

# **KILLINGWORTH PLANNING AND ZONING COMMISSION**

TOWN OFFICE BUILDING  
323 ROUTE 81  
KILLINGWORTH, CONNECTICUT 06419-1113

## **APPLICATION FOR A SPECIAL EXCEPTION, SITE PLAN OR MUNICIPAL IMPROVEMENT**

### Instructions and Procedures

A complete application for a Special Exception, Site Plan or Municipal Improvement shall consist of a completed application form, an application fee, and all required supporting information, documents, and statements. Seven copies of the form and all supporting information are required. Article XXVI of the Zoning Regulations describes in detail the requirements and procedures governing Special Exceptions. Requirements for accessory apartments are described in Article IX. In addition, certain Special Exceptions are subject to the conditions of Section 130 and/or require an Erosion and Sediment Control Plan as described in Article XXIII or a Historical and Archaeological Features Preservation Plan as described in Article XXIV. A municipal agency or legislative body is required to submit to the Planning and Zoning Commission any proposal for a use described in Article XIV. The appropriate sections of the Regulations should be read prior to filling out the application.

Seven copies of the complete application shall be delivered to the Zoning Enforcement Officer for transmittal to the Commission at its next regularly scheduled meeting of the Commission, immediately following the day of submission, or 35 days after such submission. If the Special Exception involves a regulated activity in wetlands or watercourses, the applicant must also file a copy of the application with the Inland Wetlands and Watercourses Commission. If the site is within the watershed of a water company, the applicant must provide written notice of the application to the water company within seven days of the date of application.

Upon receipt of a complete application for approval of a Special Exception, the Commission shall schedule and hold a public hearing within 65 days. The time limit for the hearing is 35 days. The Commission shall make a decision on the application within 65 days of the hearing.

A public hearing is not required for a Site Plan Approval or a Municipal Improvement. The Commission shall issue a report on the proposed Municipal Improvement within 35 days after the date of the receipt of the application. Failure to issue a report within 35 days shall be taken as approval of the Municipal Improvement. A proposal disapproved by the Commission shall be adopted by a municipality only after a majority vote of those present and voting in an annual or special town meeting.

**TOWN OF KILLINGWORTH**

**APPLICATION FOR SPECIAL EXCEPTION / SITE PLAN APPROVAL**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Owner (if different from applicant) \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Location of Property \_\_\_\_\_

Total Acres of Property \_\_\_\_\_ Total Acres Involved in Proposed Use \_\_\_\_\_

Type of Special Exception

\_\_\_Special Principal Use / Municipal Improvement:

Residential District \_\_\_\_\_ Commercial District \_\_\_\_\_ Industrial District \_\_\_\_\_

Description of Use \_\_\_\_\_

Type of Site Plan Approval

Residential District \_\_\_\_\_ Commercial District \_\_\_\_\_ Industrial District \_\_\_\_\_

Description of Use \_\_\_\_\_

Section of Killingworth Zoning Regulations authorizing the use or improvement \_\_\_\_\_

Property Recording in Killingworth Land Records

Date \_\_\_\_\_ Vol. \_\_\_\_\_ Page \_\_\_\_\_

Tax Map \_\_\_\_\_ Parcel Number \_\_\_\_\_ Zoning District \_\_\_\_\_

Has application for this Special Exception been submitted previously? Yes \_\_\_ No \_\_\_

If yes, date submitted \_\_\_\_\_

Are there any wetlands or watercourses within the Special Exception site? Yes \_\_\_ No \_\_\_

If yes, give date that a copy of this application and all supporting information was submitted to the Inland Wetlands and Watercourses Commission \_\_\_\_\_

Is the Special Exception site located within 500 feet of an adjoining municipality? Yes \_\_\_ No \_\_\_

Does this Special Exception site lie within the watershed of a water company? Yes \_\_\_ No \_\_\_

Is any cutting of timber planned within the Special Exception area? Yes \_\_\_ No \_\_\_

Does any portion of the Special Exception lie within a Flood Hazard Area? Yes \_\_\_ No \_\_\_

**COMPREHENSIVE STATEMENT OF USE**

Provide a complete description of the proposed use and all improvements including but not limited to hours of operation, number of employees, topographical features, construction features and sequence of construction, utilities, landscaping, water and sewage disposal, erosion and sedimentation plan and historical and archaeological features.

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All Owners

Date

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All Applicants

Date

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