



TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237
(860) 228-0440 FAX: (860) 228-2847

Date Submitted: _____

Fee Paid: _____

SPECIAL PERMIT APPLICATION

See Sections 51 and 52 of the Columbia Zoning Regulations for Special Permit requirements.

New Special Permit Application

Fee: \$610 (\$100 PZC fee + \$ 450 LN cost + \$60 state fee)

Modification to Approved Special Permit

Fee (if no PH): \$310 (\$100 PZC fee +\$150 LN cost + \$60 state fee)

Location of Property

Address: _____ Columbia, CT

Assessor's Map _____ Lot _____ Zone _____ Lot Area _____

Proposed Activity

Proposed Use: _____

Applicable Zoning Regulation Section(s): _____

Proposed construction: New Bldg Addition Interior Signs Site Work None
(check all that apply)

Applicant/Agent Information

Primary Contact

Name: _____

Business Name: _____

Business Mailing Address: _____

Phone: _____ Cell: _____ Email: _____

Interest in property: Owner Option Lessee Legal Engr Survey Other

Property Owner Information (if different from above)

Primary Contact

Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

SPECIAL PERMIT APPLICATION CHECKLIST

Applications are considered complete only when all of the information as required by the Columbia Zoning Regulations per Sections 51 and 52 is received. Failure to submit, or formally request a waiver, all the required items is grounds for denial by the Commission. In addition to the items below, the Commission may require additional information in order to determine if the proposal conforms to the Regulations.

Office	Applicant*	
		Completed Application with original signatures (plus 10 copies)
		Detailed Statement of Use that includes the nature and intensity of the proposed operation, number of employees and hours of operation (10 copies)
		Names and addresses of property owners within 200' of subject property
		Four (4) copies of a full scale site plan on an A2 survey, plus ten (10) reduced copies at 11" x 17", that include the following information:
		<ul style="list-style-type: none"> • Date, written and graphic scales, north arrow, seals & signatures of engineer, surveyor and other professionals
		<ul style="list-style-type: none"> • Lot dimensions with accurate linear and angular dimensions with any easements and deed restrictions noted; adjacent roads and abutter information
		<ul style="list-style-type: none"> • Existing and proposed topography, locations of wetlands and waterbodies, drainage swales and other site features (stone walls, trees, ledges)
		<ul style="list-style-type: none"> • Existing and proposed structures including dimensions and elevations
		<ul style="list-style-type: none"> • Table of proposed frontage, setbacks, and coverage with Zoning requirements
		<ul style="list-style-type: none"> • Location and results of test pits; location of proposed well and septic system
		<ul style="list-style-type: none"> • Location and description of proposed stormwater system including pre and post development calculations; location and description of utilities and tanks
		<ul style="list-style-type: none"> • Location of parking, driveways, sidewalks and access and egress points
		<ul style="list-style-type: none"> • Parking plan with calculations per category of use in zoning regulations
		<ul style="list-style-type: none"> • Erosion and Sedimentation plan and narrative
		<ul style="list-style-type: none"> • Outdoor lighting plan including details and specifications
		<ul style="list-style-type: none"> • Landscaping and screening plan including material specifications and details
		Four (4) copies of architectural plans, plus ten (10) reduced copies at 11" x 17"
		Completed Sign Application if requesting approval under Section 62.9
		Copy of approval letters from other Commissions or agencies
		Copies of all drainage reports, traffic or environmental studies

* For each item listed, indicate the following:

✓ = provided NA = not applicable W = written waiver request attached

Other Information

Is the property located within 500' of Columbia's town boundary? Yes No

Is the property within a FIRM Flood Zone A, A1-30? Yes No

Does the proposal require Inland Wetland's Approval? Yes No

If yes, date of approval _____ (submit copy of approval letter)

Does the proposal require ZBA approval? Yes No

If yes, date of approval _____ (submit copy of approval letter)

Does the proposal require CONN-DOT approval? Yes No

If yes, date of approval _____ (submit copy of approval letter)

Required Information

1. Copy of assessor's card
2. Completed and signed Special Permit Application including a completed checklist and written waivers (if any)
3. Application fee – Check payable to the Town of Columbia

Prior to submitting an application,

applicants are strongly encouraged to discuss the potential land use or pending application with the Town Planner 860-228-0440 or TPlanner@ColumbiaCT.org

By signing this application, I am certifying that all information submitted is true and accurate and that I have submitted all required documentation. I hereby permit Columbia staff and Commission members to enter onto and inspect this site during reasonable hours for the purpose of reviewing the site before and after a permit is granted.

Signature of Owner _____ Date _____

Signature of Applicant _____ Date _____

Signature of Authorized Agent _____ Date _____