PLANNING AND ZONING COMMISSION

APPLICATION FOR SITE PLAN/SPECIAL EXCEPTION REVIEW
(Section 14A and Section 14B)

Applicants Name Andrew Payne & Joanne Gamble - Moodus Mud Coffee Roasters

Property Location 25 Falls Rd

Applicant's Mailing Address _____

Phone No. _____ **Email** _____

Record of Owner Goodspeed Realty

Assessor's Map # 065 **Page #** 047 **Zone** _____

Section under which application is made _____

APPLICATION FEE AND SUPPORTING DOCUMENTATION, INCLUDING LETTER FROM BUILDING OFFICIAL/SANITARIAN AND ZONING ENFORCEMENT OFFICER MUST BE IN THE PLANNING AND ZONING OFFICE THE WEDNEESDAY PRIOR TO THE MEETING TO BE PLACED ON THE AGENDA FOR DISTRIBUTION PURPOSES, 15 COMPLETE SETS OF THE APPLICATION AND SUPPORTING DOCUMENTS ARE REQUIRED. FOR DRAINAGE COMPUTATIONS THAT ARE EXTENSIVE, THE ENGINEER MAY SUBMIT 3 SETS OF THE FULL REPORT AND 12 COPIES OF THE SUMMARY.

_____ **Attached checklist is completed**

_____ **Site Plan (Section 14A) and supporting documentation**

_____ **Letter from Building Official**

_____ **Letter from the Chatham Health District**

_____ **Report from Conservation Commission**

_____ **Report from Inland Wetlands Commission**

_____ **Letter from the Zoning Board of Appeals**

_____ **Description of proposed uses & structures**

_____

_____

Fee: $260.00 Site Plan Review includes $60.00 fee for DEEP Fund – PA-235
Fee: $360.00 Special Exception includes $60.00 fee for DEEP Fund – PA-235
Fee: (Variable Fee) Chatham Health District review form
FEE PAID _____

The owner and the applicant hereby grant the East Haddam Planning & Zoning Commission and/or its agents' permission to enter upon the property for which Site Plan Review is requested for the purpose of inspection and enforcement of the Zoning Regulations of the Town of East Haddam.

Andrew Payne — 9-5-23

Applicants/Owner's Signature(s) **Date**

_____ _____

PLAN PREPARER PE/LS Signature **Date**

Applicant / Surveyor / Engineer is to check off items completed for site plan review. Place a "W" for item the applicant requests a waiver of:

A. Site Plan. A site plan, which shall conform to the following requirements, and contain the following information:

_____1. Property/Boundary Survey. A boundary survey prepared and sealed by a Connecticut Registered Land Surveyor, which survey shall be as required for the State of Connecticut minimum standards for Surveys and Maps. Said survey shall include the dimensions of the subject property, and its acreage or square footage.

_____2. Location Map. A location map, at a scale of one inch equals 1,000 feet, showing the location of the site in relation to existing roads which would assist the Commission and the public to orient themselves to the site and its boundaries.

3. General Information:

_____a) The name and address of the applicant, property owner of record, the name of the development, and the names of the owners of record of all adjacent properties;

_____b) The name, address and professional seal of each design professional responsible for, or participating in, the design of the site;

_____c) The assessor's map and lot numbers for the subject property and the properties within one hundred (100) feet of the perimeter of the site;

_____d) The date of the site plan, a north arrow, and the scale of the plan;

_____e) A description of any existing deed restrictions, covenants, easements, rights of way, or similar encumbrances which run with the land, including the identity of the dominant and servant estates, the volume and page of the East Haddam Land Records where the same are recorded, and the date upon which they will expire, if any;

_____f) The words, "Approved by the East Haddam Planning and Zoning Commission/Zoning Board of Appeals" with a designated place for the signature of the chairman or secretary of the Commission or the Board, as the case may be, and the date of signing.

4. Site Features, Existing. On the site, and within one hundred (100') feet of the perimeter of the site:

_____a) All existing uses of land including uses not requiring buildings or structures, such as outside storage; property lines, streets, utility lines, ledge outcrops, specimen trees, major tree or shrub areas, and other significant features of the site, both natural and manmade;

_____b) Wetlands and watercourses as defined by the Regulations of the East Haddam Inland Wetlands and Watercourses Commission; the high water level of areas covered by water (such as lakes, rivers, streams, ponds, swamps, and the like);

_____c) Areas having slopes in excess of twenty (20%) percent;

_____d) Flood hazard areas as designated on the most current Federal Flood Insurance Rate Map for the Town of East Haddam, and the rate map designation for such areas;

_____e) Existing structures and their uses, general type of construction, height, and the like;

_____f) The location of all existing wells, existing septic systems, public water supply watersheds, and other public or private water supplies;

_____g) Existing monuments, iron pins, and other boundary indicators;

_____h) The soil classifications, as per the US Soil Conservation Service/Middlesex County Coding of Soil Types;

_____i) Existing contours of the land at intervals of two (2) feet, or less where the topography of the site and the area around it cannot be otherwise accurately and fairly represented.

_____j) Existing roads, paths, major and unique natural, scenic, historic, and open space features.

5. Site Features, Proposed. On the site, and for any area off the site where any alteration whatsoever is proposed:

_____a) Any change whatsoever to any of the existing features depicted on the site plan in accordance with the preceding paragraph, including, but not limited to: proposed uses of land, including uses not requiring a structure or building;

_____b) The location, dimensions, square footage (both ground floor and total), height, and type of construction of all buildings or structures, including fences, walls, signs, lighting fixtures, flagpoles, and the like;

_____c) The location of any proposed well, septic system, and the location of, and test results for, any and all percolation and deep test holes, as verified by the Town Sanitarian and/or Health Official;

_____d) Any regrading, excavation, filling, and the volumes of material to be brought onto or removed from the site;

_____e) The percentage of building coverage, combined building and paved area coverage;

_____f) Alterations in property boundaries, easements, utilities, and the like;

_____g) The location of any roads, curbs, sidewalk, driveway, parking and loading area(s) paths, and similar improvements;

_____h) Phase lines, proposed future division of the property, long-term lease boundaries, and the like.

_____i) In any site plan requiring the erection of any structure, grading, drainage work, paving or other improvement, those aspects of the plan shall be prepared, signed, and sealed by a Connecticut Registered Professional Engineer.

_____j) The areas of wooded portions of the site, or specimen trees, to be removed or retained, and the location, design, and content of landscaping to be created, including the size, number, and type of all landscaping material to be planted, and the proposed treatment of all buffer strips, screens, and islands.

_____k) The expected intensity and frequency of noise which may be emitted from the site or use, and the methods to be used to control the same.

_____l) The height, bulk, use and location of all buildings; typical floor plans or other plans for the use of interior spaces of proposed buildings; the exterior appearance of proposed buildings, including a minimum of two exterior elevations, designation of materials, colors, and textures of exterior finishes, roofing, trim, and the like; location of heating, air conditioning, ventilation, and similar equipment; and special exterior features, such as building mounted signs, drive-in windows, building or roof lighting, roof drainage/gutters, and features of the interior of the building designed to be capable of being seen from the exterior. A rendering consisting of a minimum of two exterior elevations shall be submitted.

6. 14A.2.A Parking and Drainage:

_____a) The site plan shall include all information necessary to establish conformance with the requirements of Section 11 of these Regulations, Off-Street Parking and Loading Requirements, and shall also include the calculations utilized to determine the parking and loading areas as depicted on the site plan.

_____b) The site plan shall depict the dimensions of all parking and loading spaces, the total number of such spaces, and any proposed future or expansion parking or loading spaces. In addition, the site plan shall include the location, invert elevations, pipe sizes, flow calculations, and all other similar information as may be required by the Commission's engineering consultant to properly evaluate the storm water management plan for the site.

_____c) For any site plan which depicts more than five thousand (5,000) square feet of impervious surface, be it building areas or paved areas, the site plan shall include provisions to retain stormwater runoff so as to produce no increase in peak runoff when such provisions is determined to be needed by the Town's Engineer. The methods used to meet this requirement shall be as prescribed by the Commission's engineering consultant.

_____d) For any site plan, the proposed design, location, and illumination level of all outdoor lighting, which shall be used particularly in pedestrian and vehicular areas.

B. Sanitary Waste Disposal Plan.

For any site which is to be served, and is capable of being served, by an operational public sanitary sewer line prior to occupancy, the site plan shall depict the sewer lateral and other engineering information suitable to determine that connection to an operational sanitary sewer line is feasible. In addition, the applicant shall provide an approval letter from the East Haddam Water Pollution Control Authority stating the site if approved by the Planning and Zoning Commission is authorized to connect to the Town's system.

For any site which is not to be served by public sanitary sewers, the applicant shall submit a sanitary waste disposal plan which shall include, at a minimum, the following:

1. Report of Soil Test and Percolation Data.

A Report of Soil Test Data signed by the Town Sanitarian or his representative which shall be in conformance with the Connecticut Public Health Code, as the same may be amended from time to time. All percolation tests and observation test pits for groundwater and ledge shall be dug and, tests performed, in accordance with the Technical Standards of the Connecticut Public Health Code, as the same may be amended from time to time, and shall be supervised and certified by the Town Sanitarian or his designee, who shall provide to the applicant, for inclusion with his Site Plan Approval Application, a verified approval of the application for subsurface disposal in accordance with the Connecticut Public Health Code, as the same may be amended from time to time. At least one (1) observation test pit for groundwater and ledge shall be dug in the designated location for each and every primary and reserve leaching field.

2. Soils with Severe Limitations.

If any existing soils in the immediate area of the site designated for sanitary waste disposal are classified as having "severe" limitations for on-site sewerage treatment (as set forth in Section 4.3(1)(a) the East Haddam Subdivision Regulations), in accordance with the current soils map of the US Department of Agriculture, Soil Conservation Service, then a subsurface sewerage disposal plan shall be presented to the Commission. Said plan shall specifically address the methods utilized to overcome the limitations identified in the soils of the site; shall be prepared by a licensed Connecticut Professional Engineer, and shall be accompanied by a written report of the Town Sanitarian or his representative certifying that the plan will resolve the limitations of the soils, and will pose no significant risk to the public health or safety. All sanitary waste disposal systems to be located in the immediate area of soils with "severe" limitations, as set forth above, shall have 100% replacement leaching fields at least equal in size to the original leaching fields, and the location of both the original and replacement leaching fields shall be designated on the site plan. Both the original and replacement fields shall be located so as to contain the percolation and deep test pits.

_____C. Soil Erosion and Sediment Control for Land Development:

Refer to Section 14AC of the East Haddam Zoning Regulations.

_____D. Protection of Surface and Ground Water Supply.

Refer to Section 14AD of the East Haddam Zoning Regulations.

_____E. Certificate for Community Wells.

Refer to Section 14AE of the East Haddam Zoning Regulations.

_____F. Inland/Wetlands and Watercourses.

Refer to Section 14AF of the East Haddam Zoning Regulations.

_____G. General Provisions.

Refer to Section 14AG of the East Haddam Zoning Regulations.

9.5.6. East Haddam Village District Special Exception Applications Site Design and Compatibility Objectives

Applications shall provide a narrative, site plans, and design that demonstrate that the application is in compliance with subsections 9.5.5 and 9.5.6, including the approval of the East Haddam Historic District Commission where applicable, per Section 9.5.5. All development in the village district shall be designed to achieve the following compatibility objectives to the greatest extent possible. It is recognized that not all applications may be able to achieve each and every objective or in some cases a particular objective may not be applicable to the project. In cases where there is no change in the exterior appearance to the building or landscape the application shall still include a narrative and site plan of the existing conditions. These objectives are further defined in Appendix VI *"Site Design and Compatibility Objectives and Guidelines"*

1. that proposed buildings or modifications to existing buildings be harmoniously related to their surroundings and to the terrain in the district and to the use, scale and architecture of existing buildings in the district that have a functional or visual relationship to a proposed building or modification,

2. that all spaces, structures and related site improvements visible from public roadways, the Connecticut River, and public walkways be designed to be compatible with the elements of the area of the village district in and around the proposed building or modification,

3. that the color, size, height, location, proportion of openings, roof treatments, building materials and landscaping of commercial or residential property and any proposed signs and lighting be evaluated for compatibility with the local architectural motif and the maintenance of views, historic buildings, monuments and landscaping, and

4. that the removal or disruption of historic traditional or significant structures or architectural elements shall be minimized.

5. The building and layout of buildings and included site improvements shall reinforce existing buildings and streetscape patterns and the placement of buildings and included site improvements shall assure there is no adverse impact on the district;

6. proposed streets shall be connected to the existing district road network, wherever possible;

7. open spaces within the proposed development shall reinforce open space patterns of the district, in form and siting;

8. locally significant features of the site such as distinctive buildings or site lines of vistas from within the district, shall be integrated into the site design;

9. the landscape design shall complement the district's landscape patterns;

10. the exterior signs, site lighting and accessory structures shall support a uniform architectural theme if such a theme exists and be compatible with their surroundings; and

11. the scale, proportions, massing and detailing of any proposed building shall be in proportion to the scale, proportion, massing and detailing in the district.

SECTION 14A - SITE PLAN REVIEW
SECTION 14A.3-G

G. In the case of a Site Plan Approval not requiring a Special Exception, the applicant shall submit three (3) complete sets of plans, as the same may have been modified by the Commission, at least one (1) of which shall be printed on mylar. **Final copies, including the mylar, shall have the approval letters of the Planning and Zoning Commission and Inland/Wetlands and Watercourses Commission printed on them.** Said sets shall be signed by the Chairman or Secretary of the Commission, and the mylar set retained by the Clerk of the Commission; the remaining sets shall be distributed to other officials of the Town who may require them.

SECTION 14B SPECIAL EXCEPTION
C. SUBMISSION OF APPLICATION

5. Endorsement and Filing. Within sixty-five (65) days of the Commission/Board approval, the applicant shall submit one (1) set of final plans on mylar, and two (2) printed sets reflecting all conditions or **letters of the Planning and Zoning Commission and Inland/Wetland and Watercourse Commission printed on them** and accompanied by signed, sworn statements of the applicant's land surveyor, engineer, architect, and any other professional who has participated in the preparation of the application materials, to the effect that the plans submitted are the same as those approved by the Commission, except for the depiction of modifications and conditions required by the Commission in approval vote.

SPECIAL EXCEPTION WORK SHEET - OFFICE USE ONLY

Applicant's Name _____

Proposed Activity _____

Location: _____ M____ L____

Land Surveyor/Engineer: _____

Attorney: _____

Date of receipt _____ Complete Application _____

Public Hearing to be scheduled w/in 65 days _____

Legal Notice to be published _____

Notice by certified mail to interested parties and abutting property owners (100 ft) per town ordinance. _____

Public Hearing to be closed w/in 35 days _____

Extensions may be granted w/applicants consent for an additional 35 days _____

Decision to be made w/in 65 days after P.H. is closed. _____

Notice to applicant w/in 15 days certified mail _____

Decision to be published w/in 15 days _____

EFFECTIVE DATE - filing date in land records

REPORTS

I.W.W.C.C.

Date of receipt _____ Review up to 65 days _____

Decision w/in 35 days _____

If public hearing is held - P.H. to be set w/in 65 days of date of receipt. _____

P.H. to be closed w/in 45 days _____

Extensions may be an additional 45 days _____

Decisions w/in 35 days of P.H. closing _____

SITE PLAN REVIEW APPLICATION WORK SHEET - OFFICE USE ONLY

Applicant's Name _____

Proposed Activity _____

Location: _____ M____ L____

Land Surveyor/Engineer: _____

Attorney: _____

Date of receipt _____ Complete Application _____

Decision to be rendered in 65 days _____

Applicant may request an additional extension of two further 65 day periods
1st _____ 2nd _____

Decision to be published 15 days _____

Applicant notified certified mail 15 days _____

Site plan work to be completed w/in 5 years of date of approval. Extensions may not exceed an additional 5 years.

REPORTS

I.W.W.C.C. report _____ date of receipt _____

Review period 65 days_____ Decision w/in 35 days _____

If P.H. is held - P.H. date to be set w/in 65 days of date of receipt _____

P.H. to be closed w/in 45 days _____

Extensions may be an additional 45 days _____

Decision with 35 days of P.H. closing _____

TOWN OF EAST HADDAM - PLANNING AND ZONING COMMISSION
LAND USE OFFICE
SITE PLAN REVIEW COMMISSION REPORT

Assessor's Map____ / Lot____ Zone / District____.

Application #____. Date:____.

Applicant Name: _____.

Address: _____.

Record Owner: _____.

Property Location: _____.

Notification per Town Ordinance / Return Receipts Submitted

SITE PLAN CRITERIA UNDER SECTION 14A

Application Complete____. Waiver Requested____.

NOTES:

ZONING BOARD OF APPEALS

Approval Letter In file____.

NOTES:

INLAND WETLANDS and WATERCOURSES COMMISSION

Approval Letter In File____.

NOTES:

BUILDING OFFICIAL / SANITARIAN

Approval Letter In File____.

NOTES: