

Application for SPECIAL PERMIT

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

Your complete application (see Zoning Regulations for more details) must be submitted with the following items, to the Town Planner via the Woodstock Land Use Department except where noted.

Application Guide	
Requirement (if applicable):	Submit to:
Drainage calculations Bond Estimate to include contingency, as applicable: <ul style="list-style-type: none"> • Performance Bond for public improvements, • Landscaping Bonds • Erosion and Sediment Controls (for installation and maintenance of controls and construction entrance) 	If directed by Woodstock PZC or Town staff, please send a copy of the site plans, and all engineering applicable related details, including drainage calculations, bond estimates, details on site design, etc. to Woodstock’s consulting engineer: Design Professionals, Inc. PO Box 1167 South Windsor, CT 06074 Ph: (860) 291-8755 Fax: (860) 291-8757
2 large (full-size) copies of the plan set 15 copies of the reduced 11’ x 17’ plan set Email a Pdf of the plan set to town staff	NECCOG Planner Contact Information: Delia Fey, AICP, Senior Regional Planner 860-774-1253 x20 delia.fey@necog.org
14 copies of the following as part of your application package, (includes materials to be mailed to PZC members, PLUS the Original signed version for the file, so 15 total , including the original.	Cameron James, Regional Planner 860-774-1253 x17 cameron.james@necog.org
Completed & signed application form and packet	cameron.james@necog.org
NDDH approval of the most recent plan set	
Any requested waivers, signed & in writing	
Please note: <ul style="list-style-type: none"> • Every separate document submitted with or for an application must be labeled with the applicant’s name, so the documents are independently identifiable. • If the plans are revised, including but not limited to requirement of IWWA or NDDH, please provide a copy to the PZC at least 2 large plan sets for the file and fifteen copies at the 11 x 17 size for the Commission. Email the digital file to town staff as well. • Proof of mailing notices to abutters: The letter sent to abutters and the list of those sent the notice must be included in the application materials along with the certificate of mailing proof from the post office. 	

For more information on the new fees, please refer to the ORDINANCE ESTABLISHING INDIVIDUAL COST-BASED FEES FOR MUNICIPAL LAND USE APPLICATIONS, as amended.

APPLICATION FOR SPECIAL PERMIT

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

This application is for a: Special Permit or Modification to an existing Special Permit

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? _____

Proposal Type: _____

For more information on the new fees, please refer to the ORDINANCE ESTABLISHING INDIVIDUAL COST-BASED FEES FOR MUNICIPAL LAND USE APPLICATIONS, as amended.

APPLICATION FOR SPECIAL PERMIT

Town Hall, 415 Route 169, Woodstock, CT 06281, 860-928-7968

Property Details

Town Clerk's Volume Number: _____ Page Number: _____

Lot Acreage free from Wetlands: _____ Frontage on Road: _____

How much of the lot is free from **impervious surface(s)**? _____

Proposed Setbacks: Front: _____ Rear: _____ Right Side: _____

Left Side: _____ **Building Height:** _____

INFORMATION REQUIREMENTS: Submit complete application materials along with description of proposal. Refer to Zoning Regulations, Article V, Section G, H, I, J, K & L for the applicable regulations.

I hereby agree that the information I have submitted is complete and accurate. **IF SUCH PROVIDED INFORMATION BY THE APPLICANT SUBSEQUENTLY PROVES TO BE FALSE, DECEPTIVE, INCOMPLETE, AND/OR INACCURATE, THIS PERMIT MAY BE MODIFIED, SUSPENDED, OR REVOKED.**

DATE

Signature of Owner / Agent (If agent, must also submit signed permission from all owners)

Application Timeline Details *(section below to be completed by Town Staff)*

Date of Receipt: _____

Public Hearing Date Scheduled: _____

Public Hearing Continued: _____

Public Hearing must close by: _____

Date Action Taken: _____ Appeal Period Ends: _____

Action Taken: Approved Approved w/ Conditions OR Denied

Reason: _____

BY SIGNING THIS FORM, YOU AGREE TO ALLOW MEMBERS OF THE COMMISSION AND THE AGENT ACCESS ON TO THE PROPERTY TO EVALUATE THE APPLICATION OR CONDITIONS OF THE APPLICATION.

*PLEASE NOTE: If the application is on a Scenic Road, additional approval may be necessary from the PZC.

Revised
3/26/2024

APPLICATION FOR SPECIAL PERMIT

Town Hall, 415 Route 169, Woodstock, CT 06281, 860-928-7968

Post-decision procedure, to be filled out by staff (If Approved, or Approved with Conditions)

Special Permit does not take effect until the following is completed, and items marked with a '*' are filed on the Land Records:

1. Any required bonds are submitted _____
2. Any conditions of approval that require action pre-filing are complied with _____
3. *The Notice of Special Permit, signed by the ZEO _____
4. *Mylars have been reviewed and signed by the PZC Chair / Secretary. _____

Date documents & final plans reviewed by ZEO: _____ Date: _____

Comments: _____

Date Mylars filed on Land Records: _____ Mylar # _____

BY SIGNING THIS FORM, YOU AGREE TO ALLOW MEMBERS OF THE COMMISSION AND THE AGENT ACCESS ON TO THE PROPERTY TO EVALUATE THE APPLICATION OR CONDITIONS OF THE APPLICATION.

*PLEASE NOTE: If the application is on a Scenic Road, additional approval may be necessary from the PZC.

Revised
3/26/2024

APPLICATION FEES for Special Permit

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)

Special Permit Fee Calculation Sheet

Itemized Charge Detail (only applicable charges apply)

Special Permit

Type		
a. Special Permit: <i>New Use</i>	\$400	
b. Special Permit: <i>Change of Use</i>	\$ 75	
c. Earth & Gravel Operation: <i>New</i>	\$250	
d. Earth & Gravel Operation: <i>Renewal</i>	\$100	

Modification to Approved Special Permit (changing an existing approved SP but not the use)

Modification Fee	\$100	
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Consultants (ex. Engineer, etc.)	Direct reimbursement	
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Public Hearing (additional) flat fee	\$225	(includes 3 legal notices)
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State Fee (additional)	\$ 60	as may be amended and required by state
Total		

Note: Post Approval charges may apply for engineering follow-up review and inspections during construction if required.