



City of Middletown Department of Land Use

245 deKoven Drive
Middletown, CT 06457
(860)638-4590
www.MiddletownCT.gov

SPECIAL EXCEPTION & SITE PLAN APPLICATION CHECKLIST

Project Address: _____

All applications shall be submitted to Land Use staff during regular office hours.

Items To Be Submitted:

- 1. One (1) original completed special exception & site plan application form with original applicant and owner signatures.
- 2. One (1) original completed special exception & site plan application checklist with original applicant signature.
- 3. One (1) copy of detailed, inclusive narrative description of the proposed project if needed.
- 4. One (1) copy of a deed referencing current ownership and a description of the property.
- 5. Five (5) copies of zoning location survey depicting proposed site conditions, print size 24" x 36" or of a readable size folded with title block facing outward signed and sealed by a licensed surveyor in the State Connecticut.
- 6. Five (5) sets of a detailed site development plans depicting the following but not limited to existing conditions, topography, proposed building layouts, parking, loading and circulation area, signage, lighting, drainage, landscaping, utilities, grading, erosion and sedimentation control plan, print size 24" x 36" or of readable size folded with title block facing outward.
- 7. Three (3) sets of architectural schematic plans including floor plans and elevations, print size 24" x 36" or of a readable size folded with title block facing outward.
- 8. Two (2) copies of a drainage summary report with drainage calculations to support the stormwater management plan.
- 9. Any other plans, reports, or supportive documents that will assist in the review of the application.
- 10. One (1) copy of a list of the names and mailing addresses of the owners of all parcels of land included in this application and abutting the subject property as shown on the recent records on file in the City Tax Assessor's office.
- 11. One (1) digital copy of all plans, reports, and supportive documents submitted.

12. Required fee submitted at time of application (see fee schedule).

13. To be completed by Land Use staff:

- It is the belief of staff that this application is incomplete because of the failure of the applicant to provide the materials referred to above. This application will be reviewed by the Planning and Zoning Commission and a decision made as to whether it is complete or incomplete.

Required items missing include:

Applicant Signature*: _____ Date: _____

* By signing I acknowledge that notice of a public hearing shall be mailed to abutting property owners and a public hearing sign(s) shall be placed on the property in accordance with the Middletown Zoning Code.

Staff Signature: _____ Date: _____