

**CITY OF BRIDGEPORT  
PLANNING & ZONING COMMISSION**

**CHECKLIST  
FOR PUBLIC HEARING APPLICATIONS**

**I. REQUIRED INFORMATION** (except for **Fee & USB** submit an original & 16 copies of all below)

- Completed & Signed Application & Checklist Form
- Fee
- Written Statement of Development Use
- Completed Site Plan
- Drainage Plan
- Building Floor Plans
- Property Owner's List
- Cert. of Corporation/Org. of First Report
- A-2 Site Survey
- Building Elevations
- Other Evidence/Testimonial Information
- 1 USB MEMORY FLASH DRIVE STICK

**NOTE:** Please provide 1 USB MEMORY FLASH DRIVE Stick:

- The information on the memory flash drive sticks must include the application, site plans, and all other hard copy information (landscaping, floor elevations, etc) that will be submitted. It also **must be labeled** with the property address, applicant name and date of hearing.
- **All plans and paper work that is submitted to the zoning office must be FOLDED (11x17 or smaller) and Collated into 17 separate packets.**

**II. SUPPLEMENTARY INFORMATION (Optional)**

- Perspective Rendering
- Building and Site Sections
- Eight 8 x10 Color or Black/White Photos of the Current Premises' Condition
- Copies of Zoning Board of Appeals, or Historic District Commission Decisions
- Drainage Report
- Traffic Studies
- Environmental Impact Statement
- Real Estate Studies
- Department of Environmental Protection or Coastal Area Management reports
- Aerial Photographs

**III. OPTIONAL EXHIBITS (may be presented at the public hearing)** (16 copies not required)

- Color Rendering
- Models
- Material Sample
- OTHER: \_\_\_\_\_

## CITY OF BRIDGEPORT

### PLANNING & ZONING COMMISSION

#### CHECKLIST FOR PUBLIC HEARING APPLICATIONS

The following requirements shall apply to all applications for public hearings before the Bridgeport Planning & Zoning Commission and for all agenda dates on or after December 23, 2011.

The following are required components for any and all applications for a **change of zone; site plan review; motor vehicle; sub-division; special permit; or coastal site plan reviews** applications. Except for the Fee & USB, the Petitioner shall submit **one (1) original and sixteen (16) copies of all materials described below in sections I & II pertinent to the application.** The agenda closing date shall be five (5) weeks prior to the public hearing. No materials submitted by the petitioner after the agenda closing date shall be accepted by the Clerk or by the Commission, unless exempted under Section III below. Failure to provide any of the components listed under Section I below may be deemed by the Commission to be grounds for denial due to incomplete information.

#### **I. REQUIRED INFORMATION**

- A Complete and signed application form. **(The application must be signed by the current property owner)**
- Fee
- A written statement, not to exceed one hundred (100) words, describing all proposed uses.
- The original plus sixteen (16) copies of a site plan prepared, signed and sealed** by an engineer, architect or landscape architect registered and licensed to conduct business in the State of CT. Dated and meeting the following requirements:
  - The site plan must be drawn to a scale of 100 feet or less to the inch.
  - Proposed and existing structures and amenities, including, but not limited to, footprints of foundations, porches, decks, walkways, travel lanes, shall be indicated. Dimensions to property lines from structures and overall building dimensions shall also be shown. The dimensions of parking lot, including isle width and length, and width of parking spaces shall be shown.
  - All applicable (existing and proposed) Zone Development Standards.
  - Existing and proposed grades shall be shown at 2-foot intervals.
  - One or more benchmarks that can be used in the field to verify conditions shall be indicated.

- A drainage plan prepared by a professional engineer, showing all provisions for site runoff; on-site retentions; connections to city services; and any other pertinent information, including City Engineer's requirements.
- Building floor plans (all floors above and below grade) shall be prepared by a licensed architect, showing any and all proposed new construction or additions to existing structures. Additions and alterations shall be clearly delineated from existing work. Minimum scale 1/16" = 1"0.
- A list of names and addresses of all property owners within 100 feet of all property lines of the subject property shall be provided.
- If the petitioner is a corporation a copy of the "Certificate of Corporation" and "Organization and First Report" as filed with the Office of the Secretary of the State of CT must be filed with the application.
- An A-2 survey.
- For applications involving a building(s), the following shall be submitted:
  - Preliminary architectural plans, sections, and/or elevations at 1/4" or 1/8" = 1' showing exterior wall elevations, roof lines, façade materials or other features of proposed buildings or structures.
  - Drawings prepared by a registered architect, landscape architect or professional engineer licensed in the State of CT, each individually sealed and signed by the design professional, (except seals not required on residential projects of less than 5,000 square feet total).
- Any other evidence or testimonial information, which will be presented by the petitioner at a public hearing.

**Note:** All of the above information shall be submitted at the time of filing. Applications with missing information will be deemed incomplete; will not be processed and will be immediately returned to the applicant.

## **II. SUPPLEMENTARY INFORMATION**

- Perspective renderings, either in black and white or in color, reproduced either photographically or by diazo print, showing principal street side view of the proposed development. Minimum size 8"x10" (for photos); Maximum size 30"x42". Color renderings may be presented at the public hearing provided diazo print or photo reproduction has been submitted to the Clerk for distribution before the agenda closing date.
- Building and site section drawings to show relationship of proposed development to existing adjacent streets and buildings.

- Not more than eight (8) 8"x10" color or black and white photographs showing existing site conditions or surrounding area. These may be reproduced xerographically for application filing.
- Copies of any pertinent actions by the Zoning Board of Appeals or Historic District Commission.
- Drainage reports, traffic studies, environmental impact studies and/or real estate studies.
- State Department of Environmental Protection (DEP) or Coastal Area Management (CAM) reports.
- Aerial photographs of subject parcel and surrounding environment.

### **III. OPTIONAL EXHIBITS**

The following items may be presented to the Commission at the time of the public hearing (16 copies not required) without need for filing on or before the agenda closing date:

- Color renderings (see Section II item) provided the Commission has received through the Clerk reduced photographic reproductions, or black and white versions of the renderings.
- Models of proposed building(s).
- Samples of materials and/or colors to be used in the proposed development.

**Note:** Staff reports or departmental correspondence (e.g. City Engineer, W.P.C.A., Fire Marshal, Design Review Coordinator, etc.) shall be received and distributed by the Clerk of the Commission on or before the date of the public hearing. **Whether such reports or correspondence is received before the agenda closing date shall not pose any penalty to the Petitioner and shall be the responsibility of the staff.**