

10. APPENDIX

10.1. Application Fees

A. GENERAL:

- Pursuant to CGS Section 8-1c and Section 3-7 of the Town Code, the Board of Selectmen has authorized the Planning and Zoning Commission to establish application and processing fees. The fee information below is presented for public convenience.
- Fees are due at the time the application is filed. The failure to submit the applicable fee(s) shall render the application incomplete and may be grounds to deny the application.
- In accordance with CGS 22a-27j, all applications shall include an additional fee of \$60 which the Town is required to collect and pay to the State of Connecticut.

B. APPLICATIONS TO THE ZONING ENFORCEMENT OFFICER:

(Add \$60 State fee to the fees listed below, except Opinion Letter)

Zoning Permit (based on Cost of Construction):

\$ 0	to	\$ 5,000	\$ 20
\$ 5,001	to	\$ 20,000	\$ 30
\$ 20,001	to	\$ 40,000	\$ 40
\$ 40,001	to	\$ 100,000	\$ 80
\$ 100,001	to	\$ 500,000	\$ 200
\$ 500,001	to	\$ 1,000,000	\$ 400
\$ 1,000,001	to	\$ 3,000,000	\$ 1200
\$ 3,000,001	to	\$ 10,000,000	\$4000
\$ 10,000,001	and	Higher	\$6000

Sign Permit:

- Temporary Sign (Commercial) \$ 50.00+ 5/square foot
- Permanent Sign \$ 100 + \$5/square foot

Excavation Permit	\$300.00
Change of Use Permit ¹	\$100.00
Home-Based Business Permit	\$ 100.00
Short Term Rental Zoning Permit	\$100.00
ZEO Opinion Letter or Written Interpretation	\$ 50.00

After The fact Permit Fees **\$ 2x application fees**

¹A-26-4-Adopted May 12, 2026 implemented June 30, 2026

C. APPLICATIONS TO THE PLANNING DIRECTOR:

(Add \$60 State fee and legal notice fees to the fees listed below)

Site Plan Application /Summary Review* \$ 500.00

Site Plan Modification or Revision \$ 250.00

D. APPLICATIONS TO THE PLANNING AND ZONING COMMISSION:

(Add \$60 State fee and legal notice fees to the fees listed below)

Special Permit (Base Fee):

For residential use in residential zone \$ 75.00+ 0.05SF fee

For residential use in non-residential zone \$ 400+0.05SF fee

For non-residential use in residential zone \$ 500.00+0.1 SF fee

For non-residential use in non-residential zone \$ 500.00+ 0.1SF fee

For residential use in MFDD, ARHD \$ 750.00+ 0.1SF fee

For modification, revision or renewal of
previously granted Special Permit \$500.00

Excavation Special Permit \$500.00

Signs \$150.00

Short Term Rental Special Permit \$300.00

Bed & Breakfast Special Permit \$500.00

Fee in Lieu of tree management **To be decided once the Tree
management regulation is Adopted**

Special Permit (SF Fee):

When required \$0.05/ square foot of floor area for construction / recon-
struction of buildings

Village District Design Review \$ 150.00

Certificate of Location Approval (Motor Vehicle Licenses) \$ 1000.00

Regulation Change Application \$ 1000.00

Zone Change Application \$ 1000.00

Subdivision, PRD or resubdivision (including existing lot) \$ 600.00 / lot

Modification or revision of approved subdivision or resubdivision plan \$ 500.00

Fee in lieu of parking \$10,000 per Space

E. ADDITIONAL APPLICATION FEES:

Legal Notice Fees:

- Notice of Public Hearing (one fee for combined hearings) \$ 120

- Notice of Decision \$ 60

*Summary Review-Applications reviewed by Commission per
PA-25-1

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Public Hearing Fee:

- If Public Hearing required Fifty percent (50%) of the
Base Fee for the Application

State Fee: (municipality is exempt per CGS 22a-27j) \$ 60

F. UNAUTHORIZED WORK AND VIOLATIONS OF PERMIT CONDITIONS

Any property owner who (i) commences work, establishes or maintains a use, or undertakes activity requiring a zoning permit or special permit prior to obtaining such approval, or (ii) commences work, establishes or maintains a use, or undertakes activity that fails to conform to the conditions of a zoning permit or special permit, may be subject to enforcement action and a penalty pursuant to these Regulations and Connecticut General Statutes § 8-12. The filing of an after-the-fact application shall not relieve the applicant from any penalty, citation, or enforcement action arising from the violation. In addition to any other remedy, the Zoning Enforcement Officer may require payment of an additional application fee not exceeding two times the otherwise applicable permit fee.

In accordance with Section 9.3.C of these Regulations, the Commission may charge additional fees for technical review at any time during the application process if the size, complexity and/or potential impact of the project requires specialized assistance and expertise.

10.2. Application Checklists

A. ZONING PERMIT APPLICATION (ZEO)

- ☐ 1. Digital Application submitted by the owner(s) of record, or letter of authorization from the owner to a designated agent³;
- ☐ 2. Application Fee (refer to Fee Schedule in Subsection 10.1)
- ☐ 3. Pursuant to Public Act 05-124, for property subject to a conservation or preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that:
 - the proposed activity involves only interior work in an existing building or exterior work that does not expand or alter the footprint of an existing building, or
 - the applicant provided written notice of such application, by certified mail, return receipt requested, not later than sixty days prior to the filing of the application to the party holding a conservation restriction or a preservation restriction, or
 - the holder of such restriction or the holder's authorized agent has submitted a letter verifying that the application is in compliance with the terms of the restriction.
- ☐ 4. Unless waived by the Zoning Enforcement Officer pursuant to Sec. 9.1.A.2.c, two (2) hard copies and one digital PDF copy⁴ of a plot plan of the premises or parcel of land at acceptable scale, incorporating a zoning improvement survey prepared to Class A-2 standards, prepared, stamped with an embossed seal and signed by a Connecticut licensed land surveyor or showing, where applicable:⁵
 - ☐ 4.1. the actual dimensions of the plot to be built upon or used;
 - ☐ 4.2. the location of the plot in relation to public and/or private streets and accessways;
 - ☐ 4.3. the zone in which the plot is located;
 - ☐ 4.4. the north arrow;
 - ☐ 4.5. the location and size of any presently existing buildings and structures upon the plot with exact setback distances from front, side and rear lot lines,
 - ☐ 4.6. the location of septic system(s) and well(s);
 - ☐ 4.7. the proposed location and size of any new buildings, additions or structures to be erected thereon, with proposed setback distances from front, side and rear lot lines;
 - ☐ 4.8. current and proposed percentage of the lot to be covered by buildings;
 - ☐ 4.9. current and proposed building height;

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³ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

⁴ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

⁵ 2011-111-A Amended effective 11/24/11

- ☐ 4.10. all applicable setback lines;
 - ☐ 4.11. a signed statement from a licensed architect or surveyor stating the existing and proposed floor area ratio (where applicable);
 - ☐ 4.12. The location of any wetlands and/or watercourses or areas of special flood hazard
 - ☐ 4.13. a key map showing the location of the property in relation to surrounding areas.
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- ☐ 5. Two (2) hard copies and one digital PDF copy⁶ of an Erosion and Sedimentation Control Plan in compliance with the Connecticut Department of Environmental Protection *2002 Guidelines for Soil Erosion and Sediment Control* (CTDEP Bulletin 34) for all new construction, and for any other application where determined necessary by the Planning and Zoning Office staff.

⁶ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

B. SUPPLEMENTAL REQUIREMENTS FOR EARTH REMOVAL

- ☐ 1. A written statement describing the proposed work and the purpose of the excavation and/or filling with an indication of proposed commencement and completion dates
- ☐ 2. A map of the property to be excavated or filled showing existing and proposed contour lines with existing contours shown for at least twenty (20) feet beyond the perimeter property lines*
- ☐ 3. Existing and proposed drainage plans*
- ☐ 4. A permit, if required, from the inland wetland agent or the inland wetland board if the property contains wetland or watercourses
- ☐ 5. Names of surrounding property owners, surrounding street and proposed access,
- ☐ 6. Plans, specifications, or other information necessary to describe the erosion and sedimentation control measures to be utilized before, during, and after any proposed activities*
- ☐ 7. A statement that any such activity will be conducted in accordance with Section 7.6 (Erosion and Sediment Control) of these Regulations

*** Plans required in items 2, 3 and 6 above shall be prepared by a Connecticut licensed professional engineer.⁷**

⁷ 2016-007-A: Amendment requiring plans to be prepared by a Connecticut licensed professional engineer.

C. SITE PLAN APPLICATION (Planning Director)

- ☐ 1. A digital application submitted by the owner(s) of record, or letter of authorization from the owner to a designated agent⁸;
- ☐ 2. Application Fee (refer to Fee Schedule in Subsection 10.1)
- ☐ 3. Pursuant to Public Act 05-124, for property subject to a conservation or preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that:
 - the proposed activity involves only work that does not expand or alter the footprint of an existing building, or
 - the applicant provided written notice of such application, by certified mail, return receipt requested, not later than sixty days prior to the filing of the application to the party holding a conservation restriction or a preservation restriction, and the holder of such restriction or the holder's authorized agent has submitted a letter verifying that the application is in compliance with the terms of the restriction.
- ☐ 4. A statement describing in detail the proposed use or uses.
- ☐ 5. Where applicable, two (2) hard copies and one PDF copy⁹ of a site plan at acceptable scale incorporating an A-2 survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a Connecticut licensed land surveyor showing, where applicable:
 - ☐ 5.1. a key map showing the location of the property in relation to surrounding areas,
 - ☐ 5.2. existing and/or proposed buildings and appurtenances thereof,
 - ☐ 5.3. existing and/or proposed parking accommodations,
 - ☐ 5.4. location of existing and proposed buffer strips and landscaping,
 - ☐ 5.5. access and egress details for pedestrian and vehicular traffic,
 - ☐ 5.6. location of existing and proposed signs, and
 - ☐ 5.7. location of adjacent roads, curb cuts, and width of rights-of-way and travel way
- ☐ 6. Where applicable, two (2) hard copies and one PDF copy¹⁰ of a sketch drawing showing existing and proposed floor plans with dimensions, and indicating all proposed interior and exterior alterations, modifications or changes.

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⁸ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

⁹ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

¹⁰ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

- ☐ 7. Where applicable, two (2) hard copies and one PDF copy¹¹ of a sketch drawing showing proposed exterior elevations of buildings, including dimensions.
- ☐ 8. Where applicable, two (2) hard copies and one PDF copy¹² of a sketch drawing showing the design of any proposed sign, including dimensions.
- ☐ 9. A report by the Ridgefield Health Director or Water Company specifying that the proposed use(s) will be adequately served by proposed well or public water.
- ☐ 10. A report by the Ridgefield Health Director or the Water Pollution Control Authority stating that the proposed uses(s) will be adequately served by proposed septic system or municipal sewers.
- ☐ 11. If an accessory dwelling unit, an affidavit indicating that the owner of the property will occupy either the principal or accessory dwelling unit.
- ☐ 12. If an accessory dwelling unit under the Senior Occupant incentive, an affidavit indicating that the owner of the property will occupy either the principal or accessory dwelling unit.
- ☐ 13. Any other information which in the Planning Director's judgment will assist in evaluating the proposal.

(see next page for supplemental requirements for erosion and sediment control)

¹¹ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

¹² 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

D. REQUIREMENTS FOR EROSION AND SEDIMENT CONTROL

(for Applications Submitted to the Planning and Zoning Commission)

- ☐ 1. Two (2) hard copies and one digital PDF copy¹³ of a soil erosion and sediment control plan containing proper provisions to adequately control accelerated erosion and sediment and reduce the danger from storm water runoff on the proposed site based on the best available technology.

- ☐ 2. Two (2) hard copies and one digital PDF copy¹⁴ of a narrative describing:
 - ☐ 2.1. The development;
 - ☐ 2.2. The schedule for grading and construction activities including:
 - start and completion dates;
 - sequence of grading and construction activities;
 - sequence for installation and/or application of soil erosion and sediment control measures;
 - sequence for final stabilization of the project site;
 - ☐ 2.3. The design criteria for proposed soil erosion and sediment control measures and storm water management facilities.
 - ☐ 2.4. The construction details for proposed soil erosion and sediment control measures and storm water management facilities;
 - ☐ 2.5. The installation and/or application procedure for proposed soil erosion and sediment control measures and storm water management facilities;
 - ☐ 2.6. The operations and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities.

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¹³ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

¹⁴ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

- ☐ 3. Two (2) hard copies and one digital PDF copy¹⁵ of a plan drawn to an appropriate scale showing:
- ☐ 3.1. The location of the proposed development site, its boundaries, its size, and adjacent properties;
 - ☐ 3.2. The existing and proposed topography shown with contour lines at intervals not greater than two (2) feet and extending for a distance of two hundred (200) feet beyond the boundaries of the development site;
 - ☐ 3.3. The boundaries and location of various soil types, wetlands, watercourses and water bodies and other land subject to periodic flooding on the site and within a distance of two hundred (200) feet beyond the site boundaries;
 - ☐ 3.4. The location and size of any existing and proposed structures, drainage facilities, roadways and other man-made installations on the land as well as drainage structures outside the boundaries for a distance of two hundred (200) feet.
 - ☐ 3.5. The location of and design details for all proposed temporary and permanent erosion and sediment control measures and storm water management facilities;
 - ☐ 3.6. The sequence of grading and construction activities; the sequence for the installation and/or application of soil erosion and sediment control measures; and the sequence for final stabilization of the development site.
- ☐ 4. Any other information which in the Planning Director's judgment will assist in evaluating the proposal.

¹⁵ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

E. SPECIAL PERMIT APPLICATION (Commission)

- ☐ 1. Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent;
- ☐ 2. Application Fee (refer to Fee Schedule in Subsection 10.1)
- ☐ 3. Pursuant to Public Act 05-124, for property subject to a conservation or preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that:
- the proposed activity involves only work that does not expand or alter the footprint of an existing building, or
 - the applicant provided written notice of such application, by certified mail, return receipt requested, not later than sixty days prior to the filing of the application to the party holding a conservation restriction or a preservation restriction, and the holder of such restriction or the holder's authorized agent has submitted a letter verifying that the application is in compliance with the terms of the restriction.
- ☐ 4. A statement describing in detail the proposed use or uses.
- ☐ 5. A completed Sustainability Checklist & Statement, in the format established by the Commission and provided by the Department and incorporated into these Regulations as Section 10.2.J. statement describing in detail the proposed use or uses.
- ☐ 6. Two (2) hard copies and one digital PDF copy¹⁶ of detailed maps and plans at acceptable scale incorporating an A-2 survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a Connecticut licensed land surveyor showing, where applicable:
- ☐ 6.1. a key map showing the location of the property in relation to surrounding areas,
 - ☐ 6.2. existing and proposed contour elevations based upon two (2) foot contours
 - ☐ 6.3. existing and/or proposed buildings, structures, and appurtenances thereof,
 - ☐ 6.4. existing and/or proposed parking and loading accommodations,
 - ☐ 6.5. existing and proposed landscaping prepared by a Connecticut-licensed landscape architect
 - ☐ 6.6. access and egress details for pedestrian and vehicular traffic,
 - ☐ 6.7. location of existing and proposed signs,
 - ☐ 6.8. location of adjacent roads, curb cuts, and width of rights-of-way and travel way

¹⁶ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

- ☐ 6.9. site drainage plans and details
- ☐ 6.10. location of municipal sewer lines and water mains
- ☐ 6.11. site lighting details

- ☐ 6.12. location of soil types, including identified wetlands
- ☐ 6.13. location of watercourses, aquifers and flood boundaries
- ☐ 6.14. provisions and manner for refuse disposal
- ☐ 6.15. limits of vegetation coverage and location of any significant trees to be retained and/or to be removed
- ☐ 6.16. Total land coverage with breakdown for lot coverage and other impervious areas;
- ☐ 6.17. names of all abutting landowners

- ☐ 7. A Stormwater Management Drainage Requirements plan, and a Stormwater Management Maintenance Agreement in accordance with Sec.7.15 of these Regulations¹⁷

- ☐ 8. Where applicable, two (2) hard copies and one digital PDF¹⁸ copy of preliminary architectural plans at acceptable scale prepared by a Connecticut-licensed architect showing floor plans and exterior elevations of buildings and indicating building materials, textures and color of all building façades, fenestration, roofs and other appurtenances

- ☐ 9. Where applicable, two (2) hard copies and one digital PDF¹⁹ copy of a sketch drawing showing the location, size and design of all signs and other graphics.

- ☐ 10. A report from the Ridgefield Health Department and/or Water Company specifying that the proposed use(s) will be adequately served by proposed well or public water.

- ☐ 11. A report from the Ridgefield Health Department or Water Pollution Control Authority commenting on the feasibility of proposed septic system or the availability and timing of sewage disposal services for the proposed development.

- ☐ 12. Where the application involves only a portion of a parcel of land, the proposed plan shall indicate the manner in which the remainder of the land shall properly relate to the development proposed.

- ☐ 13. In cases where unusual topographic, drainage or other conditions exist, the Commission may require the submission of additional data pertinent to their review.

¹⁷ 2020-007-A Amended effective 9/4/2020 (added submission requirement)

¹⁸ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

¹⁹ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

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- ☐ 14. Traffic impact analysis shall be required for any project containing: **(a) ten (10) or more new residential dwelling units; or (b) thirty (30) or more parking spaces in a new or expanded parking lot; or (c) any project over five thousand (5,000) square feet of gross floor area in a new or expanded building or group of buildings, excluding Single Family Residences; or (d) a change of use or other application that the Commission or Staff reasonably believes may generate traffic conditions inconsistent with historic site use or surrounding properties.**

The Traffic Impact Analysis (TIA) shall include the following information for the roadway(s) upon which any access is proposed (whether entry or exit; regular use or service/emergency uses), extending to a distance of one-half mile in both directions **(or next to controlled intersection-whichever is greater)**, and including the approach(es) from perpendicular roadways for any intersection(s) within the study area:

- ☐ 14.1 past and present roadway conditions, including identification of existing and proposed curb cuts, traffic control devices, intersections, and plans or reports from the Town of Ridgefield, State of Connecticut, or other public/government sources regarding traffic or roadway safety or improvement
- ☐ 14.2 existing and post-development predicted roadway capacity, including Level of Service (LOS), vehicle delay (seconds), and volume-to-capacity ratios;
- ☐ 14.3 length of time and the direction of intersection delay during each day which reduces the Level of Service to D or below;
- ☐ 14.4 a directional peak hour & queuing analysis;
- ☐ 14.5 traffic accident data for prior three (3) years; Safety analysis shall include review of crash history and use methodologies from the Highway Safety Manual to assess and mitigate risk;
- ☐ 14.6 existing and projected traffic volumes (ADT, Peak A.M. and Peak P.M.) unless there are other projected peak hours of the proposed or expanded use, such as mid-day, mid-afternoon, evening and/or weekends;

- ☐ 14.7 existing and projected volume/capacity ratios;
- ☐ 14.8 results of a speed study on street(s) adjacent to the project site to determine an 85th percentile speed for intersection site distance requirement calculations, or submission of speed data sufficient to calculate the 85th percentile speed from the Connecticut Department of Transportation gathered within the past eighteen (18) months;
- ☐ 14.9 existing and proposed sightlines based on facts and reasonable generation factors for the site and affected road networks and intersections;
- ☐ 14.10 analysis of multi-modal activity (pedestrian, bicycle, and/or public transit) within the study area, including their respective estimated volume and peak periods (which may vary from vehicular traffic patterns, e.g. near a school), accident & injury data, as well as recommendations to improve infrastructure, sightlines, visibility, and general safety for pedestrians and bicyclists around the site and along adjacent roadway(s);
- ☐ 14.11 trip generation estimates shall be based on the most recent edition of the ITE Trip Generation Manual with appropriate local adjustment factors, including data from the most recent baseline traffic study prepared for the town of Ridgefield, historical or live data from CT DOT (e.g. AADT Portable Count Data) or similar sources that provide additional basis for background traffic assumptions;
- ☐ 14.12 for mixed-use developments, and applications in the CBD or other sites where multi-modal activity may be expected, the Commission may require or accept supplemental analysis using methods recognized by the Transportation Research Board (TRB), such as NCHRP Report 684 or the Smart Growth Trip Generation Tool, to account for internal capture, walkability, or multi-modal access.
- ☐ 14.13 projected background traffic growth shall be estimated using a minimum 5-year horizon and shall account for other pending developments in the study area;
- ☐ 14.14 the applicant shall provide any data gathered or projections made in electronic format so that such new data can be incorporated into and used to update the town's baseline traffic model;

☐ 14.16 the Commission may – at its discretion – require additional data and analysis which the Commission deems necessary to supplement, improve and enhance the accuracy of the traffic data related to the application.

- ☐ 15. If a multi-family development, two (2) hard copies and one digital PDF copy²⁰ of a report of the proposal including:
 - ☐ 15.1. Number of units proposed and breakdown of dwelling unit types;
 - ☐ 15.2. The density of the proposed development (units per gross acre);
 - ☐ 15.3. Acreage in buildings and parking and acreage in open space
 - ☐ 15.4. Anticipated number of people and number of school age children per unit
 - ☐ 15.5. Projected dwelling unit floor areas and projected selling price or rentals of units
 - ☐ 15.6. A draft of proposed covenants and restrictions
- ☐ 16. A statement describing the proposed phasing if the development is to be constructed over a period of years.
- ☐ 17. A report from the Ridgefield Fire Marshal commenting and/or recommending on fire protection provisions affecting the development or nearby properties.
- ☐ 18. A report from the Ridgefield Planning Director commenting, if applicable, on the compatibility of the proposed development with respect to the Plan of Conservation and Development, as amended, zoning regulations, and special plans for the area within which the proposed development will be located.
- ☐ 19. A report from the Architectural Advisory Committee on the site plan, landscaping, and architectural design of all buildings and other structures.
- ☐ 20. A narrative describing construction phases and manner in which the application complies with the requirements for erosion and sedimentation control prescribed under these Regulations
- ☐ 21. Documentation confirming that any additional approvals (such as a Certificate of Need from the Connecticut Commission on Hospitals and Health Care) have been issued or a statement that no such approvals are required.
- ☐ 22. For a Planned Residential Development (PRD), such plans shall also show existing structures, septic systems, well locations on-site and within one hundred (100) feet of perimeter, easements, zoning boundaries and

²⁰ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

open space areas and uses.

- ☐ **23.** If utilizing on-site septic systems, a report from a Connecticut-licensed professional civil engineer or a Connecticut-licensed soil scientist describing soil characteristics (including wetlands and based upon on site inspection of soils and:
 - a. Soil mapping and description available on a map entitled "Designated Inland Wetlands and Water Courses of the Town of Ridgefield" (Composite Soil Map) dated December, 1973, which map is on file in the office of the town clerk; and / or
 - b. "Special Soils Report; Soil Survey, Town of Ridgefield, Connecticut and Soil Interpretations for Urban Uses" prepared in 1970 by the U.S. Department of Agriculture Soil Conservation Service.

- ☐ **24.** If utilizing on-site septic systems, a subdivision sewage disposal report prepared by the applicant including proposed locations of septic systems.

- ☐ **25.** For a Planned Residential Development (PRD), topographic maps showing how the property could be subdivided if it were subdivided conventionally.

- ☐ **26.** Any other information which in the Commission's judgment will assist in evaluating the proposal.

F. ADDITIONAL REQUIREMENTS IN FLOOD-PRONE AREAS²¹

- ☐ 1. Two (2) hard copies and one digital PDF copy²² of a Site Plan prepared by a Connecticut licensed professional engineer (based on an A-2 survey prepared by a Connecticut licensed land surveyor) at an appropriate scale showing:
 - ☐ 1.1. base flood elevation (BFE) data and floodway data of the Special Flood Hazard Area (SFHA) as shown on the Flood Insurance Rate Map (FIRM) of the Town of Ridgefield;
 - ☐ 1.2. the location of existing and proposed structures, fill areas, storage areas for materials, and drainage facilities;
 - ☐ 1.3. the actual elevation of the lowest habitable floor (including basement) of all new or substantially improved structures. Such elevation shall be National Geodetic Vertical Datum (NGVD) of 1929 or other datum to which Ridgefield's base flood elevations as shown on the flood insurance rate map are referenced;
 - ☐ 1.4. elevation to which any structure has been flood proofed;
 - ☐ 1.5. description of the extent to which any watercourse will be altered or relocated as a result of a proposed development;
 - ☐ 1.6. statement and supporting documentation (all costs of project, market value of structure, etc.) verifying that the proposed alteration(s) meets or does not meet the criteria of the "substantial improvement" or "substantial damage" definition.
- ☐ 2. Where applicable, two (2) hard copies and one digital PDF copy²³ of:
 - ☐ 2.1. Certification by a Connecticut-licensed land surveyor of the actual elevation of all existing and proposed structures (such elevation shall be National Geodetic Vertical Datum (NGVD) of 1929 or other datum to which Ridgefield's base flood elevations as shown on the flood insurance rate map are referenced);
 - ☐ 2.2. Certification by a Connecticut-licensed professional engineer or architect of the flood proofing methods for any nonresidential structure;
 - ☐ 2.3. Plans to enclose space below the base flood elevation meeting the minimum design criteria in 11.5.C.3;
 - ☐ 2.4. A statement as to whether there will be dry access to the structure during the 100-year storm event;
 - ☐ 2.5. A statement as to whether the proposed development will increase the water surface elevation of the base flood more than one foot at any point after considering the cumulative effect of the proposed development when combined with other anticipated development;
 - ☐ 2.6. A statement as to whether the proposed development complies with the standards for Floodways as in 11.5.C.5.

²¹ 2010-027-A: Adopted 4/20/10 in conjunction with changes to Sec. 6.1(Floodplain Overlay Zone) and Sec. 11 to comply with State and Federal requirements, all amendments effective 4/30/10.

²² 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

²³ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

- ☐ 3. A statement that all necessary permits have been obtained from federal, state, or local governmental agencies from which prior approval is required.
- ☐ 4. Where applicable, a statement regarding whether the alteration or relocation of a watercourse is proposed in a form acceptable for notification of adjacent communities, the Connecticut Department of Environmental Protection, and the Federal Insurance Administrator.
- ☐ 5. Where applicable, a statement indicating whether maintenance will be provided within the altered or relocated portion of said watercourse so that the flood carrying capacity will not be diminished.
- ☐ 6. A statement indicating whether interpretations were made as to the exact location of the boundaries of the areas of special flood hazards (i.e., where there appears to be a conflict between a mapped boundary and actual field conditions).
- ☐ 7. Any other information which, in the Commission's judgment, will assist in evaluating the proposal.

G. ADDITIONAL REQUIREMENTS FOR EARTH EXCAVATION

- ☐ 1. Two (2) hard copies and one digital PDF copy of a statement indicating the purpose of the excavation and/or filling.
- ☐ 2. Two (2) hard copies and one digital PDF copy of a plan, drawn to an appropriate scale, showing:
 - ☐ 2.1. A survey prepared by a licensed surveyor identifying spot elevations and contours at intervals not greater than two (2) feet extending for a distance of two hundred (200) feet beyond the boundaries of the site;
 - ☐ 2.2. Location and extent of watercourses, wetlands and boundaries of land subject to periodic flooding on the site and for a distance of two hundred (200) feet beyond the boundaries of the site; and
 - ☐ 2.3. The soil types and their location as identified in the soil survey of the Town of Ridgefield prepared by the U.S. Soil Conservation Service;
- ☐ 3. Two (2) hard copies and one digital PDF copy of an engineering report including statements on traffic safety, noise, grading, landscaping, and erosion control methods;
- ☐ 4. Two (2) hard copies and one digital PDF copy of a surveyor's statement certifying that the areas planned for immediate and future excavation have been staked out in a permanent manner visible to operators during excavation;
- ☐ 5. Two (2) hard copies and one digital PDF copy of an engineering plan detailing, in two-year increments, the manner in which the site owner/operator intends to progress in furthering site excavation and extraction of earth material;
- ☐ 6. If a pond may result due to excavation below normal water table, the application shall also include:
 - ☐ 6.1. A drainage analysis showing watershed area;
 - ☐ 6.2. Computations of water inflows and outflow; and
 - ☐ 6.3. Calculations and confirmation that the pond's water supply and its water inflow and outflow will be adequate to avoid stagnation and will not be hazardous to surrounding land uses
- ☐ 7. Two (2) hard copies and one digital PDF copy²⁴ of a detailed plans, specifications and other information necessary to describe any earth material processing, screening and rock crushing.
- ☐ 8. Any other information which in the Commission's judgment will assist in evaluating the proposal.

²⁴ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

H. REGULATION CHANGE APPLICATION (Commission)

- ☐ 1. Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent;
- ☐ 2. Application Fee (refer to Fee Schedule in Subsection 10.1)
- ☐ 3. Two (2) hard copies and one digital PDF copy²⁵ copies of the proposed text amendment identifying by reference to appropriate article, section, subsection, or paragraph numbers and to any other designation to be altered and indicating in brackets the text to be deleted and in capital letters the text to be added.
- ☐ 4. Two (2) hard copies and one digital PDF copy²⁶ of a written memorandum stating the reasons for the proposed change and to what extent it would enhance the general health, safety and welfare of the Town of Ridgefield.
- ☐ 5. Any other information which in the Commission's judgment will assist in evaluating the proposal.

²⁵ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

²⁶ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

I. ZONE CHANGE APPLICATION (Commission)

- ☐ 1. Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent;
- ☐ 2. Application Fee (refer to Fee Schedule in Subsection 10.1)
- ☐ 3. Two (2) hard copies and one digital PDF copy of a map at an appropriate scale showing:
 - ☐ 3.1. the property proposed to be rezoned indicating the existing zoning district designation, the proposed boundary line(s), and the proposed zoning district designation.
 - ☐ 3.2. a key map showing the location of the property in relation to surrounding areas,
 - ☐ 3.3. properties within five hundred (500) feet in all directions of the premises proposed to be rezoned
- ☐ 4. Two (2) hard copies and one digital PDF copy of calculations prepared by a Connecticut-licensed land surveyor or civil engineer based upon the latest Assessor's data indicating the area of the lots (or portion thereof) contained within five hundred (500) feet in all directions of the premises proposed to be rezoned.
- ☐ 5. Two (2) hard copies and one digital PDF copy of a simple metes and bounds description defining in writing the boundaries of the proposed zoning district change.
- ☐ 6. Any other information which in the Commission's judgment will assist in evaluating the proposal.
- ☐ 7. Two (2) hard copies and one digital PDF copy²⁷ of completed, notarized petition form showing signatures of all petitioners.

²⁷ 2020-049-A: Amended effective 10/30/2020 (digital submission requirements)

J. SUSTAINABILITY CHECKLIST AND STATEMENT

[Note: Below is the key text content of the Sustainability Checklist and Statement; in practice, the following may be transferred into an electronic or print-based form with supplemental explanatory notes and/or a form-based layout to assist applicants.]

For each category below, applicants shall select Yes, No, or N/A and provide a response:

If “Yes” describe the measure and level of performance

If “No” provide a clear justification and identify any alternatives considered

If “N/A” explain why the category is not applicable

Responses shall be specific and proportionate to the scale of the project.

1. **Energy Efficiency:** Reduces overall energy demand through high-performance building design

☐ Yes ☐ No ☐ N/A

Response (required):

2. **Electrification & Health:** Minimizes or eliminates on-site fossil fuel use and supports occupant and community health. Minimizes or eliminates on-site fossil fuel use to improve indoor and outdoor air quality, reduce emissions, and support occupant and community health and safety.

☐ Yes ☐ No ☐ N/A

Response (required):

3. **Renewable Energy:** Incorporates or is ready for renewable energy systems

☐ Yes ☐ No ☐ N/A

Response (required):

4. **Water & Stormwater:** Conserves water and manages stormwater on-site Conserves water resources and manages stormwater on-site to protect water quality, reduce flooding risks, and improve watershed health.

☐ Yes ☐ No ☐ N/A

Response (required):

5. **Natural Resources & Resilience:** Protects natural resources and incorporates climate resilience strategies. Protects wetlands, watercourses, forests, wildlife habitat, soils, tree canopy, and other natural resources while incorporating strategies that improve resilience to extreme weather, flooding, drought, heat, and other climate-related

risks.

☐ Yes ☐ No ☐ N/A

Response (required):

6. **Transportation:** Supports multi-modal transportation (walking/sidewalks, biking, EVs). Supports safe and convenient walking, bicycling, public transportation access, electric/non combustion vehicle infrastructure, and other transportation options that reduce traffic impacts and emissions while improving public safety and accessibility.

☐ Yes ☐ No ☐ N/A

Response (required):

7. **Resource Efficiency, Recycling & Waste Reduction:** Uses environmentally responsible materials and incorporates strategies to reduce waste generation and landfill disposal during construction and ongoing operations, including recycling and composting where appropriate. Uses environmentally responsible materials and incorporates strategies to reduce waste generation and landfill disposal during construction and ongoing operations, including recycling, reuse, food waste diversion, and composting where appropriate.

☐ Yes ☐ No ☐ N/A

Response (required):

8. **Site Design & Community Character:** Supports efficient land use, preservation of community character and compatibility with surroundings. Supports efficient land use, preservation of community character, compatibility with surrounding development, public safety, and the creation of healthy, attractive, and functional places.

☐ Yes ☐ No ☐ N/A

Response (required):

Summary Sustainability Statement

Provide a concise narrative (1–2 paragraphs) describing:

- How the project advances POCD sustainability goals overall
- How the project advances POCD health, safety, resilience, and natural resource protection goals
- Key sustainability strategies incorporated
- Any constraints that limited implementation and how they were addressed

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AMENDMENT DATES

Section	Title	Hearing Date	Effective Date
	Comprehensive Update of Zoning Regs	2/27/07	5/1/07
	Zone Changes – Comprehensive Update	2/27/07	5/1/07

Technical assistance in the comprehensive revision
of these Regulations provided by



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