

TOWN OF GROTON  
LAND USE APPLICATION  
PART ONE

PLEASE CHECK THE APPROPRIATE LINE(S) AND ATTACH THE REQUIRED APPLICATION(S):

SUBDIVISION OR RESUBDIVISION	_____	COASTAL SITE PLAN REVIEW	_____
SITE PLAN	_____	SPECIAL PERMIT	_____
ADMINISTRATIVE SITE PLAN	_____	ZONE CHANGE	_____
INLAND WETLANDS PERMIT	_____	REGULATION AMENDMENT	_____
INLAND WETLANDS PERMIT OR NON-REGULATED ACTIVITY	_____	VARIANCE/APPEAL	_____
		APPROVAL OF LOCATION	_____

PROJECT DESCRIPTION: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

STREET ADDRESS OF PROPERTY: \_\_\_\_\_

IF ADDRESS NOT AVAILABLE, LOCATION: \_\_\_\_\_

PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_ ACREAGE: \_\_\_\_\_ ZONING: \_\_\_\_\_

**CORRESPONDENCE WILL BE SENT TO PRIMARY APPLICANT AS CHECKED BELOW:**

NAMES, ADDRESSES & TELEPHONE NUMBERS

APPLICANT: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT'S AGENT (IF ANY): \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

OWNER/TRUSTEE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ENGINEER/SURVEY OR / ARCHITECT: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

- Note: 1) TO BE ACCEPTED BY THE PLANNING DIVISION, THIS ENTIRE APPLICATION MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH THE REQUIRED FEE(S) AND MAP(S) PREPARED IN ACCORDANCE WITH THE APPLICABLE REGULATIONS.
- 2) THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION OR ITS STAFF TO ENTER THE PROPERTY FOR THE PURPOSE OF INSPECTION.
- 3) I HEREBY, AGREE TO PAY ALL ADDITIONAL FEES AND/OR ADDRESS SUCH COSTS DEEMED NECESSARY BY THE OFFICE OF PLANNING AND DEVELOPMENT SERVICES AS DESCRIBED IN PART THREE OF THIS APPLICATION.

_____ SIGNATURE OF APPLICANT OR APPLICANT'S AGENT	_____ DATE	_____ SIGNATURE OF RECORD OWNER I HEREBY, CERTIFY THAT I AM THE OWNER OF THE PROPERTY STATED ABOVE.	_____ DATE
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PRINTED NAME OF APPLICANT \_\_\_\_\_ PRINTED NAME OF RECORD OWNER \_\_\_\_\_

FOR OFFICE USE ONLY:

TOWN OF GROTON  
LAND USE APPLICATION – COASTAL SITE PLAN

2. Description of the Proposed Project.
  - Description of Components: Buildings, uses, provision of streets, utilities, type of sewerage systems, type of water supply, storm water management system, amount and percent of impervious surface, etc.
  - Description of methods of construction: Timing (schedule of the sequences and duration of the project); amount of clearing, grading, cutting; filling and excavating (indicate volume, origins and destinations of materials, chemical compositions, nature/type of material); dredging.
3. Identification and Description of Coastal Resources (as defined in Section 2 of the Connecticut Coastal Management Manual) at and adjacent to the Site; Description of the Character and Condition of All Coastal Resources.
4. Identification and Description of Significant Natural Features Occurring at and Adjacent to the Site:
  - Identification and description of types, extent and condition of plant and animal species; type and extent of ground cover, and soil types and any limitations of predominate soils.
    - a. Dominant species of flora (marine, wetland, upland); occurrence of any rare or endangered species.
    - b. Dominant species of fauna (marine, wetland, upland); occurrence of any rare or endangered species.
  - Assessment of value and quality of plant and animal habitat.
  - Identification and description of type, extent, and condition of significant geologic and hydrologic features (such as aquifer recharge areas, deposits of sand and gravel, unique geologic features, etc.).
5. Identification and Description of Significant Historical and Cultural Features Occurring at and Adjacent to the Site (e.g. historical, archaeological, scenic, recreational, etc.).
6. Identification of Applicable Coastal Policies (as referenced in Sections 2, 3 and 5 of the Connecticut Coastal Management Manual).
  - Identification of applicable coastal resource policies (Section 2).
  - Identification of applicable coastal use policies (Section 3).

7. Explanation Demonstrating How the Proposed Project is Consistent with the Applicable coastal Policies Identified Above.
8. Identification and Description of Potential Adverse Impacts (as defined in section 2 of the Connecticut Coastal Management Manual) and Potential Beneficial Impacts of the Project on Coastal Resources.
  - Identification and assessment of the beneficial and adverse impacts of the proposed activities on the condition, character, function and value of the coastal resources affected by the project (both on-site and off-site) including impacts on natural and cultural features of the site and impacts on water quality, air quality, flooding and erosion.  
  
Assessment of the nature and magnitude of all impacts identified above (quantified where possible).
  - Assessment of the permanence of the resource commitment (e.g. short-term/long-term, irreversible or irretrievable).
9. Description of the Proposed Measures to Mitigate Adverse Impacts Identified Above on Coastal Resources (e.g. measures to control or prevent erosion, sedimentation and runoff, measures to prevent deterioration of coastal resource quality, measures to prevent violation of air and water quality standards, etc.).
10. Identification and Description of Potential Beneficial and Adverse Impacts on Opportunities for Future Water Dependent Uses (as defined in section 3 of the Connecticut Coastal Management Manual) On and Adjacent to the Site.
11. Description of Proposed Measures to Mitigate Adverse Impacts on Opportunities for Future Water Dependent Use of the Site or the Surrounding Area (e.g. Measures to Provide for Future Water Dependent Use of the Site or the Surrounding Area).
12. Description of Any Adverse Impacts That Remain After Employing All Reasonable Mitigation Measures and Explanation Demonstrating Why These Remaining Impacts are Acceptable.

## COASTAL PUBLIC ACCESS SITE DESIGN AND IMPLEMENTATION CRITERIA

### General Site Evaluation

- Get a sense of the site - is there potential for providing meaningful public access?
- Confirm information shown on the site plan (e.g., drainage, solar orientation, slopes, soils, hazards).
- Identify existing or potential site attractions (e.g., scenic view, water depths for fishing/boat launching, surficial geology-sandy beach or rocky shorefront).
- Is there evidence of existing public use at the site (e.g., footpaths)? If none, contact local potential user groups (e.g., birding or kayak clubs) to evaluate site's potential.
- Is there enough space to separate public from private use of the site? If not, redesign the project to accommodate public access.
- Are there significant public safety concerns?
- Can site safety constraints and coastal resource protection concerns be overcome through appropriate design (e.g., pedestrian overpasses, fencing, security lighting, etc.)?
- Can the proposed development be redesigned, if necessary, to better accommodate public use?

### Locate and Map Potential Site Activity Nodes

- Identify areas appropriate to public and private uses, including areas for parking and access to the site.
- Develop linkages between public use areas and site access points; locate attractions to draw the visitor to the site from a public street or parking area.
- Identify and locate appropriate barriers to separate public from private areas (e.g., fencing, landscape screening).
- Identify links to off-site public areas (e.g., public parks) and barriers to adjacent incompatible uses (e.g., railroads).

### Site Signage

- Provide signage design and wording details (e.g., open dawn to dusk) and indicate sign locations. Generally, signs should, at a minimum, be located at the street entrance to the site and, if somewhat distant from the entrance, at the parking area(s). Additional directional signage should be considered if the access area is remote and not obvious from the street entrance.
- Develop a town-wide signage program to promote uniform signage and special sign components (e.g., directional arrows) and to provide prefabricated signs. Prefabricated universal coastal public access signs are also available through the DEP's bookstore.

### Administrative and Legal Items

- To ensure implementation and maintenance of public access component(s), condition coastal site plan approval to specifically require:
  - General public access component(s) as a separate, enforceable condition of approval, even if shown on developer's plans. The formal decision should include description of the public access components.;
  - Record public access easements on land records to ensure permanency of access;
  - Maintenance of the public access area and associated amenities and establishment of a mechanism to provide such maintenance (e.g., create a homeowners association public access area maintenance account);
  - Public access areas and linkages be built before issuing building permit(s) or certificate(s) of occupancy for the non-water-dependent components of the site development; and
  - Applicants to post performance bonds or escrow accounts, as authorized by CGS section 22a-107, to ensure that coastal public access facilities are constructed.
- Perform follow-up inspections to ensure the access facilities are properly constructed and associated easements are filed prior to issuing certificate(s) of occupancy for the non-water-dependent components of the site development and periodic inspections to ensure facilities are properly maintained.

**Note: CGS section 52-557f relieves private property owners of liability for injury in most instances when they provide public access on private lands at no charge.**

### **What are the principles of coastal public access site design?**

- Make the visiting public feel comfortable and welcome (methods: signage, amenities such as benches, trash receptacles, lighting and parking, if appropriate).
- Separate the public and private portions of the development (methods: plantings, fences, adequate space between public and private activity nodes).
- Design to attract and retain public use of access area (methods: provide sufficient space and amenities such as seating, trash receptacles and parking, if warranted).
- Promote a sense of visitor safety from on- and off-site hazards such as dogs, privacy conscious neighbors, industrial activities (methods: provide lighting, limit access from dawn to dusk except for fishing access, orient site away from visual distractions, provide vegetated buffers).
- Make access to area easy (methods: on or near site parking; connect site walkways to public sidewalks, provide gentle slopes).

TOWN OF GROTON  
LAND USE APPLICATION

PART THREE  
(Attach to Part Two)

Information Regarding Additional Fees for Processing Applications  
Under Town Ordinance #267.

The Office of Planning and Development Services is authorized to create and implement reasonable and necessary procedures to address such necessary administrative costs and requirements noted below to accomplish the provisions of this ordinance. Please note that boards, commissions, councils, and departments of the Town of Groton are exempt from all fee requirements under this ordinance. Items toward which the Town may require additional services and/or payment of fees include provisions for direct costs of materials and services associated with work performed by professionals, other than Town employees, including but not limited to professional/consultant reports, third party professional certifications, stenographic and transcription services associated with an application, and such other required certifications as the case may be.

In addition, if an application is deemed by the Town staff or Board or Commission to be complex, the Town may charge an additional fee sufficient to cover the cost of reviewing and acting on the complex application. Such fee may include but not be limited to, the cost of retaining experts to analyze and review reports submitted by the applicant as part of the complex application. Any portion of the Complex Application Fee in excess of the actual costs incurred shall be refunded to the applicant after publication of the Board or Commission's decision as required by law.

Ordinance #267 is available at the Town Hall at 45 Fort Hill Road, Groton, CT at the office of the Town Clerk, and at the Town Hall Annex.