

**TOWN OF COLCHESTER
LEGAL NOTICE**

At its meeting of July 21, 2021 the Planning and Zoning Commission made the following decisions:

Town of Colchester Planning and Zoning Department – Zoning Regulation Text Amendment (2021-008) – The Commission **APPROVED** the Regulation Amendment to amend Section Nos. 14.5 (Administrative Review Application) & 15.3 (Site Plan Class I) to allow administrative approval of minor site modifications to previously approved plans. The Regulation Amendment will have an effective date of August 9, 2021.

A copy of this notice has been filed in the Town Clerk's office.

Planning and Zoning Commission
Joseph Mathieu, Chair

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COLCHESTER, CT
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Gayle Furman
GAYLE FURMAN
TOWN CLERK

14.5 ADMINISTRATIVE REVIEW APPLICATION

Administrative review may be considered for ~~involves~~ development activities that occur by right in full compliance with the district in which they are located. The Zoning Enforcement Officer (ZEO) is the primary official charged with determining whether the applicant's submission is consistent with ~~various development~~ applicable Regulations and standards. Upon initial application, the ~~Zoning Enforcement Officer~~ ZEO will decide ~~on~~ whether the application may be administratively approved ~~process requires administrative approval~~ or must be decided by the Commission. No application for administrative review shall be considered that calls into question its consistency with the purpose and intent of these Regulations, the protection of the public health, safety, welfare, property values and the environment. If there is a disagreement on any issue between town staff and the applicant, the application will be referred to the Commission. If the ~~Zoning Enforcement Officer~~ ZEO determines that the proposed activities are subject to administrative review:

1. ~~1.~~ An application shall be made using an application form provided by the ~~Zoning Enforcement Officer~~ ZEO. When a fully engineered site plan is cost prohibitive relative to the cost of a proposed minor change for which an A-2 survey is not necessary to determine zoning compliance; and proposed changes do not involve significant grading, significant impacts to storm drainage, location in a regulated floodplain, or other activities requiring professional design, location, and/or documentation of a Site Plan Class 2; the Building Official, Zoning Enforcement Officer, Town Engineer, Fire Marshal, or other applicable staff members may mutually agree to allow a simplified site plan that is limited in scope to the vicinity of the proposed change.
 - a. Simplified site plans shall be drawn to scale and demonstrate compliance with all applicable regulations to the satisfaction of town staff, but may not need to be professionally drawn and sealed.
 - b. Upon subsequent, more significant changes to a site, the simplified site plan shall be incorporated into a fully compliant site plan of the entire site.
2. The applicant is encouraged to schedule a predevelopment meeting with Town staff to determine application requirements, including discussion of the review process and expected submitted materials.
32. Once submitted, the application will be reviewed by the ~~ZEO~~ Zoning Enforcement Officer and other staff ~~professionals~~ for completeness, accuracy and consistency with site and area development standards. It is the responsibility of the applicant to address all of the applicable requirements/standards described in the ~~various sections of these~~ Regulations.
43. The Zoning Enforcement Officer will forward the application to ~~the various town~~ staff ~~professionals~~ for review and a review will be conducted based on these Regulations, the Plan of Conservation and Development (POCD) and other applicable standards ~~and/or official materials~~. If the applicant meets the criteria/standards ~~requirements~~ as determined by the ~~Planning Department staff~~ Zoning Enforcement Officer, an approval ~~Zoning Permit~~ will be granted. ~~A permit granted under this Section might contain a list of conditions.~~ If the application ~~is not deemed to meet criteria/standards~~ does not meet the requirements as determined by the ~~Planning Department staff~~ Zoning Enforcement Officer, then no permit or approval will be given ~~granted~~ and the applicant will be given ~~provided~~ a list of items that must be addressed in order for the application to gain approval.

15.3 A SITE PLAN CLASS 1 shall be required for Single-Family and Two-Family Dwellings and Accessory Buildings. Site Plans Class 1 are also required for any proposed change in use, Addition or Accessory Building to any other principal Building, or minor modifications to a previously approved site plan, provided that the use is subordinate and customarily incidental to the principal use and provided that:

1. Such Building does not exceed twenty-five percent (25%) of the Floor Area of the existing Buildings or fifteen hundred (1500) square feet, whichever is less.
2. Such Building or site improvement conforms to all requirements of the district in which it is located.
- ~~3. No site improvements are intended, required or will result from such Building, including but not limited to the development of additional parking spaces.~~
- ~~3~~4. The Zoning Enforcement Officer may refer any Site Plan Class 1 application to the Commission for review and determination of the proper application process.
- ~~4~~5. Copies of the Site Plan Class 1 shall be submitted to the Zoning Enforcement Officer at the required scale on sheet size prescribed by the Zoning Enforcement Officer and shall show the following:
 - A. Boundaries, dimensions and area of the property.
 - B. Locations of all existing and proposed Buildings and uses, including but not limited to Driveways, parking areas, and abutting Streets, and locations of light and telephone poles or other utility appurtenances.
 - C. Dimensions of all Yards, as required by these Regulations
 - D. Location and description of water supply and sewage disposal facilities.
 - E. Square footage of proposed structure and number of stories.
 - F. Wetland and/or Floodplain limits.

Site Plan Requirement Chart

	Administrative Application	Commission Application	Site Plan Required
Accessory Use	*		
Temporary uses	*		
Lot Line Adjustment	*		*
Code Amendment		*	
Lot Split	*		*
Map Amendment		*	*
Land Disturbance not Excavation or EMPAR	*		*
Site Plan I/Amendment	*		
Site Plan II/Amendment		*	*
Special Permit		*	*
Subdivision/Re-subdivision		*	*
Change of Use	Depends on Use		
CGS Section 8-24		*	

Use	Definition	Site Plan Required
Accessory Use	Customary uses, clearly incidental and subordinate to a principal Building or land use and which is located on the same Lot with the principal Building or land use. Accessory Uses are permitted as long as the use does not otherwise undercut the plain intent of the Regulations.	Class 1 Site Plan
Temporary Uses	Any use of a structure or land for a limited period of time where the site is not to be permanently altered by Grading or construction of accessory facilities. Events include: art shows; rodeos; religious revivals; tent camps; outdoor festivals and concerts.	Class 1 Site Plan

Use	Definition	Site Plan Required
Lot Split	Division of one (1) existing Lot into two (2).	Class 1 Site Plan
Code Amendment	Any proposed changes in the content contained in the Regulations. This is independent of specific property rezoning requests, which are considered map amendments	
Lot Line Adjustment	Any change to the established Lot dimension of two (2) or more adjacent Lots that does not create a new Lot.	Class 1 Site Plan
Map Amendment	Redesignation of a specific property or properties on the Town's Zoning Map	Class 1 Site Plan
Land Clearing	The cutting and grubbing of trees and stumps or Grading on any site, Parcel or Lot over 10,000 square feet; provided, however, it does not include mowing, trimming or pruning, so as to maintain vegetation in a healthy, viable condition.	Class 1 Site Plan
Site Plan I/Amendment	A basic Site Plan is required for Single-Family Dwellings and Accessory Buildings thereto, for any change in use, Addition or Accessory Building to any other principal Building, <u>or minor modifications to a previously approved site plan</u> , provided that the use is subordinate and customarily incidental to the principal use . Class I Site Plans are limited to Buildings that do not exceed twenty-five percent (25%) of the Floor Area of the existing Buildings or 1,500 square feet, whichever is less.	Class 1 Site Plan
Site Plan II/Amendment	Shall be required for all Buildings and uses other than those described above (Class 1 Site Plans).	Class 2 Site Plan
Special Permit	Land uses, which, because of various characteristics, cannot be distinctly classified or regulated in a particular zone without giving careful consideration in each case to the impact of such use upon neighboring uses, public safety, the surrounding area and the public need for such use in a particular location.	Class 2 Site Plan
Subdivision/ Re-subdivision	See CGS Section 8-25 and Subdivision Regulations	Class 2 Site Plan
CGS Section 8-24	Requirements for approval of municipal improvements as per CGS Section 8-24	