INSTRUCTIONS FOR COMPLETING THE SITE PLAN REVIEW FORM

Introduction

The Municipal Site Plan Review Form is designed to help applicants properly assess proposed land use activities to ensure that projects are consistent with all applicable zoning and subdivision regulations and the municipal Plan of Conservation and Development, and to protect sensitive natural resources from direct and indirect impacts associated with development. Where necessary, the form will also help applicants incorporate all reasonable measures mitigating any adverse impacts of proposed actions on sensitive resources and local water quality.

Applicability of This Form

This form must be completed and submitted directly to the municipal land use office along with all other plans, reports, and other material required by municipal regulations.

Section I: Site and Applicant Identification

In this section, clearly identify the project site by address or, if more appropriate, with a description of its location. Provide a brief description of the proposed project. Identify the individual(s) proposing or sponsoring the work. Indicate the city or town where the project is located. Check the box that reflects the applicant's interest in the property. If the primary contact for correspondence is someone other than the applicant (i.e., a consultant or engineer), indicate that person's name and address in the space provided for "Primary Contact."

Section II: Project Site Plans

Check the appropriate boxes to indicate that the necessary information is included on the project plans or elsewhere in the review package. It is important to include clear and concise project plans that delineate resources on and/or adjacent to site, especially the waterbody receiving stormwater discharges, as well as septic system percolation test locations in the immediate vicinity of the proposed septic system, if applicable. Complete plans will expedite the review process.

Section III: Written Project Information

Check the box identifying what activity is triggering the review (e.g., check the "variance" box if the site plan review application is triggered by an application for variance of the zoning regulations).

Part I: Site Information

For the purposes of these instructions, "site" or "project site" refers to the property at which the proposed activity will be conducted. The information given as the location address should be the address of the property at which the proposed activity will take place. If the property does not have a street number, describe the location in terms of

the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, "On east side of River Street, approximately 1,000 feet north of its intersection with Bear Swamp Road."

If a waterbody is located on or adjacent to the site, it should be determined whether or not that waterbody is included in the most recent *List of Connecticut Waterbodies Not Meeting Water Quality Standards*, which the Department of Environmental Protection (DEP) is required to maintain by Section 303(d) of the federal Clean Water Act. Identification of water quality impairments plays a critical role in the selection of appropriate best management practices (BMPs) for the project.

The impaired waterbodies list can be viewed at http://www.dep.state.ct.us/wtr/wq/2004_303d_final.pdf.

Also describe in detail the current land use on the site and any significant features of the project site.

Finally, indicate the total overall area of disturbance of the project. "Disturbance" includes not only the footprint of any construction, but also the extent of the project's work area, regardless of phasing. If the total disturbance is 5 or more total acres of land area, then a DEP stormwater permit for construction activities may be required.

The *General Permit for the Discharge of Stormwater and Dewatering Wastewaters Associated with Construction Activities* can be found at http://www.dep.state.ct.us/pao/general_fact/listgen.htm#StormConstructGP .

In addition, if the project or activity will disturb between 1 and 5 total acres on the site (or disturbs less than one acre but is part of a larger common plan of development or sale that would disturb one acre or more) and discharges to the municipal separate storm sewer system or directly to the waters of the state, it may be subject to municipal stormwater management plan review and approval.

Part II.A.: Description of Proposed Project or Activity

Provide a detailed description of the proposed project or activity, including the construction phasing, timing, and methodology. Include the project's purpose, and all activities related to construction such as site clearing, grading, filling, excavation, and demolition (e.g., cubic yards of material to be filled or excavated). Also include the percentage of increase or decrease in impervious cover over existing conditions resulting from the project, and any changes or new uses of the property. Attach additional pages if necessary.

Part II.B.: Description of Proposed Stormwater Best Management Practices

Describe in detail the stormwater BMPs that will be utilized in this project. Explain how these stormwater BMPs will ensure that construction-related and post-construction stormwater will be adequately treated and managed. Identify how these stormwater

controls are consistent with the *2004 Connecticut Stormwater Quality Manual* and address any stormwater-related water quality impairments identified in Section III, Part I.

The *2004 Connecticut Stormwater Quality Manual* can be viewed at http://www.dep.state.ct.us/wtr/stormwater/strmwtrman.htm.

If the site or stormwater discharge is adjacent to tidal or inland wetlands or watercourses, describe how the volume of runoff generated by the first inch of rainfall, or any portion thereof, will be retained onsite. If this retention is not a feasible option, explain why not and describe how the stormwater will be treated to remove oils, grease, grit, floatable debris, etc. before it is discharged. It is also necessary to demonstrate that the post-construction loadings of total suspended solids from the site, once stabilized, will be reduced by 80% on an average annual basis (for 2-year, 24-hour storms), and that post-development runoff rates and volumes will not exceed pre-development rates and volumes. Attach additional pages if necessary.

Part II.C.: Description of Proposed Soil Erosion and Sediment Controls

Describe in detail the soil erosion and sediment controls that will be utilized in this project. Explain how these controls are consistent with the *Connecticut Guidelines for Soil Erosion and Sediment Control* and will ensure against adverse impacts to adjacent wetlands or watercourses. Describe how these controls will address any erosion and sedimentation-related water quality impairments identified in Section III, Part I. Also, identify the name and telephone number of the individual who will be responsible for maintaining soil erosion and sediment controls at the project site for the duration of the project. Attach additional pages if necessary.

Part II.D.: Description of Proposed Septic System

If the proposed activity or use will be supported by an on-site septic system, describe in detail how the soils found on-site can accommodate the septic system and how the system's design conforms to the *Connecticut Public Health Code* and the *Regulations and Technical Standards for Subsurface Sewage Disposal Systems*.

These documents can be viewed at http://www.dph.state.ct.us/BRS/sewage/sewage_program.htm.

Also describe how the installation and operation of the system will not adversely impact resources and watercourses located on-site or adjacent to the site. This resource impact assessment is especially important: (a) in flood hazard areas where systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and be located to avoid impairment to them or contamination from them during flooding, (b) in coastal areas where nitrogen-limited waters occur, and (c) in areas where water quality impairments have been identified as potentially resulting from onsite wastewater systems. Attach additional pages if necessary.

Part III: Consistency with Applicable Zoning Regulations, Subdivision Regulations, and Municipal Plan of Conservation and Development

Explain how the proposed activity is consistent with all applicable zoning and subdivision regulations and with the policies contained in the Municipal Plan of Conservation and Development. Identify whether or not any waivers from the regulations will be sought. For variance applications, demonstrate how the regulation(s) result in undue hardship that is unique to the property and not self-imposed. Also describe in detail how the variance will not negatively impact surrounding properties or adjacent resources. This is especially important for any proposed variance of a resource setback regulation, such as building setbacks from wetlands or watercourses. Where appropriate, describe mitigation measures proposed to offset any inconsistencies associated with the project.

Part IV: Mitigation of Potential Adverse Impacts

Explain how all potential adverse impacts to resources have been avoided, minimized, or mitigated. Examples: potential water-quality impacts might be minimized through preservation of pervious surfaces, which reduce runoff, and mitigated by stormwater pre-treatment prior to discharge off-site; if wetlands are identified on-site, wetland protection measures can be incorporated into the project including setbacks, buffer areas, conservation easements and other protective measures; if off-site wetlands or watercourses could be affected by on-site road construction, sediment and erosion control measures can mitigate potential impacts.

Part V: Remaining Adverse Impacts

Identify any remaining impacts to resources that have not been mitigated and explain why no other mitigation is proposed. Clearly explain why there are no feasible or prudent alternatives to the proposed activity that would result in fewer or lesser adverse impacts to resources.