOU AS A PROPERTY OWNER LOCATED WITH IN TWO HUNDRED FEET (200') OF:

LOCATION OF PROPERTY

A Public Hearing is to be held before the New London Planning & Zoning Commission on:

DATE: _____

TIME: _____

LOCATION OF MEETING: City Hall Council Chambers 3rd Floor
181 State Street New London, CT

Regarding an application by: _____
Name of Applicant

The property is owned by _____
(Name of Property Owner)

Description of Application: _____

At this hearing, interested persons may appear and be heard and written correspondence will be received.

Copies of the application and supporting documentation are on file at the Office of Development & Planning (ODP), 181 State Street, New London, Connecticut. For further information regarding this application, please contact ODP at the following telephone number, (860) 437-6379.