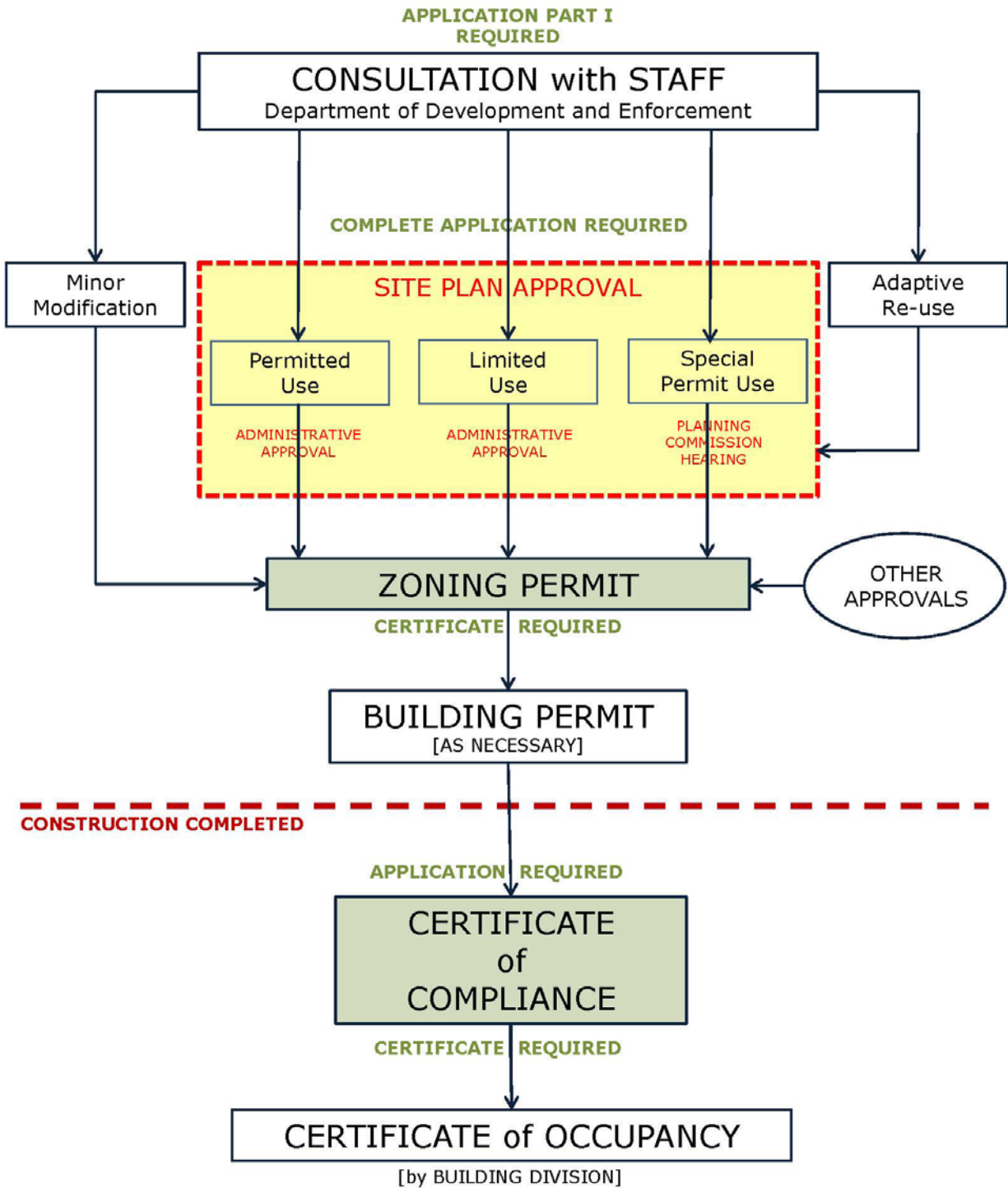




ZONING PERMIT APPROVALS PROCESS

TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT





APPLICATION FOR ZONING PERMIT
TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT
[Effective date: August 5, 2013]

APPLICATION PROCESS:

- 1. Minor Modifications:** Minor modifications require that the applicant/owner file an application - Part I and applicable sections of Part II and Part III, as determined by the Department of Development and Enforcement - for projects that don't require Site Plan Approval per Section 213-27. R.1.a. The Director of Development and Enforcement will determine that the subject modifications are in compliance with the Meriden TOD District Zoning Regulation [Chapter 213-27] and will verify that they are of a nature that does not require Site Plan Approval.
- 2. Permitted Uses:** Permitted uses require that the applicant/owner file a complete application requesting a determination by the Director of Development and Enforcement that the proposed development is in compliance with the Meriden TOD District Zoning Regulation [Section 213-27.I.1 and 213-27.R.1] and is eligible for Site Plan Approval by the Director of Development and Enforcement.
- 3. Limited Uses:** Limited uses require that the applicant/owner file a complete application requesting a determination by the Director of Development and Enforcement that the proposed development is in compliance with the Meriden TOD District Zoning Regulation [Section 213-27.I.2 and 213-27.I.6 and 213-27.R.1] and is eligible for Site Plan Approval by the Director of Development and Enforcement.
- 4. Special Permit Uses:** Special Permit uses require that the applicant/owner file a complete application requesting a determination by the Planning Commission at a required public hearing that the proposed development is in compliance with the Meriden TOD District Zoning Regulation [Section 213-27.I.3 and 213-27.I.7 and 213-27.R.2] and is eligible for Site Plan Approval by the Planning Commission.
- 5. Adaptive Reuse:** Applicants/owners may file an application requesting a determination by the Planning Commission as to whether the proposed development is eligible to utilize the development criteria listed in the Meriden TOD District Zoning Regulation Section 213-27.K. Adaptive Reuse. All projects designated as Adaptive Reuse require a subsequent determination by the Planning Commission that the proposed development is in compliance with the Meriden TOD District Zoning Regulation [Chapter 213-27] and is eligible for Site Plan Approval by the Planning Commission.



APPLICATION FOR ZONING PERMIT
TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT

PART I:

For initial consultation with the Department of Development and Enforcement, Planning Division. Any proposed land use or development must be in compliance with the requirements and procedures in the Meriden TOD District Zoning Regulation [Chapter 213-27].

APPLICANT AND OWNER INFORMATION

Name of Applicant: _____ Phone # _____
Address of Applicant: _____
Name of Property Owner: _____ Phone # _____
Address of Property Owner: _____

PROPERTY INFORMATION

Address of Property: _____
Assessor's Map, Block and Lot #(s) _____
Property Deed: Book _____ Page _____ Zoning Sub-district: _____
Size of Parcel: _____ sq. ft. _____ acres
Existing or last Use of Property: _____

PROJECT INFORMATION

Proposed Use _____
Permitted Use _____ Limited Use _____ Special Permit Use _____ [Check one]
Narrative description of proposed activity: _____

Adaptive Reuse status:
Automatically qualifies for Adaptive Reuse Standards _____ [Y/N]
Applying for consideration _____ [Y/N]
Existing Floor Area _____ sq.ft. Proposed Floor Area _____ sq.ft.
Existing # Parking Spaces _____ Proposed # Parking Spaces _____
% increase of Traffic Generated [if applicable] _____
Existing # of Occupants _____ Proposed # of Occupants _____



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PART II:

PERMITTED USES, LIMITED USES AND SPECIAL PERMIT USES

A. Site Development Standards

1. Lot size _____ sq. ft. Minimum required _____ sq. ft.
2. Lot width _____ lin. ft. Minimum required _____ lin. ft.
3. Building setbacks:

Interior lot line _____ ft.	Minimum required _____ ft.
Primary Street _____ ft.	Minimum required _____ ft.
Secondary Street _____ ft.	Minimum required _____ ft.
Tertiary Street _____ ft.	Minimum required _____ ft.
4. Street Wall - Building Street Frontage [per Section 213-27.G.6]:

Primary Street _____ ft.	Minimum required _____ ft.
Secondary Street _____ ft.	Minimum required _____ ft.
Tertiary Street _____ ft.	Minimum required _____ ft.
5. Lot coverage _____% Required: Minimum _____% Maximum _____%
6. Residential Density _____ DU/acre Maximum allowed _____ DU/acre
7. Description of on-site parking:
 - a. Parking spaces required by zoning: Minimum _____ Maximum _____
 - b. Total parking spaces provided _____

# on-site _____	# in garage _____	# on-street _____	
# reduced per mixed-use calc. _____	# off-site _____		
8. Bicycle parking spaces required _____ spaces provided _____ [non-residential]
9. Description of on-site loading:
 - a. Total loading spaces required _____ spaces provided _____
10. Infrastructure & Storm-water management, for development that modifies or intensifies usage of a site, complies with the City of Meriden's official Development Regulations [as noted in Section 213-27.J.1.i.i]:
 - a. Title IV _____ [Y/N]
 - b. Title V _____ [Y/N]



B. Building Form and Architectural Standards

1. Description of architectural form and style:
a. Façade scale / Fenestration / Roof form / Materials_____

2. Building Floors_____ Required: Minimum_____ Maximum_____

3. Ground Floor Height_____ft. Minimum required_____ft.

4. Main Building Entrance location_____ [street]

5. Ground Floor Transparency - residential use_____% [30% minimum req.]

6. Ground Floor Transparency - all other uses:
Primary Street_____% Minimum required_____%
Secondary Street_____% Minimum required_____%
Tertiary Street_____% Minimum required_____%

7. Upper Floor Transparency_____% [20% minimum req.]
[Note: provide separate % transparency calculation for each upper floor]

8. Description of proposed signage:
a. Sign types / Structure / Clearances / Materials_____

9. Signage – Allowable Total Sign Area:
a. Front façade_____sq. ft. Allowable total sign area_____sq. ft.
b. Side façade [1]_____sq. ft. Allowable total sign area_____sq. ft.
c. Side façade [2]_____sq. ft. Allowable total sign area_____sq. ft.
d. Rear façade_____sq. ft. Allowable total sign area_____sq. ft.

10. Ground / Free-standing Signs:
a. Proposed Sign Height_____ft. Allowable Sign Height_____ft.
b. Total Sign Area_____sq. ft. Allowable Sign Area_____sq. ft.



C. Additional Requirements: Limited Uses

[Per Section 213-27.I.6 and 213-27.R.1]

1. Type of Limited Use_____
2. Description of additional zoning requirements_____

3. Description of how proposed development meets requirements_____

D. Additional Requirements: Special Permit Uses

[Per Section 213-27.I.7 and 213-27.R.2]

1. Type of Special Permit Use_____
2. Description of additional zoning requirements_____

3. Description of how proposed development meets requirements_____

[Note: a Special Permit application requires a public hearing by the Planning Commission]



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PART III:

CHECKLIST: SUBMISSION REQUIREMENTS

[Note: all plans and drawings must be prepared at the scale noted in the TOD District Zoning Regulation by the appropriate professional registered in the State of Connecticut. Applicant shall verify the number of copies required.]

1. Plot plan or development plan of the project describing:
 - a. Location of all existing and proposed buildings
 - b. Location of all proposed uses not requiring a building
 - c. Location and design of parking, loading and site circulation
 - d. Location and specifications for all signs
 - e. Location and specifications for all lighting
 - f. Location and design for all existing and proposed utilities, including sanitary sewer, storm drainage, water supply facilities and refuse collection areas, as well as other underground and aboveground utilities.
 - g. Existing and proposed topography
 - h. Class A-2 Survey of the property and improvements
2. Elevations or preliminary drawings showing the general type of building to be constructed.
3. Soil erosion and sedimentation control plan that is in compliance with requirements and objectives of the zoning regulation.
4. Authorization to enter property to inspect soil erosion and sedimentation control measures.
5. Location map showing property and all streets and abutting properties within 1,000 feet of the property.
6. Description of all existing and proposed easements and rights-of-way on the property.
7. Open space and landscaping plan.
8. Staging plan describing sequence of construction and ultimate development.
9. Other information deemed by the Director of Development and Enforcement, or the Planning Commission in the case of a Special Permit Use, to be necessary to determine conformity with the zoning regulation including, but not limited to, traffic impacts, sidewalk and curbing and other conditions that might impair the welfare or safety of the general public using said facility.
10. Administration fee.
11. For Special Permit Uses, the petitioner shall erect a sign giving notice of a public hearing, per Section 213-27. R.3.f.iii of the TOD District Zoning Regulation.



- _____ 2. All applicable TOD Zoning Regulations have been met, including Site Development Standards and Building Form and Architectural Standards.
- _____ 3. All additional requirements for Limited Uses and Special Permit Uses Required by the TOD Zoning Regulations have been met.
 - a. A public hearing was held on _____ [date]
- _____ 4. All applicable conditions of approval required by the Director of Development and Enforcement, or the Planning Commission in the case of a Special Permit Use, have been met. Date and nature of conditions of approval: _____

Final Action: Based on the applicant's submissions, which are attached to or referenced on this form and on the Application for Zoning Permit, the Zoning Permit has been:

- _____ Approved as submitted
- _____ Approved with the conditions stated below
- _____ Denied

The following comments, conditions of approval or reasons for denial apply:

Signature of Zoning Agent

Date



CERTIFICATE OF COMPLIANCE APPLICATION

TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT

[Per Section 213-27.S.3]

APPLICANT AND OWNER INFORMATION

Name of Applicant: _____ Phone # _____

Address of Applicant: _____

Name of Property Owner: _____ Phone # _____

Address of Property Owner: _____

PROPERTY INFORMATION

Address of Property: _____

Zoning Sub-district: _____ Zoning Permit # _____

PROFESSIONAL CERTIFICATION

For construction projects where a Zoning Permit was issued as a result of Site Plan Approval by the Director of Development and Enforcement or, in the case of a Special Permit, the Planning Commission, a written certification from the professionals registered in the State of Connecticut and responsible for the plans must be submitted stating that the plans have been followed.

AS-BUILT DRAWINGS

Where substantial changes to approved drawings that formed the basis of a Zoning Permit have been authorized, certified as-built drawings shall be submitted.

OTHER INFORMATION

The applicant shall submit to the Department of Development and Enforcement any other information deemed necessary to determine compliance with the Meriden TOD District Zoning Regulations and applicable approval criteria, including a list of any improvements that have not been completed to date.

APPLICANT / OWNER CERTIFICATION

It is understood that the applicant and owner receiving a Certificate of Compliance accepts the Permit on the condition that he/she or his/her agent or assigns will comply with the use as described in the application submissions and will comply with all applicable local, State and Federal laws regarding the use and occupancy of the premises.

Owner Signature

Owner Name [printed]

Date

Applicant Signature

Applicant Name [printed]

Date



CERTIFICATE OF COMPLIANCE
TRANSIT-ORIENTED DEVELOPMENT [TOD] DISTRICT
[Per Section 213-27.S.3]

ZONING AGENT SECTION

Zoning Permit # _____

In reviewing and approving any application for a Certificate of Compliance, the Director of Development and Enforcement shall determine that the following provisions / requirements have been met and are in compliance:

- _____ 1. All necessary information required in the Certificate of Compliance Application has been submitted.
- _____ 2. The completed project meets all applicable provisions of the Meriden TOD District Zoning Regulation and all other City regulations, ordinances and permit requirements.
- _____ 3. All structures, buildings or site improvements have been constructed in accordance with plans approved through the Zoning Permit process.
- _____ 4. All specified conditions for approval of the Zoning Permit have been met. Date and nature of conditions of approval: _____

Final Action: The structure / use authorized by the Zoning Permit has been reviewed / inspected. Based on the applicant's submissions, which are part of the Zoning record for this application, this Certificate of Compliance is:

- _____ Approved as submitted
- _____ Approved with the conditions stated below
- _____ Denied

The following comments, conditions of approval or reasons for denial apply:

Signature of Director of Development and Enforcement

Date