

**APPLICATION FOR SITE PLAN REVIEW**  
**ORANGE ZONING DEPARTMENT**

It is strongly recommended that prior to the submission of a Site Plan Application, a pre-submission meeting is held with the Zoning Enforcement Officer, and all applicable Municipal Department Heads. To schedule a meeting, please call Jack Demirjian at 203-891-4746.

**Eight (8) copies** of this application, including the original and eight copies of the site plan, must be submitted by the applicant to the Zoning Enforcement Officer. Prior to submission, **the applicant** must meet with the below listed department heads and obtain their comments and signatures on the application form. Once this process has been completed, the applicant must submit the site plan to the Zoning Enforcement Officer prior to the meeting. The Orange Town Plan and Zoning Commission meets on the 1st and 3rd Tuesday of each month at the Orange Town Hall.

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|--------------------------------------|------------------|
| -Town Engineer/Public Works Director | -Flood Zone      |
| -Fire Marshal                        | -Inland Wetlands |
| -Orange Health Department            | -W.P.C.A.        |
| -Building Inspector                  | -CT D.O.T.       |
| -Orange Police Commission            |                  |

**FEE:** \$750 plus \$55 for every 10 new or additional parking spaces or fraction thereof. Please make check payable to the **TOWN OF ORANGE**.  
(Includes final inspection fee of \$250 for Certificate of Occupancy.)

**FOR OFFICE USE ONLY:**

Date Received \_\_\_\_\_ Application Fee Paid \_\_\_\_\_

Meeting Scheduled \_\_\_\_\_ Action Taken \_\_\_\_\_

Applicant Notified \_\_\_\_\_ Date of Publication \_\_\_\_\_

**APPLICATION FOR SITE PLAN REVIEW**

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**DEPARTMENT HEAD SIGNATURES**

**(All Signatures must be on the same Original Copy of the application form)**

**Signatures should include the creation date and any revision date of the plans being reviewed.**

**Town Engineer/Director of Public Works**

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**Fire Marshal**

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**Town Sanitarian/Health Dept.**

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**Building Inspector**

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**Inland Wetlands**

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**Water Pollution Control Authority**

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**Flood Zone**

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**CT Dept. of Transportation**

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**Traffic Commission**

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**APPLICATION FOR SITE PLAN REVIEW**

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**Name of Applicant** \_\_\_\_\_

**Name of Property  
Owner** \_\_\_\_\_

Mailing  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Name of Engineering or Architectural  
Firm that prepared the Site Plan**

\_\_\_\_\_

Mailing  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Contact person for all  
Official Correspondence**

\_\_\_\_\_

Mailing  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Email: \_\_\_\_\_

## APPLICATION FOR SITE PLAN REVIEW

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Project

Name \_\_\_\_\_

Site

Address \_\_\_\_\_

Zoning District \_\_\_\_\_ Assessor's M-B-P \_\_\_\_\_

Total Acres of Affected

Parcel \_\_\_\_\_

Square footage of Proposed

Building \_\_\_\_\_

Statement of Use \_\_\_\_\_

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List sections of the Orange Zoning Regulations  
which the Site Plan does not comply with

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**If applicable, Inland Wetlands approval must be obtained prior to  
action by the Orange Town Plan and Zoning Commission.**

-If Inland Wetlands approval has been obtained, a copy of the Letter of  
Approval must be attached to this application.

Please list the Date of Inland Wetlands approval \_\_\_\_\_

Describe what design features have been incorporated in the site plan to ensure a safe and smooth vehicular traffic flow within the site and the adjacent road network. If the proposal involves 50 or more new parking spaces or proposed uses projected to generate either more than 200 vehicle trips per day or more than 100 vehicle trips per day per 1,000 square feet of floor area, a traffic impact report, prepared by a recognized traffic engineer, must be submitted to the TPZC.

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Describe what measures have been taken to minimize disturbance to the environment and detail what landscaping will be provided on the site. A separate detailed landscaping plan must be submitted with this Application.

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**All applications including new ground coverage, or alteration of an existing foundation, are subject to submit an as-built survey at the request of the Zoning Enforcement Officer or Building Official upon the completion of said construction or alteration prior to framing.**

## APPLICATION FOR SITE PLAN REVIEW

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### ZONING CHECK LIST

	<u>Required</u>	<u>Provided</u>
1. Minimum lot area	_____	_____
2. Minimum dimension of square	_____	_____
3. Maximum number of stories	_____	_____
4. Minimum frontage	_____	_____
5. Maximum height	_____	_____
6. Setback from street line	_____	_____
7. Setback from rear property line	_____	_____
8. Setback from other property line	_____	_____
9. Setback from Residence district line	_____	_____
10. Maximum floor area	_____	_____
11. Maximum ground coverage	_____	_____
12. Number of parking spaces	_____	_____
13. Number of loading spaces	_____	_____
14. Maximum total coverage (B.O.P. & LI - II districts only, Section 383-124 Building & Paving of the Orange Zoning Regs.)	_____	_____
15. Minimum number trees in parking area	_____	_____

## APPLICATION FOR SITE PLAN REVIEW

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### SITE PLAN CHECK LIST

	<u>YES</u>	<u>NO</u>
Has a site location map drawn to a scale of 1"=500' been provided?	_____	_____
Have sidewalks been installed along the entire side of any building or structure on the site where an entrance or exit is located?	_____	_____
Subsurface drainage including catch basins or trench drains. Also, Contour lines at intervals of two (2) feet, based on U.S.C.G.S. datum.	_____	_____
Location and size of all lighting on the site as well as the type and intensity of the lighting element. Exterior lighting does not exceed 1/2-foot candle power at grade at the property line.	_____	_____
Location of all trash receptacles, as well as outdoor storage areas, if permitted.	_____	_____
All utilities servicing buildings and structures are located underground.	_____	_____
Access and egress driveways do not exceed a grade of 4%.	_____	_____
If applicable, Flood Zones with elevations have been displayed.	_____	_____
Landscaped green areas are serviced by underground irrigation.	_____	_____
All plans are sealed with live signature of architect or engineer.	_____	_____
Layer showing emergency vehicle/tractor trailer maneuverability throughout site.	_____	_____



## APPLICATION FOR SITE PLAN REVIEW

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### **The following notes and information must appear on the submitted Site Plan:**

Numerical property street address.	_____	_____
Date when site plan was drawn and/or last revised.	_____	_____
Notation requiring that the lining of all parking spaces be double striped.	_____	_____
All information displayed on page 7 (Zoning Check List) of this application must be displayed in a condensed form on the site plan.	_____	_____

### **The following schedules must be submitted and attached to this application.**

	<b><u>YES</u></b>	<b><u>NO</u></b>
Tentative schedule for all proposed site and building construction.	_____	_____
Tentative schedule for the maintenance of all site landscaping.	_____	_____
Tentative schedule for the maintenance of all parking areas. (sweeping, refuse control, etc.) Also include provisions for the removal of on-site refuse.	_____	_____

**Certificate of Occupancy and/or Certificate of Zoning Compliance:**

Please note that once a site plan has been approved and construction has commenced a Certificate of Occupancy/Certificate of Zoning Compliance will not be issued until all site work is completed in accordance with the approved site plan.

Prior to the issuance of a Certificate of Occupancy and/or Certificate of Zoning Compliance, two (2) mylar “As Built” site plans, prepared by an engineer, must be submitted to the Zoning Enforcement Officer. Said site plan must display the following:

1. Building location and distances to street and property lines.
2. Location of all drainage facilities including pipes and catch basins.
3. Location of all lighting fixtures, refuse containers, and utility boxes.
4. Location of paved areas, parking spaces, and sidewalks.
5. “As Built” land contours to determine compliance with the approved site plan.
6. Location of all freestanding signs and distances to all property lines.

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**Signature of property owner**

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**Date**

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**Signature of Engineer or Architect preparing plan**

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**Date**

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**State of Connecticut License #**

**Please note that a copy of the Connecticut License for the Architect or Engineer preparing the site plan must be affixed to this application.**

## APPLICATION FOR SITE PLAN REVIEW

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### CHECK LIST FOR SITE PLAN REVIEW

	<u>YES</u>	<u>NO</u>
1. Has the zone of the affected property been determined?	___	___
2. Has a Statement of Use been submitted, and is it a permitted use in the district?	___	___
3. Have the drainage facilities been reviewed by the Town Engineer, and are they displayed on the site plan?	___	___
4. Have all the lighting fixtures been identified on the site plan?	___	___
5. Building and Site entrances and exits have been displayed on the site plan?	___	___
6. Has all new signage been located on the site plan, and have signage details, sizing's and renderings been submitted?	___	___
7. Are contours displayed on the site plan as required?	___	___
8. Have underground utilities been displayed on the site plan?	___	___
9. If more than 400 cubic yards of earth materials are to be disturbed, has a Special Use Permit Application been submitted?	___	___
10. Has a Traffic Impact Report been submitted if required?	___	___
11. Has a report been received from the Inland Wetlands Commission as required by State Statute?	___	___
12. Has the site plan been referred to all applicable department heads for their approval signatures?	___	___

## APPLICATION FOR SITE PLAN REVIEW

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13. Have the minimum requirements for the number of parking spaces and sizing been met? \_\_\_\_\_
14. If required, has a Sedimentation and Erosion Control Plan Application been submitted and certified? \_\_\_\_\_
15. Has a landscaping plan been submitted with the following:
- 20' Green Strip? \_\_\_\_\_
  - One (1) tree per 20 cars in the parking area? \_\_\_\_\_
  - 30' residential buffer, if required? \_\_\_\_\_
  - Planting Schedule? \_\_\_\_\_
  - Maintenance Schedule? \_\_\_\_\_
16. Is there an architect's or engineer's seal on the site plan? \_\_\_\_\_

**The Commission may request the submission of such additional information that it deems necessary in order to decide on the application. The Commission, upon written request by the applicant, may also by resolution waive the required submission of all or part or the information required under Section 383-117, Subsections B through I of the Orange Zoning Regulations, if the Commission finds that the information is not necessary in order to decide on the application.**

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**Signature of Applicant or Agent**

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**Date**

XXXXX