

TOWN OF WARREN
50 Cemetery Road, Warren, Connecticut 06754
APPLICATION FORM – SPECIAL EXCEPTION

Please consult with the Land-Use Official (landuse@warrenct.org) if you have any questions before completing a Planning & Zoning Commission application and submitting payment to the Town. Checks can be made payable to the “Town of Warren”. Applications cannot be placed on the Commission’s agenda if application materials are missing. Other approvals (eg wetlands) may be required prior to the review of a Special Exception application. Other approvals are often customarily subsequent to Commission approval (such as building & zoning permits). If you have any questions about the process, please contact the land-use official for guidance.

1. APPLICATION TYPE & ASSOCIATED FEE:

Special Exception \$200.00

Projects associated with certain uses in the Town of Warren are subject to a Special Exception application process. Specific uses that require a Special Exception be found within **Table 1 Uses** - pg. 14 of the [Town of Warren Zoning Regulations](#). Additional Special Exception requirements are outlined within Section 31 & 33 of the Zoning Regulations. A public hearing, notification of abutting property owners, and public hearing signage are associated requirements with these applications.

2. APPLICANT INFORMATION:

a. Name of Applicant:

b. Applicant interest in the property: *(select one)*

OWNER AGENT/REPRESENTATIVE LESSEE OPTIONEE OTHER

c. Name of property owner if different than the Applicant: *If the applicant is not the property owner, a property owner’s signature is required on this application in addition to a letter of authorization.*

d. Mailing address of the Applicant:

e. Email:

f. Phone number:

g. Point of On-Site Contact: (Name & mobile number of the individual(s) that will be performing/overseeing the construction and available on-site?)

3. PROJECT INFORMATION:

- a. Project location: MAP: BLOCK: LOT:
- b. Zoning district: c. Property size (*in acres*):
- d. Project description:
Please describe the proposed project and its associated use with as much detail as possible. Please also reference what specific Special Exception use is associated with this application.
- e. Site plan:
Please attach separately (a full-sized stamped/signed version and an electronic version shall be provided to the Land-Use Office). The site plan shall satisfy the requirements of Section 29 of the Town of Warren Zoning Regulations. All plans shall be prepared, signed, and sealed by a CT certified professional engineer, landscape architect, land surveyor, and/or architect.
Please note: The applicant shall be subject to providing the Town of Warren Land-Use Office with a stamped and signed as-built plan upon completion of the project. The as-built plan shall indicate the locations and setback dimensions of all site improvements subject to zoning approval associated with this application.

4. SUPPLEMENTAL INFORMATION:

- a. Is this property within 500 feet or less from a neighboring town?

- b. Is the project location within 100 feet of wetlands and/or waterbody? *Please note, for activity within a one (1) mile radius of Lake Waramaug, applicants may be subject to a third-party engineering review at the applicant's cost based which will be based on the significance of the proposed activity.*

- c. Is the proposed project within the Flood Plain Overlay Zone?

- d. Is the proposed project located on the shoreline of any of the following watercourses/waterbodies? The Shepaug River, Shepaug Reservoir, Upper Shepaug Reservoir, Lake Waramaug, Fiddler's Pond ("Gritman's Pond"), Eel Pond, Straits Pond, and the shoreline of Sucker Brook ("Lake Waramaug Brook")? *If yes, the applicant shall be subject to the special provisions of Section 14 Development on Major Water Bodies contained within the Town of Warren Zoning Regulation.*

- e. Does this project require a new driveway or site access? *If yes, a separate application form and payment is required. Driveway permits are reviewed and issued by the First Selectman.*

- f. Does this project involve any associated site work? *If more than 1/2 acre is to be disturbed, submission of an Erosion and Sedimentation Control Plan in accordance with Section 32 of the Zoning Regulations is required.*

- g. What machinery/equipment will be used for this project? *Please describe the frequency of truck trips to and from the site as well as outline the local route for such trips.*

- h. What is the proposed timeline:

Project start date?

Project completion date?

5. APPROVAL CRITERIA

Please provide information about how the subject proposal supports all of the following statements in accordance with Special Exception General Criteria Section 31.5 of the Town of Warren Zoning Regulations.

- a. The proposed use will not have an adverse impact on the public health, safety, and welfare of the general public.
- b. The proposed use/structures in terms of the size, intensity, and layout conforms with the zoning regulations.
- c. The vehicular traffic from the proposed use will be consistent in terms of the volume and type with the existing traffic levels on the adjoining streets. The proposed use will not create a hazardous situation for multi-modal traffic.
- d. The proposed use will provide for proper emergency access pursuant to the zoning regulations.
- e. The proposed use will not adversely impact the subject property’s natural, scenic, archaeological, and/or historical features.

6. APPLICANT SIGNATURE:

Applicant Signature:

Date submitted:

X

Property Owner Signature:

X

By submitting this application, the applicant and/or property owner attests to the accuracy of the information provided. They also acknowledge that other approvals may be required. It is the responsibility of the applicant and/or property owner to ensure that the regulations of other local, state, and Federal agencies are met. Additionally, the Town’s Land-Use Agent and/or Inland Wetlands and Conservation Commission may request additional information, on-site inspection(s), and/or both to ensure compliance

For office use/ staff only:

APPLICATION CHECK LIST:

- Completed application
- Fee
- Site plan (include date of final approved plan)
- Supplemental materials

DATE OF APPROVAL:

EXPIRATION DATE:

CONDITIONS (BOND AMOUNT IF APPLICABLE):

DATE OF INSPECTIONS AND OTHER AGENT NOTES:

DATE OF CERTIFICATE OF ZONING COMPLIANCE: