

# APPLICATION GUIDE for an ‘Activity on a Scenic Road’ or ‘Scenic Road Designation’

Woodstock Town Hall, 415 Route 169, Woodstock, CT 06281

- Please note: 1. This proposal requires submittal of a complete application, a Public Hearing and fees.  
(Fees: \$100 application + \$225 public hearing = \$325.00 \*Note: State fee for land use permits does not apply)  
2. This Guide refers to the “Ordinance Concerning the Designation of Scenic Roads”

**For Activity on a Scenic Road Applications:** *Applications are required for any alterations, improvements, widening of the Right-of-Way or travel portion of the road, paving, changes of grade, removal of stone bridges, straightening, removal of stone walls and mature trees proposed for within the Right-of-Way of locally designated Scenic Roads.*

Applicant must provide a narrative describing the proposal, including the following:

- When* the regulated activity is proposed to take place.
- Where* the regulated activity is proposed to take place. Include a map or diagram drawn to scale showing activities regulated by the Ordinance.
- Details* on the Regulated Activities the proposal involves, see Ordinance for more information.
- The *area* of the proposed Regulated Activities on or adjacent to the Scenic Road and within the Town’s Right-of-Way, include length, depth, width, etc.
- How will the site be stabilized? What types of plants, trees, grasses, gravel, stone or other kinds of vegetation or other landscaping material will be used?

*Note: If any changes in the grade are proposed, details including the volume of fill or excavation and the location are required. If trees are proposed to be cut, provide details on tree type and size, indicate location on map.*

**For Proposed Scenic Road Designations:**

- Provide a narrative including the detail of whether you are proposing to designate the entire road or a portion thereof. If you are proposing only a portion of the road, include the length of proposed designation along with the location of both the start and end of the proposed designation.
- The proposed designation requires written support in the form of a signature on the required petition form from enough property owners that represent a **majority of the frontage of the road**, not a majority of the property owners.
- A statement of how the road meets at least one of the criteria in the *Ordinance*, Section 2.

**Process: After you submit your application, the PZC must ‘receive’ it at a Commission meeting and will then schedule a Public Hearing to take place at a later date.**

For both application types:

- The Planning & Zoning Commission will set a date for the Public Hearing. The **Town Planner** handles the legal notices and notices to frontage owners along the road.
- At least 10 days prior to the Public Hearing, the **Applicant** must post the placard with the following information at the proposed site, in a location visible from the road, of the proposed Activity, or at the start and end of the proposed Scenic Road Designation.

Note: You can have the sign prepared by the Land Use Department.

**The placard must contain the following info, or be described as close to this as possible:**

**Scenic Road Application Pending: [indicate ‘Activity’ or ‘Designation’]**

**on this Property before P&Z Commission**

**Public Hearing on: \_\_\_\_\_ at \_\_\_\_\_ at the Woodstock Town Hall**

date time

**Call 860-928-6595 x332 or x386**

- Town Planner notifies owners of frontage along the road, Board of Selectmen, and the Highway Foreman, etc. as needed.
- Applicant should attend all meetings pertaining to the application, whether it be for an Activity or a Designation.
- For Activity application, no regulated activity should commence until approval is granted and the appeal period has expired following publication of the decision legal notice in the newspaper.

**APPLICATION for an ACTIVITY ON A SCENIC ROAD**

Town Hall, 415 Route 169, Woodstock, CT 06281, (860) 963-2128 x332, Fax (860) 963-7557

(include additional pages, if necessary to include all parties involved)

Application # : \_\_\_\_\_ Fee: \$ \_\_\_\_\_  
Check Submitted By: \_\_\_\_\_ Receipt # \_\_\_\_\_  
Date Submitted : \_\_\_\_\_ PZC Receipt Date: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

**Contact Person / Representative:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

**Location of Proposal:** \_\_\_\_\_

Number and Street or Road

Assessor's Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ \*Scenic Road? \_\_\_\_\_

Deed Reference: Town Clerk's Volume \_\_\_\_\_ Page \_\_\_\_\_

**Description of activity:** \_\_\_\_\_

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

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(include additional pages, if necessary to include all parties involved)

I hereby agree that the information I have submitted is complete and accurate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant  
(If owner is different from applicant, submit signed and dated **Property Owner's Written Consent Form**)

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Official Use Only:

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

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

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

Reason: \_\_\_\_\_

Date Action Taken: \_\_\_\_\_

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

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(include additional pages, if necessary to include all parties involved)

**Scenic Road Fee calculation sheet** (fill in all items as applies to application)

**Itemized Charge Detail** = **Item Total**

**Scenic Road**

Activity on a Scenic Road	\$100	
Public Hearing	\$225	

**Designation of a Scenic Road**

(includes public hearing and 3 legal notices)	\$100	
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**State Fee**

(additional)	<i>State fee required on other land use applications does not apply to scenic road related applications.</i>
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**Total**

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