

SECTION 4 SITE PLANS

4.0 PURPOSE

To protect the character, property values and historic and rural nature of the community, and to further the objectives of Section 1.0 of these Regulations, in all Zones except the R2A, R50, and R30, a site plan shall be approved by the Commission prior to the issuance of a building permit for any new construction or addition or for any change in the footprint of any existing building. No site plan shall be changed in any manner without the approval of the Commission. Site plans shall be required for all special permit requests, which involve any changes in existing sites including sites within the R2A, R50 and R30 zones.

4.1 SITE DEVELOPMENT PLAN CRITERIA

The applicant must submit the following material as applicable for approval of a site development plan:

4.1.1 Application

One (1) copy of a completed application form available from the Commission.

4.1.2 Legal Description

One (1) copy of a legal description of the property on which the development will take place.

4.1.3 Site Plan

Nine (9) copies of a site plan drawn at a scale no smaller than 1 (one) inch = 100 feet in accordance with Class A-2 standards as defined by the existing Code of Practice for Standards of Accuracy of Surveys and Maps adopted by the Connecticut Association of Land Surveyors. The site plan shall show, as applicable, the following:

4.1.3.1 Existing and proposed topography shown in two (2) foot contour intervals;

4.1.3.2 Existing and proposed roads, streets, driveways and loading and parking areas;

4.1.3.3 Existing and proposed walkways and sidewalks;

4.1.3.4 Existing and proposed drainage facilities, watercourses and wetlands;

4.1.3.5 Existing and proposed utilities;

4.1.3.6 Adequate provisions for potable water supply and sewage disposal;

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- 4.1.3.8** Proposed methods of refuse storage and disposal;
- 4.1.3.9** Existing and proposed fire hydrants, fire ponds and/or fire alarm boxes;
- 4.1.3.10** Existing and proposed structures;
- 4.1.3.11** Existing and proposed buffer strips, earth berms and landscaping;
- 4.1.3.12** Existing and proposed signs;
- 4.1.3.13** Exterior illumination showing location, light and type of fixtures;
- 4.1.3.14** Outside storage and identity of items to be stored outside;
- 4.1.3.15** Recreational facilities, acres and open space;
- 4.1.3.16** A data block which gives needed zoning information including where applicable: percentage of lot coverage, acreage of the parcel, number and mix of units, required parking and number of spaces provided and zoning designation.
- 4.1.3.17** A key map drawn at a scale of at least one (1) inch = 400 feet showing the locations of buildings and facilities on abutting land, driveway entrances on both sides of the street or streets within 500 feet of the site and zone boundaries within 500 feet of the site;
- 4.1.3.18** Existing and proposed easements.
- 4.1.4** **Abutters List**

One list of abutters within 200 feet of the site including their current mailing addresses.
- 4.1.5** **Architectural Elevations**

Nine (9) copies of the general architectural elevations of the proposed buildings, prepared by a registered architect or engineer, drawn to scale and including type and color of building materials, exterior facade and facing, fenestration and any special architectural features. The location, height, size, dimensions, design, colors, lettering, lighting, intensity and appearance of all signs shall also be shown. The Commission may waive this requirement for any application for the construction of a building of less than 5,000 square feet.

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4.2 SITE DEVELOPMENT PLAN SPECIAL REGULATIONS

4.2.1 Mylar Filing and Construction Deadlines.

An approved site plan (mylar copy) shall be signed by the Commission and filed in the office of the Town Clerk within ninety (90) days of the Commission's approval. The signed plan shall serve as the "Certificate of Approval". All work in connection with such site plan shall be completed within five years after the approval of the plan. Noted on the mylar shall be the date on which such five-year period expires. Failure to complete all work within such five-year period shall result in the automatic expiration of the approval, except that the Commission may grant one or more extensions of the time to complete all or part of the work, provided the total extension or extensions shall not exceed ten years from the date such site plan is approved. "Work" for purposes of this section means all physical improvements required by the approved plan.

4.2.2 Contiguous Parcels

For the purpose of integrated development, any number of contiguous parcels may be consolidated for the purpose of development and the consolidated parcel shall be construed to be one (1) lot when computing building coverage, yard requirements and permitted uses, provided:

4.2.2.1 The owners of each lot shall give to the owners of the consolidated parcel by deed, easement, or agreement filed in the Office of the Town Clerk, the right of entrance, exit, passage, parking and loading.

4.2.2.2 The consolidated parcel is developed with an integrated plan of buildings, parking, loading and unloading, and open space.

4.2.2.3 The Commission may require or limit use of access driveways to one or more parcels, whether or not under separate ownership, in order to assure safe traffic movement onto the street and to avoid congestion.

4.2.3 Sidewalk Requirements

The developer shall provide concrete sidewalks, four (4) feet wide along the linear front footage of all roads abutting the site, in accordance with Commission policy on file in the Office of Community Development.

4.2.4 Drainage Requirements and Stormwater Management

Proposed drainage systems shall be designed in accordance with current engineering practice and shall include best management practices (BMPs) to manage the quantity of stormwater and treat the quality of stormwater. Proposed drainage systems shall address the following goals;

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- A.** Preserve the pre-development site hydrology to the greatest extent possible.
- B.** Preserve and protect streams, channels, wetlands, water bodies, watercourses and other natural features that protect water quality and provide water quality and quantity benefits.
- C.** Reduce the peak rate of runoff from developed land to minimize increases in flooding.
- D.** Manage stormwater runoff in a manner that maintains or improves the physical and biological characteristics of existing drainage systems, both on-site and off-site, and prevents increases in downstream flooding, stream bank erosion and water pollution.
- E.** Emphasize non-structural approaches to controlling runoff and water quality, where appropriate.
- F.** Prevent pollution of drinking water sources, both above ground and below ground (aquifers) by minimizing the discharge of soluble pollutants.
- G.** Prevent pollutants from entering receiving waters and wetlands that exceed the systems ability to assimilate or treat the pollutants.
- H.** Reduce the average total suspended solids (TSS) loadings in the post development runoff by at least 80 per cent (80%).
- I.** Remove oils, greases and vehicle fluids from the post development runoff, prior to the runoff leaving the site.
- J.** Incorporate stormwater management practices that mitigate potential increases in the temperature of runoff.

The analysis and design of drainage systems and stormwater management systems shall utilize the following publications, at a minimum;

- State of Connecticut Department of Transportation (CONNDOT) Drainage Manual;
- U. S. Soil Conservation Service TR-55 Manual;
- U. S. Soil Conservation Service TR-20 Manual;
- Connecticut Guidelines for Erosion and Sediment Control (2002);
- Connecticut Stormwater Quality Manual (2004).

4.2.4.1 Stormwater Management Requirements

The following stormwater management requirements shall be addressed:

- All proposed developments shall include an analysis of the upstream tributary drainage area and shall include a downstream impact analysis based on the post-development conditions.
- Proposed developments shall attenuate the post-development peak runoff rate to no more than the pre-development peak runoff rate, unless otherwise modified by the Commission.

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- All drainage/conveyance systems, whether structural or non-structural, shall be analyzed, designed and constructed to accommodate existing upstream off-site runoff and developed on-site runoff (post-development).
- Proposed developments shall include provisions for the treatment of surface runoff in order to minimize the discharge of pollutants into existing conveyance systems, watercourses, water bodies and wetlands.
- All proposed developments shall include measures to control soil erosion and sedimentation during construction and post-development.
- Maintenance of all proposed drainage systems/facilities not dedicated to the Town shall be the sole responsibility of the property owner or property association. Maintenance and operation plans/schedules shall be part of any approved site plan.

4.2.4.2 Stormwater Quantity

All stormwater conveyance systems, storm sewer systems, surface drainage systems, detention systems, swales, channels, etc. shall be appropriate for the site and shall be designed in accordance with current engineering practice. Design storm frequencies used in the drainage analysis shall be appropriate for the site and shall be in accordance with the requirements of the Town and the CONNDOT Drainage Manual.

4.2.4.2.1 Peak Runoff Attenuation

Peak runoff attenuation can be accomplished by limiting impervious coverage, increasing travel times, utilizing pervious pavements, introducing groundwater recharge, constructing stormwater detention facilities or other approved methods. Increases in peak runoff must be attenuated for the 2-year, 10-year, 25-year and 100-year storm unless otherwise modified by the Commission. Detention systems not dedicated to the Town will require an operation and maintenance schedule which addresses: items of routine maintenance; frequency of maintenance; the party responsible for maintenance; and an emergency operation plan.

4.2.4.3 Stormwater Quality

All site developments shall include provisions for the treatment of stormwater runoff in order to minimize the transport of pollutants downstream or into the groundwater. These treatment requirements are an important part of the Town's strategy to comply with the National Pollutant Discharge Elimination System (NPDES) Permit Phase II Requirements for Post-Construction Runoff Control.

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4.2.4.3.1 Stormwater Treatment Procedures

In general, the procedures for meeting the objectives of post-construction runoff control are:

a. Site Design Best Management Practices (BMPs)

Site design BMPs are techniques and facilities that can be used within the proposed development to reduce the quantity of runoff and treat runoff in order to reduce the level of pollutants. Site design techniques include minimizing impervious areas and retaining native vegetation. Site design facilities include roof downspout infiltration systems, drywells and the utilization of pervious pavement where appropriate. If practical, runoff storage and treatment measures shall be spread throughout the site rather than being placed at a single stormwater collection point (end-of-pipe structure).

b. Pretreatment Facilities

Pretreatment of runoff is required prior to discharging to the site's primary treatment facility or to any infiltration facility. The purpose of pretreatment is to remove large particles and debris from runoff in order to prevent clogging and minimize maintenance of any downstream treatment facility. Appropriate pretreatment facilities include deep sump catch basins, sediment traps, grass swales, vegetative buffers, gravel/riprap flow spreaders, underground detention systems, oil water separators and proprietary settling devices. Further downstream treatment utilizing primary treatment facilities is required after pretreatment.

c. Primary Treatment Facilities

Primary treatment of stormwater runoff is required at all points where stormwater discharges from the site into an existing stormwater conveyance system, watercourse, water body or wetland. Primary treatment facilities should be capable of capturing and treating the design water quality volume (WQV) or the design water quality flow (WQF) in accordance with the design procedures contained in the Connecticut Stormwater Quality Manual. Examples of primary treatment facilities include infiltration trenches, infiltration basins, rain gardens, bio-filtration swales, surface or underground filtration systems, bio-retention systems and proprietary filtration devices.

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4.2.5 Landscape Treatment

- A.** The following shall apply to all developments where a Site Plan approval is required:

Where any commercial, industrial or multi-family use abuts a residential zone, a twenty-five (25) feet wide landscaped buffer strip shall be provided, on the lot used for such commercial, industrial or multifamily-use, extending the length of the property boundary, seeded and properly planted with trees and shrubs to insure a proper break between the two uses. The Commission may waive this requirement where the abutting residential zone does not contain a residential use;

- B.** The site shall contain a minimum landscaped area in the aggregate 20% of the total Site.

- C.** The site shall contain a landscaped area adjacent to the street which is not less than twenty (20) feet wide and extending along the entire linear front footage. This landscaped area shall be free of parking areas and planted with deciduous and coniferous trees located in clusters at a minimum rate of 1 tree per 25 feet of frontage. In addition to the trees, the frontage should include a variety of additional vegetation clusters utilizing local species of vegetation such as azalea, rhododendron and mountain laurel. The Commission may waive this requirement where existing slopes are present or where the developer demonstrates an excellence in building placement and landscape design;

- D.** Where any commercial, industrial or multi-family use abuts a residential zone, a twenty-five (25) feet wide landscaped buffer strip shall be provided extending the length of the zone boundary, seeded and properly planted with trees and shrubs to insure a proper break between the two uses. The Commission may waive this requirement where the abutting residential zone does not contain a residential use;

- E.** The Commission may require additional landscaping measures under unusual conditions or for noise abatement to prevent the depreciation of adjoining properties which may include fencing, walls, earth berms, mature plantings or a combination of measures;

- F.** The Commission may reduce the landscape requirements by not more than 25% for excellence in building or open space design. The Commission shall consider, among other features, the site characteristics, compatibility of proposed structures with surrounding architectural types, quality of building materials and the size and quality of landscape materials.

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- G.** The Commission shall consider, and may require, a Visual Streetscape Buffer when reviewing applications for Site Plan or Special Permit. The depth of the Streetscape Buffer will vary based on the factors outlined herein, up to a maximum depth of 500 feet. The buffer area shall be preserved in a natural state, between the street line and new interior development, except as necessary to allow access and achieve proper sight line for vehicles exiting and/or entering the development. The street or driveway that will provide access and egress to the developable portion of the property, by crossing the streetscape buffer, shall be landscaped to visually ease the transition from the existing road to the proposed development.
- H.** The streetscape buffer shall be permanently preserved through the creation of a conservation or similar easement and/or by deeding the fee or easement to an approved entity. In determining the applicability of a Streetscape Buffer the Commission shall consider the following:
- The setback of existing developments with the general area of the proposal.
 - The condition of the streetscape within the area of the proposal.
 - The potential to expand the streetscape buffer upon application of future developments.
 - The impact that a streetscape buffer will have on the general aesthetics of the area.
 - The depth of the property and the effect that such a requirement will have on the overall development potential of the site.
 - The feasibility of developing the rear portion of the site.
 - Factors that limit the developable areas of the site such as soils, wetlands and slopes.
 - The extent of vegetative cover and the landform within the area of the streetscape buffer, before and after development.

4.2.6

Natural Features

Due regard shall be given to the preservation and potential enhancement of natural features, trees, streetscapes, scenic points, rock formations, and other assets of a community nature. All watercourses should remain in as natural a state as possible, and all land filing shall be subject to the landfill regulations of the Town. The developer shall preserve, insofar as possible, hardwood and evergreen trees that are not required to be removed by the building construction or public improvements.

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4.2.7 Bonding Requirements

- 4.2.7.1** The Commission may require that a bond be posted by the applicant, in an amount and form acceptable to the Commission, in order to assure the completion of all work required by site the plan for the following: roads, parking areas, drainage systems, sanitary sewers, water lines and other public utilities, recreational facilities, landscaping and planting, improvements or conditions by the Commission or other Town departments.
- 4.2.7.2** A surety company bond in the amount approved by the Commission must be filed with the Town of Granby prior to the issuance of any building permit, except that, in lieu of a bond, there can be deposited with the Town cash or letter of credit in an amount sufficient to guarantee the completion of the work required on the plan.
- 4.2.7.3** In the case of water mains, electric lines or other utilities to be installed by a public utility corporation or municipal department, a statement from such corporation or department that the work will be done within a reasonable time and at no expense to the Town will be accepted in lieu of a bond or cash deposit.
- 4.2.7.4** A decision on any application for a release or reduction of any security for completion of improvements, utilities and recreation facilities shall be made by the Commission, upon the recommendation of the Town Engineer.
- 4.2.7.5** An application for release and or reduction of security shall be made by letter from the developer to the Commission and shall indicate the value of the improvements, public utilities or recreation facilities remaining to be completed after the date of such application. A reduction in security shall not be less than in increments of 25% of the projected costs of the improvements.
- 4.2.7.6** A reduction of any security for completion will be allowed only if, after the Town Engineer's inspection, the remaining security is adequate to cover the estimated cost of completion. A release of any security for completion shall not be made until the Town Engineer certifies completion of the public utilities, improvements and recreation facilities that have been made in accordance with the requirements of the site plan approved by the Commission.

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4.2.8 On Site Sewage Disposal

4.2.8.1 Where individual sanitary sewage disposal systems are proposed, the site plan shall be accompanied by a sanitary report, developed in accordance with the guidelines set forth by the Farmington Valley Health District. The report shall demonstrate the feasibility of the proposed individual systems; the report should deal with the area as a whole, discussing the following points:

- a.** General nature and development of the surrounding area;
- b.** Topography and natural drainage patterns;
- c.** Sub-surface conditions as shown by sub-surface investigation, including soil absorption characteristics, ground water level conditions, ledge rock and general nature of soil;
- d.** General description of the type of development contemplated;
- e.** Detailed description of proposed sanitary sewage disposal facilities indicated sizes for various ground conditions, materials to be used, and the general layout pattern to be used, etc;
- f.** Special precautions that may be necessary to provide proper functioning of the proposed disposal systems;
- g.** Map of the general area with locations of all tests shown on proposed layout;
- h.** Flood heights of any nearby streams, brooks or rivers.

The report shall contain test results and an engineering evaluation of test results based on an extensive subsurface investigation.

4.2.8.2 Since the principal purpose of the sanitary report is to demonstrate the feasibility of the ground for subsurface disposal of septic tank wastes, emphasis must be placed on the analysis and interpretations of test results and other observations by the engineer.

4.2.8.3 The report shall contain a statement by the engineer that, in his professional opinion, the area is suitable for the installation of individual sanitary sewage disposal systems of the general type and size described in his report. Any reservations or special conditions considered necessary by the engineer shall be repeated in this portion of his report.

4.2.8.4 If any additional information is requested, or if any additional tests are required, a supplemental report shall be submitted. The Commission may modify or waive the requirements of this Section for the construction of a structure of less than 10,000 square feet, or for any commercial or industrial building where the amount of water use is limited to lavatories and bath facilities.

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4.2.9 Design Review

4.2.9.1

Evaluation by the Commission of the appearance of a project shall be based on the quality of its architectural design and on its relationship to its surroundings. All developments shall take into account the following guidelines:

- a.** Buildings shall have good scale and be in harmonious conformance with permanent neighboring development.
- b.** Materials shall have good architectural character and shall be selected for harmony of the building with adjoining buildings.
- c.** Materials shall be selected for suitability to the type of buildings and the design in which they are used. Buildings shall have the same materials, or those that are architecturally harmonious, used for all building walls and other exterior building components wholly or partly visible from public ways.
- d.** Materials shall be of durable quality.
- e.** Building components such as windows, doors, eaves, and parapets shall have good proportions and relationships to one another.
- f.** Colors shall be harmonious and shall use only compatible accents.
- g.** Mechanical equipment or other utility hardware on roof, ground, or buildings shall be screened from public view with materials harmonious with the building or they shall be so located as not to be visible from any public ways.
- h.** Exterior lighting shall be part of the architectural concept. Fixtures, standards, and all exposed accessories shall be harmonious with building design.
- i.** Refuse and waste-removal areas, service yards, storage yards and exterior work areas shall be screened from view from public ways using materials as stated in criteria for equipment screening.
- j.** Monotony of design in single or multiple building projects shall be avoided. Variation of detail, form, and siting shall be used to provide visual interest. In multiple building projects, variable siting or individual buildings may be used to prevent monotonous appearance.

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4.2.10 Stipulations

The Commission, in approving a Site Development Plan, may stipulate such restrictions as appear to the Commission to be reasonable to assure compliance with the intent of these Regulations and to protect or promote the rights of individuals, property values and the environment in the area as a whole, the public health, safety or welfare, sound planning and zoning principles, improved land use, site planning and land development or better overall neighborhood compatibility. Such restrictions may concern, without limitation, the components of the site plan and the layout, distribution and relationship between uses and structures, vehicular and pedestrian circulation, parking, open space, landscaping, screening, signs and lighting. All conditions shall be satisfied, if possible, prior to the issuance of a building permit but must be complied with completely at the time of issuance of a certificate of occupancy.

4.2.11 Waiver of Requirements

When site plan approval is required as part of a Special Permit application in an R2A, R50 or R30 zone, the Commission may modify or waive the requirements of Sections 4.1.3, 4.1.5, 4.2.3 and 4.2.5.

4.2.12 Preliminary Plans

Any applicant may prepare a set of preliminary plans for an initial meeting with the Commission. The purpose of the meeting shall be to provide an informal opportunity for the applicant to avail himself/herself of the advice and assistance of the appropriate Town officials before preparation of the final plans and before a formal application for Site Development approval is made.

4.2.13 Minor Changes

When minor changes to approved site development plans are requested which do not require additional parking spaces, do not impact on necessary landscaping, do not change the visual appearance of the development or which may be required by field conditions, approval may be granted by the Community Development Director, Building Official and Town Engineer. All approved plans shall be filed with the office of Community Development and reported to the Commission at the next meeting. If approved, one paper copy of the approved plan must be filed by the applicant.