

## \*Requirements for CAM

### FOR SUBMISSION:

- Application filled out completely with owners signature (11 Copies)
- Narrative describing project in more detail (11 Copies)
- Confirmation of tax status as per Public Act No. 95-320 (Tax Collector's Office (Room 105))
- Application fee of \$160 - 1-6 Units of housing  
\$260 - +6 Units of housing  
\$460 - Commercial  
\$460 - Industrial

Check made out to the "Treasurer - City of Norwalk"

- Aerial photo showing a minimum 10-block radius (purchase at DPW) - 18'x24'
- Site Survey - Must show contours, spot elevations, FFE, MHW, etc. (4 Copies)
- Site Plan - Must show spot elevations at corners and midpoint of building (4 Copies)
- ~~Landscape Plan (4 Copies)~~
- Utility Plans (4 Copies)
- Building Plans - Must show FFE, Basement (crawl space elevation), and existing square footage of structure and proposed square footage of total construction (4 Copies)
- Drainage Report (4 Copies)
- Flood certification (if required)
- ~~Real Estate Appraisal (if required)~~

### FOR SINGLE FAMILY ONLY - NEIGHBOR NOTIFICATION WITHIN 10 DAYS OF SUBMISSION OF CAM APPLICATION:

- Submit proof of certified mail to all direct abutters and those properties across the street from the project location
- Returned green cards must be submitted no later than the Application Review Committee Meeting following submission of the CAM application

### PRIOR TO PLAN REVIEW COMMITTEE MEETING:

Visit all applicable CEAC departments including, but not limited to:

- ~~Building Department (CEAC Meeting: Bill Ireland - 854-7755)~~
- DPW (Marizza Diaz: 854-3200)
- WPCA - Water Pollution Control Authority (Wastewater Treatment Plant - South Smith Street - Nic Berkun: 854-3235)
- ~~Fire Marshall (121 Connecticut Avenue - Christian Hansen - 854-0249)~~
- ~~Health Department (137 East Avenue - Clarence Joseph - 854-7995)~~
- Water Department  
SNEW - Scott Whittier - (203) 866-4446 ext. 2028 or email at [swhittier@snew.com](mailto:swhittier@snew.com)  
First District Water Department - 12 New Canaan Ave. - Franco Chieffalo (203) 847-7387) or [francochieffalo@firstdistrictwater.org](mailto:francochieffalo@firstdistrictwater.org).
- ~~Conservation Commission (if needed) (Room 213 - 854-7744)~~
- ~~Redevelopment Agency (if project is in any redevelopment zone) (854-7810)~~

Please note that any CAM application can be referred to a public meeting at the Commission's discretion.

### For Live Music requests only:

- Application filled out completely with owners signature (11 Copies)
- Confirmation of tax status as per Public Act No. 95-320 (Tax Collector's Office (Room 105))
- Application fee of \$460
- Narrative stating type of request, when live music will take place ie. days of the week, hours? (11 Copies)
- Building plans showing where live music will take place, ie. stage - yes? no? (4 Copies)
- Sound Report completed by a licensed sound engineer (11 Copies)
- Submit menu if a restaurant (11 Copies)

### Expert Testimony at Public Hearings:

It shall be the applicant's responsibility to furnish the resumes, ten (10) days in advance of a public hearing (if required), of those person(s) who will provide expert testimony to the Zoning Commission.

**UNAUTHORIZED MODIFICATION TO PLAN WITHOUT PRIOR COMMISSION APPROVAL  
CAM over 6 units, commercial and industrial applications MUST pay a \$1,060 fee (includes State fee)**

\*Unless otherwise noted above, submit only one copy.

**ZONING COMMISSION  
125 EAST AVENUE  
P.O. BOX 5125  
NORWALK, CONNECTICUT 06856-5125**

**Revised March 30, 2015**

**C.A.M. SITE PLAN REVIEW APPLICATION**

**A. APPLICATION INFORMATION (11 copies of all documents required)**

1. **FILING FEE:** - Payment of this application fee must be made by credit or debit card *only*; cash and checks are not accepted. (Fee includes \$60 for State of Connecticut land use processing fee).

<b>Residential:</b>	1-6 dwelling units	160.00
	Over 6 dwelling units	260.00
<b>Commercial</b>		460.00
<b>Industrial</b>		460.00

2. Owner of record and owner's address: All applications must include the signature of the applicant and, if the applicant is not the owner, the signature of the owner(s) of record. If the applicant is unable to obtain the signature of the owner(s) on the application form, a letter of authorization signed by the property owner(s) may be submitted instead.
3. Applicant's name and address
4. Address of property
5. Assessor's Map No.
6. District, Block & Lot No.
7. Names of adjoining property owners abutting and across the street from the property
8. Zoning of property (including land within 100')
9. Designation of property on Plan of Development
10. Plot Plan certified by Licensed Land Surveyor (substantially correct Class A-2 Survey)
11. Existing conditions map
12. Proposed construction plan
13. Grading plan (existing and proposed contours at 2' intervals)
14. Utility Plan (existing & proposed: water, drainage, sanitary sewers, electric & gas lines)
15. Planting Plan (street trees & screening)
16. Easements (utility, sight preservation, conservation, pedestrian)
17. Location on aerial photo (Request prints for most current year available from D.P.W.; **(one copy required)**)
18. Location of buildings on adjoining properties
19. Zoning Officer's comments (parking calculations, square footage of buildings, proposed use, building setback lines, area of parcel, flood hazard zone (first floor elevation.)

20. R.O.W. width
21. Paved road width
22. Sidewalks
23. Curbs
24. Corner radii (sight line easements at corners)
25. Erosion/sedimentation controls
26. Schedule of project
27. Drainage calculations (11 copies and a PDF file copy required)
28. Refuse collection areas; include a description of how compliance with the state recycling law will be accomplished.
29. Resource inventory & analysis (natural & manufactured) (11 copies and a PDF file copy required)
30. Three-dimensional, architectural block model of proposed building(s) and site, at same scale as site plans, if requested by Commission. For large scale developments, a digital media presentation is required for public hearings, with one printed copy to be submitted for the file, if requested by Commission.
31. **PUBLIC ACT NO. 95-320** requires that approval of building applications be withheld when taxes are delinquent for a property. Please stop at the Tax Collector's Office (Room 105) to get written confirmation of your tax status before submitting an application for zoning approval. Copies of the form are available in the Planning & Zoning and Tax Collector's Office.
32. **State Traffic Commission application:** Where required by the CT. General Statutes, a copy of the State Traffic Commission (STC) application must be submitted as part of this application.
33. **Notification of Neighbors:**  
On any application for a single family residence use, notification to neighbors that abut or are directly across the street from the subject parcel must be made by certified mail, return receipt requested, within ten (10) days of submitting an application to the Zoning Commission. The name of the owners shall be taken from the latest Tax Assessor records. Evidence of mailing and green cards must be submitted to the Planning & Zoning staff immediately following mailing.  
  
On any application for which a public hearing is required, the applicant shall notify by certified mail, return receipt requested at least ten (10) days prior to the public hearing, the owners of land that abut or are directly across the street from the subject parcel. The name of the owners shall be taken from the latest Tax Assessor records.  
  
When a condominium is located across the street, or abuts the subject proposal notification may be sent to the condominium association in lieu of the individual unit owners. Evidence of certified mailings shall be submitted by the applicant on or before the public hearing date. \*Notification form is attached.
34. **Payment for Legal Notice Publication:**

When a public hearing is required, applicants shall be responsible for payment of three legal notices in the HOUR newspaper. Two notices will advertise the application's public hearing date and one will advertise the Commission's action on the application.

The Planning & Zoning staff will provide the required legal notices to the HOUR. Applicants must contact the HOUR at the address given below to arrange for payment in advance of the publication date.

Classified Advertising Manager  
The HOUR  
1 Selleck Street  
Norwalk, CT 06855  
Phone: (203) 354-1100 or 846 – 3281  
Fax: (203) 846 – 9897

35. **Expert Testimony at Public Hearings:** It shall be the applicant's responsibility to furnish the resumes, ten (10) days in advance of a public hearing (if required), of those person(s) who will provide expert testimony to the Zoning Commission.

- N.B. 1. The Commission reserves the right to require any further plans or documentation which in its judgement may be necessary for the proper exercise of its responsibilities under the terms of Section 118-1110 of the Building Zone Regulations of the City.
- N.B. 2. **NO APPLICATION WILL BE ACCEPTED BY THE COMMISSION UNTIL IT IS COMPLETE AND DOCUMENTED AS SPECIFIED ABOVE.** The applicant is encouraged to review his application with the Planning and Zoning Staff prior to the date of submission to facilitate expeditious administration of the application, and to insure that all necessary information and documentation is included.
- N.B. 3. Upon written request, the Commission may waive any of the requirements of a Coastal Site Plan Review application where such requirements are inappropriate or do not apply.
- N.B. 4. Applicant shall submit four complete copies of plans accompanying a Coastal Site Plan Review application.

As revised to January 9, 2004 with new state land use fee.  
As revised to August 9, 2004 with new state land use fee.  
As revised to September 21, 2005 to request architectural model – Effective September 30, 2005.  
As revised effective March 24, 2006 to increase filing fees.  
As revised effective May 26, 2006 to add STC requirement and 10 day hearing deadline.  
As revised effective May 29, 2009 to add expert testimony requirement.  
As revised effective Oct 1, 2009 with new State land use fee  
As revised effective September 30, 2011 to add digital media requirement for large developments  
As revised effective March 20, 2015 to add notification form for single family residences

**NOTIFICATION FORM**  
**For Application Notification For Single Family Residences Only**

**Revised March 20, 2015**

**NOTE:** This form letter is to be completed by applicant and mailed *by certified mail* to owners of land that abut or are directly across the street from the subject parcel *within ten (10) days* of submitting an application to the Zoning Commission. Evidence of mailing and green cards must be submitted to staff immediately following mailing.

Dear \_\_\_\_\_ ,

Be advised that \_\_\_\_\_ has applied for a Coastal Site Plan  
(Applicant)

application for property located at the following address: \_\_\_\_\_

\_\_\_\_\_  
(Street name and number and District, Block and Lot numbers)

The proposal is for \_\_\_\_\_  
(Description of Proposal)

\_\_\_\_\_  
(Day, Date, Time, and Location of Plan Review Committee Meeting)

You are being notified because your property abuts the property or is located directly across the street from the subject parcel. If you have any questions regarding this application please call the Planning & Zoning Office at (203) 854-7780. The application is on file in the Planning & Zoning Office located at City Hall, 125 East Avenue, Room 223, P. O. Box 5125, Norwalk, Connecticut 06856-5125.

**(THIS FORM IS TO BE COMPLETED BY APPLICANT)**

**NOTIFICATION FORM**  
**For Public Hearings**

**Revised March 20, 2015**

Dear \_\_\_\_\_ ,

Be advised that \_\_\_\_\_ has applied for a Coastal Site  
Plan

(Applicant)

application for property located at the following address: \_\_\_\_\_

\_\_\_\_\_  
(Street name and number and District, Block and Lot numbers)

The proposal is for \_\_\_\_\_  
(Description of Proposal)

\_\_\_\_\_  
(Day, Date, Time, and Location of Public Hearing)

You are being notified because your property abuts the property or is located directly across the street from the subject parcel. If you have any questions regarding this application please call the Planning & Zoning Office at (203) 854-7780. The application is on file in the Planning & Zoning Office located at City Hall, 125 East Avenue, Room 223, P. O. Box 5125, Norwalk, Connecticut 06856-5125.

**(THIS FORM IS TO BE COMPLETED BY APPLICANT)**

ZONING COMMISSION  
125 EAST AVENUE  
P.O. BOX 5125  
NORWALK, CONNECTICUT 06856-5125

Revised March 29, 2002

COASTAL AREA MANAGEMENT APPLICATION  
(SHORT FORM)

Date: \_\_\_\_\_

Type of Request: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Address of Project: \_\_\_\_\_

All applications must include the signature of the applicant and, if the applicant is not the owner, the signature of the owner(s) of record.

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Name and address of builder: \_\_\_\_\_

Phone number: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Dist. \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_ Flood zone: \_\_\_\_\_

Identification of coastal resources and description affected by the project (see Coastal Resource Map and Publication #30, check those that apply).

- |                               |                                      |
|-------------------------------|--------------------------------------|
| _____ A. General Resource     | _____ H. Coastal Hazard Areas        |
| _____ B. Bluffs & Escarpments | _____ I. Developed Shorefront        |
| _____ C. Rocky Shorefronts    | _____ J. Islands                     |
| _____ D. Beaches & Dunes      | _____ K. Shorelands                  |
| _____ E. Intertidal Flats     | _____ L. Shellfish Concentration     |
| _____ F. Tidal Wetlands       | _____ M. Coastal Waters & Embayments |
| _____ G. Freshwater Wetlands  | _____ N. Air Resources & Quality     |

Description of proposed project with relation to coastal resources identified above.

\_\_\_\_\_  
\_\_\_\_\_

2. Identification of significant natural features:

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3. Identification of significant historical and cultural resources:

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4. Identification of applicable coastal policies affected by the project (see Coastal Resource (Check those that apply)).

- |  |   |
|--|---|
| <input type="checkbox"/> A. General Development          | <input type="checkbox"/> I. Sewer & Water Lines                   |
| <input type="checkbox"/> B. Water Dependent Use          | <input type="checkbox"/> J. Energy Facilities                     |
| <input type="checkbox"/> C. Ports & Harbors              | <input type="checkbox"/> K. Fuels, Chemicals & Hazardous Material |
| <input type="checkbox"/> D. Coastal Structures & Filling | <input type="checkbox"/> L. Transportation                        |
| <input type="checkbox"/> E. Dredging & Navigation        | <input type="checkbox"/> M. Solid Waste                           |
| <input type="checkbox"/> F. Boating                      | <input type="checkbox"/> N. Dams, Dikes & Reservoirs              |
| <input type="checkbox"/> G. Fisheries                    | <input type="checkbox"/> O. Cultural Resources                    |
| <input type="checkbox"/> H. Coastal Recreation & Access  | <input type="checkbox"/> P. Open Space & Agricultural             |

Description of proposed project with relation to policies identified above.

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5. Identification and description of Potential Adverse Impacts and Potential Beneficial Impacts of the Project (as defined in Section 3 (15) of Public Act 79-535):

Adverse

Beneficial

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6. Other comments relating to project's relationship to Coastal Area Management Act:

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\_\_\_\_\_  
Applicant (Signature)

\_\_\_\_\_  
(Print name)

**If agent signs, a letter of authorization from the owner(s) of the property must accompany this application.**