



TOWN OF VERNON

Planning and Zoning Commission **APPLICATION INSTRUCTIONS & REQUIREMENTS**

(Revised August 2022)

The following provisions apply to all applications submitted to the Planning & Zoning Commission (**PZC**) and are incorporated as part of the application. Please note, it may be necessary to go to other commissions simultaneously or before completing a PZC application. Please see the [Meeting Schedule of all Commissions](#). Please refer to the [Application Processing Schedule](#) for additional details.

- All information shall be submitted to the Town Planner, and no application shall be considered as being filed if incomplete or if delivered to any other Town Official (Subdivision Section 4).
- Applications must be submitted at least one (1) business day prior to the Commission meeting to be 'Received' by Commission.
- If the area to be developed contains more than one-half (½) acre or is an area that will be physically altered or disturbed, a completed erosion and sedimentation control plan (ESCP) must be submitted in accordance with Zoning Regulations Section 18 and/or Subdivision Regulations Section 6.14, as applicable. The applicant shall be responsible for all costs associated with the certification of the ESCP.
- By signing this application, permission is granted to Commission members, employees of the Town of Vernon, and persons assisting the Town Staff **to enter onto the subject property to make inspections** pursuant to the application review, approval, bonding requirements, or to obtain information materially relevant to the application.
- An application coming before the PZC may be withdrawn up to the date and time advertised for public hearing, if any, by written notice delivered to the Town Planner. If a public hearing has been opened for the application, it may be withdrawn only with the approval of the PZC by majority vote. All fees paid for the advertising, review, and processing of the application are non-refundable (Section 1.5).
- All applications should be submitted on drawings which are one of the following sizes: 8.5" x 11"; 12" x 18", 18" x 24"; 24" x 36". Subdivision and re-subdivision maps must be 24" x 36".
- The cover drawing or plan shall include an inset map at 1" =1000' ± showing the location of the site in relation to the fronting and nearby streets
- A legal description of the subject property must be submitted with this PZC application. The legal description should bear the volume and page number by which it is recorded in the land records.
- Applications to the PZC scheduled for public hearing require notification of property owners within two hundred feet (200') of the subject property. **A list of property owners and a complete set of mailing labels may be required to be submitted with the application.** Please consult with the Town Planner.
- Applicants requiring submission of a *site plan of development or modification* of an approved site plan of development should provide relevant and necessary information listed in [Site Plan Materials To Be Submitted form](#).



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- Applicants shall submit one (1) copy of a brief narrative including a traffic impact statement, outlining the proposed activity and the reason for the application. The traffic impact statement shall provide sufficient data for the Vernon Traffic Authority and PZC to be able to access traffic conditions relative to the location, site design, and proposed activity. A traffic analysis prepared by a traffic engineer may be required for some applications. Applicants should consult with the Chief of Police for a determination whether review by the Vernon Traffic Authority will be required. See [Vernon Traffic Authority Instructions to Applicants](#).
- Applications proposing any form of development other than single and two-family dwellings generally require architectural and design review in accordance with Section 21. [Submission requirements for the Design Review Advisory Commission \(DRAC\) can be found here](#).
- Applications that will take place within five hundred feet (500') of an adjacent Town line or having a potential drainage or traffic impact on roads or property in an adjacent town, must submit their application thirty-five (35) days prior to a Commission meeting to provide sufficient time to provide written notice to adjacent towns and the regional planning agency.
- A stormwater management report and details are required for many applications. Please consult with the Town Engineer. **Vernon requires the feasible application of Low Impact Development (LID) techniques for the management of stormwater for development of any site proposed for subdivision and for development of other than single and two-family single lot construction. Applicants must indicate consideration of LID measures in the [checklist attached](#) to this application form.**
- Applicants shall submit five (5) copies of a map, plat or plans showing all information required in Zoning Regulations Section 14 Site Plans, and Section 17.3.2 Special Permits as may be required, and/or the Subdivision Regulations Section 4, 5, 7. One (1) electronic copy of all submission material should be sent to the Town Planner at the following email address astephens@vernon-ct.gov.
- Plans and drawings submitted with the application must be prepared by the appropriate design professionals licensed in Connecticut
- Applicant shall submit the above-required information to the Town Planning Office accompanied by a check in the amount determined by the fees established by the State of Connecticut, Town of Vernon and/or the PZC with the application. The check, which is required as a filing fee, is to be payable to, "Town of Vernon". *(See attached fee schedule)*
- The application will be considered incomplete if any required information is not submitted. The applicant shall file a copy of any proposed regulation amendment or zone change with the town clerk ten (10) days prior to the hearing as per sections 8-3 (a) and (d) of the general statutes. Certification of the filing under these sections by the applicant must be presented at the public hearing. A filing receipt form is included in this application packet.
- Per Connecticut General Statutes (CGS) Sections 8-3(g), 8-3c, and 8-26: If an application submitted to the Planning & Zoning Commission (PZC) involves any activity regulated under the wetland statutes, an application for this activity must be filed with the Inland Wetlands Commission (IWC) on or before the day the Planning & Zoning Commission (PZC) application is filed by the applicant. (IWR Sec. 7.2)
- Per CGS Sec. 8-3i: If the **proposed activity is to take place within the watershed of a water company**, the applicant is required to file a copy of the application with the water company and the Commissioner of Public Health by certified mail within seven (7) days of the date of the application. [See Watershed or Aquifer Area Project Notification Form](#).