

PLANNING AND ZONING COMMISSION
TOWN OF WINDSOR LOCKS
50 CHURCH STREET
WINDSOR LOCKS, CT 06096

CONTENTS OF APPLICATION:

**APPLICATION
FORM**

LETTER TO APPLICANT

LIST OF STAFF CONTACTS

**WINDSOR LOCKS ZONING REGULATIONS
SITE PLAN AND SPECIAL USE PERMIT REQUIREMENTS**

SAMPLE OF SIGNATURE BLOCK

ROUTING SHEET

APPLICATION FEE SCHEDULE

**Contact the Land Use Department
at the time of application for a sign to post
if you are applying for a Special Use Permit
or if a public hearing is otherwise required.**



TOWN OF WINDSOR LOCKS
PLANNING AND ZONING COMMISSION
Town Hall – 50 Church Street
Windsor Locks, CT 06096

APPLICATION FORM

TYPE OF REQUEST	PROPERTY DESCRIPTION												
<p>Please check all that apply:</p> <p><input type="checkbox"/> Special Use Permit with Site Plan Review (public hearing required, please pick up signs)</p> <p><input type="checkbox"/> Site Plan Review Only</p> <p><input type="checkbox"/> Site Plan Modification Only</p> <p><input type="checkbox"/> Liquor Permit</p> <p><input type="checkbox"/> Zone Change</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Re-subdivision</p> <p><input type="checkbox"/> Amendment to Zoning Regulations</p> <p><input type="checkbox"/> Amendment to Subdivision Regulations</p> <p><input type="checkbox"/> Other</p> <p>Description of Request: _____</p>	<p>Location: _____</p> <p>Deed Reference: Volume: _____ Page: _____</p> <p>Assessor's Block No. _____</p> <p>Zone:</p> <table><tbody><tr><td><input type="checkbox"/> Residential AA</td><td><input type="checkbox"/> Business 1</td></tr><tr><td><input type="checkbox"/> Residential A</td><td><input type="checkbox"/> Business 2</td></tr><tr><td><input type="checkbox"/> Residential B</td><td><input type="checkbox"/> B-DRD</td></tr><tr><td><input type="checkbox"/> R-DRD</td><td><input type="checkbox"/> Industrial 1</td></tr><tr><td><input type="checkbox"/> MFSD</td><td><input type="checkbox"/> Industrial 2</td></tr><tr><td></td><td><input type="checkbox"/> Industrial 3</td></tr></tbody></table>	<input type="checkbox"/> Residential AA	<input type="checkbox"/> Business 1	<input type="checkbox"/> Residential A	<input type="checkbox"/> Business 2	<input type="checkbox"/> Residential B	<input type="checkbox"/> B-DRD	<input type="checkbox"/> R-DRD	<input type="checkbox"/> Industrial 1	<input type="checkbox"/> MFSD	<input type="checkbox"/> Industrial 2		<input type="checkbox"/> Industrial 3
<input type="checkbox"/> Residential AA	<input type="checkbox"/> Business 1												
<input type="checkbox"/> Residential A	<input type="checkbox"/> Business 2												
<input type="checkbox"/> Residential B	<input type="checkbox"/> B-DRD												
<input type="checkbox"/> R-DRD	<input type="checkbox"/> Industrial 1												
<input type="checkbox"/> MFSD	<input type="checkbox"/> Industrial 2												
	<input type="checkbox"/> Industrial 3												

APPLICANT INFORMATION

Name: _____

Home

Address: _____

Phone: _____

Fax: _____

Email: _____

Business

Address: _____

Phone: _____

Fax: _____

Email: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT FROM THE APPLICANT)

Name: _____

Home

Address: _____

Phone: _____

Fax: _____

Email: _____

Business

Address: _____

Phone: _____

Fax: _____

Email: _____

The undersigned warrants the truth of all statements contained herein according to the best of his or her knowledge and hereby grants permission for this Commission to inspect the property address listed in this application.

SIGNED: _____ / _____ DATE: _____
Applicant's Printed Name Applicant's Signature

SIGNED: _____ / _____ DATE: _____
Property Owner's Printed Name Property Owner's Signature (if different than applicant)

**PLANNING AND ZONING COMMISSION
TOWN OF WINDSOR LOCKS
50 CHURCH STREET
WINDSOR LOCKS, CT 06096**

Dear Applicant:

This sheet acts as an introduction to the land use development process in Windsor Locks. Please use the following friendly reminders as a first resource for your inquiry and see the appropriate regulations, portions of which are attached to this packet, for complete requirements.

1. Any use marked SP (Site Plan Review) or SU (Special Use Permit) requires an application to the Planning and Zoning Commission, see Section 402 of the Windsor Locks Zoning Regulations. Regulation Amendments, Zoning Map changes, and Subdivision proposals also require Planning and Zoning Commission approval. Some applications also require approval from the Inland Wetland and Watercourses Commission. Copies of the Zoning Regulations, Subdivision Regulations and Inland Wetlands Regulations are available on our website, can be emailed to you or provided in hard copy for your review.
2. For Site Plan and Special Use Permits see Sections 1102 and 1103 of the WLZR for a complete list of requirements. You are required to submit sixteen (11) copies of site plans (live seals are required) and all supporting documentation. Six (6) of the eleven sets are for the members of the Commission and may be reduced onto 11"x17" sheets. The remaining are for staff review and shall be submitted on full 24"x36" or half 18"x24" sheets at the required scale. The Planning and Zoning Commission and staff request that applications and plans are submitted at least two weeks prior to the next regularly scheduled meeting in order to review materials.
3. Applicants shall send or personally submit the eleven (11) application copies, site plans, supporting documentation and fees to:

Attn:

Planning and Zoning Commission

Town of Windsor Locks

50 Church Street

Windsor Locks, CT 06096

Town Hall Office Hours: M-W 8:00AM – 4:00PM, TH 8:00AM – 6:00PM, F 8:00AM – 1:00PM

4. If a public hearing is required you must 1) file a copy of your application, site plan and all supporting documentation with the **Town Clerk** at least ten days prior to the public hearing date. Failure to file with the Town Clerk when required will mean your public hearing must be rescheduled, since to go forward it would be a violation of the Connecticut General Statutes and 2) pick up and post a public hearing sign(s) as required per zoning regulations.
5. The applicant is responsible for obtaining written comments to the Planning and Zoning Commission regarding the applicant's proposal from the following departments:

Fire Department

Police Department

Inland Wetland and Watercourses Commission

Thank you for your inquiry and your interest in locating your business in the Town of Windsor Locks. This checklist offers no legal advice regarding your application. Legal questions shall be referred to the applicant's attorney.

Peggy Sayers, Chair of the Planning and Zoning Commission

Meet your Town of Windsor Locks Development Team:

Recording Secretary	Ashley Malec
Town Planner/ZEO	Justin LaFountain
Town Engineer	Dana Steele, J.R. Russo & Associates
Public Works	Devin Cowperthwaite, Director
WPCA	Tom Arnone
Police Commission	Eric Osanitsch, Chief
Fire Commission	Michael Sinsigalli, Fire Marshal

Revised July 8, 2025

Approved by the Planning and Zoning Commission April 13, 2015

Effective May 1, 2015

1102 REQUIRED INFORMATION

A. SITE PLAN & SPECIAL PERMIT REQUIREMENTS *(Note: Section 1102A was replaced on 7-1-1998; this section was revised effective 2-1-03, 11/10/08, 5/1/15 and 7/8/2025)*

An application for site plan approval or a special use permit shall include the following:

Submit eleven (11) sets of plans, drawn at a scale of one-inch equals forty feet (1"=40'), signed and sealed by the appropriate professionals. For smaller sites in which the entire development area can be contained on one sheet, plans drawn at one-inch equals twenty feet (1"=20') are permitted.

All site plan sheets showing proposed site improvements shall be signed and sealed by both a Connecticut licensed land surveyor and a Connecticut licensed professional engineer. Where separate surveys showing existing conditions are submitted, the surveyor shall also sign and seal the site plan sheets showing topography, boundary, and existing improvements. The purpose of the surveyor's signature on the site plan is to declare that the existing boundary, topography and improvements shown thereon are consistent with the submitted survey. Notations limiting the surveyor's liability to this intent are permitted.

Six (6) of the sixteen sets are for the members of the Commission and may be reduced onto 11"x17" sheets. The remaining copies are for staff review and shall be submitted on full 24"x36" or half 18"x24" sheets at the required scale. All plan sets shall be delivered by the applicant to the Building, Planning and Zoning Department.

Applicants may request a preliminary staff meeting to review site plans and special use permit proposals prior to submission of an application.

Applicants are encouraged to submit all plans, supporting documentation and fees required for a complete application at least two (2) weeks prior to the next Planning & Zoning Commission meeting. Such applicants may be permitted to present their application at that meeting and shall be given scheduling priority over applications submitted less than two (2) weeks prior to the meeting.

Applications shall be submitted on forms obtained from the Building, Planning and Zoning Department. Applications shall be accompanied by the appropriate fee(s), except that the Commission and the Town shall be exempt from application fees. Applications shall be signed by the applicant and the owner of the property or by the designated agent where the property owner has given written permission.

The date of receipt of an application to the Planning and Zoning Commission shall be the day of the next regularly scheduled meeting of the Commission immediately following the day of submission of the application to the Building, Planning and Zoning Department, or 35 days after the day of submission to the Building, Planning and Zoning Department, whichever is sooner. An incomplete application may be received by the Commission and then later denied for lack of information.

Plans shall include:

1. REFERENCE DATA

- a. Name and address of owner of record, developer and professional(s) preparing the plans.
- b. scale of drawing.
- c. date of preparation and revisions with a description of all changes.
- d. all variances granted by or pending before the Zoning Board of Appeals which affect the subject parcel.
- e. notes identifying other plans referenced in the preparation of the submitted survey.
- f. a reference to how the subject parcel was created (i.e., the name and date of approved subdivision plan, lot split recorded by volume and page, or statement indicating lot was created prior to adoption of zoning regulations); and
- g. a Zoning Data Table comparing the required, existing, and proposed zoning data from sections 403 or 404 for the subject parcel(s).

2. SURVEY REQUIREMENTS

- a. The entire property boundary prepared in accordance with Sections 20-300b-1 through 20-300b-20 of the Regulations of Connecticut State Agencies – “Minimum Standards for Surveys and Maps in the State of Connecticut” as endorsed by the Connecticut Association of Land Surveyors, Inc. The Commission may modify this requirement where work is to be done on only a small portion of a parcel.
- b. The survey shall show all existing and proposed improvements and shall conform to Class A-2 accuracy. Horizontal datum shall be NAD 1983, or as otherwise approved by the Town Engineer.
- c. The survey shall include topographic data in the area of the proposed development. Existing and proposed contours, if applicable, shall be shown at two-foot intervals and spot elevations shall be added in flat areas or to show design details. Vertical datum shall be NAVD 1988, or as otherwise approved by the Town Engineer. The vertical datum shall be specified in the drawing notes and a permanent benchmark shall be shown on the plans. The topographic survey shall conform to class T-2 accuracy. Aerial T-3 topography may also be permitted, when verified by the surveyor’s supplemental field topographic survey to the satisfaction of the Town Engineer.

3. AREA MAP

An Area Map shall be provided, at a scale of one inch equal one hundred feet (1”=100’), or as otherwise approved by the Town Engineer. The Area Map shall show all properties within three hundred (300) feet of the perimeter of the subject parcel with:

- a. owners' names and mailing addresses, by note or attached list.
- b. significant man-made features.
- c. use and zoning district of each property.

4. SITE FEATURES

- a. Show location, size, and height of all existing and proposed structures above ground and below ground, if known.
- b. Indicate the present and proposed use of all existing structures, if other than a one- or two-family residence.
- c. Show dimensioned layout of existing and proposed parking and loading facilities and access thereto, including any parking barriers or walkways. Specify existing and proposed surface treatments.
- d. Show all fencing, walls, guide rails, traffic signage and other features related to the site design.
- e. Wetland soil, watercourses, and all regulated areas shall be indicated if on the proposed site or off-site if affected by the development. Inland Wetland Agency approval and conditions of approval shall be noted on the plan.

5. EROSION CONTROL

An Erosion and Sedimentation Control Plan and narrative shall be submitted with application if required by Chapter X of these Regulations.

6. UNDERGROUND UTILITIES

- a. All utilities constructed with public streets or easements shall conform to the Windsor Locks Public Improvements Manual, latest edition. Copies of the manual are available from the Public Works Department.
- b. The location and size of all existing and proposed sanitary and storm sewers, catch basins, manholes and culverts with pipe invert (flow line) and frame (rim/gutter) elevations of all structures.
- c. Methods of proposed sanitary sewage disposal into the Town's sanitary sewer system shall be indicated.
- d. Calculations shall be submitted by the professional engineer demonstrating proper design of the storm drainage system.
 - i. All storm drainage piping shall be sized to accommodate a 25-year storm.
 - ii. The drainage system shall be designed so as not to adversely impact downstream properties. Post-development flow rates shall be maintained to match pre-development rates were required to protect downstream properties from flooding and/or soil erosion.
 - iii. Stormwater treatment shall be provided in accordance with accepted engineering practices and the Connecticut Stormwater Quality Manual, the latest edition.
 - iv. Groundwater recharge of pre-treated stormwater shall be utilized where soils permit to reduce post-development runoff volumes.
 - v. Stormwater detention/retention systems, where required shall be designed to provide zero increase in peak runoff rates for the 2-year, 25-year and 50-year storms. The Emergency overflow structures shall be provided to convey the 100-year storm. Commission may also require a detention system to provide zero increase in peak runoff rate for the 100-year storm when recommended by the Town Engineer.
 - vi. Construction and maintenance easements, including access roads as well as fencing and planting, shall be provided as required by the Commission.
 - vii. Show location of existing and proposed water supply.

7. LIGHTING

Provide details for all proposed pole and building mounted lighting along with applicable photometric data demonstrating conformance to section 705.F.4.

8. SIGNS

Show the type and size and location of all signs where applicable. Plans shall include a sign calculation data block demonstrating conformance to the regulations. Requires building permit to install.

9. LANDSCAPING

- a. The plans shall include a Landscape Plan showing existing trees and plantings with species and sizes indicated.
- b. trees and plantings proposed for removal; and
- c. the size, name (botanical and common) and location of all required and/or proposed screening or landscaping.

10. ARCHITECTURAL PLANS

Provide floor plans and elevations of all proposed buildings or changes to existing buildings.

11. APPROVAL BLOCK

Plans shall include space for review, comments, and signatures of pertinent officials. The cover sheet and all sheets to be filed shall include the Windsor Locks Planning & Zoning Approval Block, which is available at the Building Department.

12. DIGITAL DATA SUBMISSION REQUIREMENTS *(The digital data regulations were added effective June 15, 2005.)*

The following requirements apply to the submission of site plans and special permit applications as well as for plans and as-built drawings for infrastructure projects (water/sewer installation or repair, road work and other capital improvements.)

- a. All plans and specifications must also be submitted as a Digital File; UBS FLASH or CD ROM using an IBM-PC or compatible format. Acceptable formats for filing include AutoCAD*.dwg or AutoCAD*.dxf. or *.PDF's. The files must be identical to the printed plan and contain all information submitted on the written plan. The electronic submission must contain a signature and certification. Upon completion a digital submission of the "as-built" plan is required for final release of the performance bond associated with any project.
- b. All digital mapping data shall be delivered in the Connecticut State Plane Coordinate system with a horizontal datum of NAD83 Feet and vertical datum of NGVD88. All units shall be in Feet. A special exception to this requirement may be given by the Planning and Zoning Commission.
- c. Each feature type must be organized in the CAD or GIS data structure as a separate layer. For example, there must be separate CAD layers for buildings, roads, road centerlines, surface water, wetlands etc. Layer names must be understandable by the town of Windsor Locks.

- d. CAD data may be tiled on paper, PDF, or other form of digital output as individual sheets for improved reliability, but plans should be derived from a single master drawing.
 - e. Documentation of the data format must be provided with a description of the CAD layers and list of the types of features placed in each layer. Submission of multiple files must also include a list of the files and their purpose.
 - f. The data submitted must also include documentation on the method used to gather the data, the name of the person(s) responsible for preparing the data, contact information, an estimation of the horizontal and vertical accuracy, and the date of data capture. All media shall be free from any and all defects and viruses and labeled as to their content.
13. Such other information as required by the Building Official or the Commission, where a special use permit or site plan approval is required or where it is necessary to determine that the requirements of the Zoning Regulations are met. The Commission may excuse compliance with requirements for specific information otherwise required on the plot plan where such compliance is not necessary to determine that Zoning or other code regulations are met.

B. MODIFICATION OF PLANS

If a modification or amendment to the approved plan is proposed, the same shall be subject to the review and approval of the Commission, as provided herein.

C. APPLICATIONS FOR PERMITS

An application for a building permit shall include at least one copy of an approved site plan or plot plan, as the case may be, for the use contemplated.

D. EXCEPTION

When an unsafe building exists or when emergency measures are required under International Building Code Section 116 of the State of Connecticut Building Code, as may be amended from time to time, the Building Official shall have the authority to waive (in writing) any part or all of Sec. 1102A for a period of thirty (30) days before the expiration of which the owner must make application pursuant to Sec. 1102A unless the maintenance and repair which is required does not involve a change in design, exterior appearance, or scale.

E. EXPIRATION OF PLAN APPROVAL *(Note: this paragraph was amended on 6-7-1990)*

All work in connection with a site plan shall be completed within five (5) years after the approval of the plan. Failure to complete all work within such five (5) year period shall result in automatic expiration of the approval of such site plan. The Commission may grant one or more extensions of the time to complete all or part of the work in connection with the site plan provided the total extension or extensions shall not exceed ten years from the date such site plan is approved. Where a proposal calls for more than one building on a property, the project may be phased, provided that a construction schedule is submitted to and approved by the Commission. The Commission may require submission of a bond(s) to guarantee timely completion of various aspects of the project. Non-compliance may cause withholding of individual Certificates of Occupancy, such as in a multi-unit project, in addition to calling of the bond(s).

F. PERIOD OF PERMITS

A permit shall become null and void 180 days after it has been issued unless reasonable progress has been made in the work authorized by said permit. The Building Official is authorized to renew a permit for periods of six months if, in his opinion, reasonable progress has been made in the work authorized by said permit.

G. COMPLETION OF SITE WORK *(Note: This paragraph was replaced on 7-1-1998 and amended on*

5/1/15) REQUIREMENT OF AS-BUILT PLAN

Prior to the issuance of a Certificate of Occupancy for any structure the owner shall submit an As-Built plan at the same scale as the Site Plan approved by the Commission, showing all improvements as indicated on the approved site plan, including but not limited to building locations, pavement limits, topography, boundary information, proper datum listed, utility locations (including size, depth and other pertinent information such as encasement and elevations of top of frame and flow lines), certification that the site was constructed in conformance with the approved plan with any variations specifically listed.

Where no Certificate of Occupancy is required, the As-Built shall be submitted and approved prior to commencement of the new use or prior to use of the new structure. Plans shall be stamped by a land surveyor, licensed to do business in the State of Connecticut, and certified to conform to class A-2 and T-2 accuracy.

Where a certificate of occupancy is requested for a new single-family home that did not require approval by the Commission, the Zoning Enforcement Officer shall require an as-built plan to guarantee compliance with associated plans and approvals.

REQUIREMENT OF BONDS

The Commission may require submission of a bond(s) to guarantee timely completion of various aspects of a project. Where a proposal calls for more than one building on a property, the project may be phased, provided that a construction schedule is approved by the Commission. All site work shall be completed prior to the issuance of a certificate of zoning compliance. Non-compliance may cause withholding of individual certificates, such as in a multi-unit project, in addition to call of the bond(s). Whenever substantial work remains to be done and the applicant requests a certificate of occupancy, said the remaining work shall be guaranteed by a bond and a time schedule shall be approved by the Commission. Where a certificate of occupancy is requested for a project that did not require approval by the Commission and site work is incomplete, the Building Official may require the posting of a bond to guarantee completion of the work in a timely fashion.

1103 PROCEDURE FOR APPROVAL OF APPLICATIONS (This section was amended on 5/1/15)

Applications for required permits shall be reviewed and acted upon as follows:

A. SPECIAL USE PERMIT (Public Hearing Required)

1. All special permit uses identified as such in Sec. 402 or elsewhere in these Regulations are declared to possess characteristics of such unique and distinct form that each specific use shall be considered as an individual case. Special permit uses shall be deemed to be permitted uses in their respective districts, subject to the satisfaction of requirements and standards set forth herein, in addition to all other requirements of these Regulations.
2. The Building Official shall refer to applications for special use permits to the Commission, at a Regular Meeting, for receipt, hearing and action as required by Sec. 8-7 of the Connecticut Statutes as may be amended from time to time.

3. The applicant shall post a sign, available from the Building, Planning and Zoning Office, giving notice of the application, in a conspicuous place on the property for which a special use permit approval is sought, no farther than 10' back of the street property line of every street frontage. Signs shall be located as directed by the Town Planner. Where there are more than two street frontages, no more than 2 signs shall be required. Said sign shall be posted ten (10) days before the date of the public hearing, shall remain in place until the hearing is closed, and it shall be removed not later than three (3) days after the public hearing.
4. The Commission shall make a finding that each of the following standards is met and where necessary, shall attach specific conditions to its approval of a special use permit, if in its opinion, such conditions are essential to making the finding:
 - a. The location and size of the use, the nature and intensity of the operations connected with it, the size of the lot in relation to it, the location of the lot with respect to streets giving access to it, are such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
 - b. The kind, location and height of all structures and the nature and extent of the landscaping on the lot are such that the use will not hinder or discourage the appropriate development and use of adjacent properties.
 - c. The parking and loading facilities are adequate and properly located for the proposed use and the entrance and exit driveways shall be laid out to achieve maximum safety. Recommendations of the Windsor Locks Police Commission shall be considered.
5. After the approval, the applicant shall submit to the Commission five (5) prints and one transparency print on permanent material of the plans as approved within 45 days. The Commission shall file with the Building Official one print of the approved plans with any conditions noted thereon pertaining to the special use approval. One print with the approval indicated shall be made available to the applicant.

B. SITE PLAN APPROVAL

1. The Building Official shall refer applications requiring site plan approval to the Commission at a Regular Meeting. The Commission shall approve, disapprove, or approve with modification such proposed site plan within 65 days after formal receipt.
2. In acting on a proposed site plan the Commission shall determine that the requirements of the Zoning Regulations are met in fact. The Commission shall consult with the Town Engineer on matters regarding engineering and with any other Town Official or Board it may deem necessary and may also hold a public hearing on the proposal if it decides such a hearing would be in the public interest.
3. After approval, the applicant shall submit to the Commission five (5) prints and one transparent print (Mylar) on permanent material of the approved site plan within 45 days. The Commission shall file with the Building Official one print of the approved plans with any conditions noted thereon pertaining to the site plan approval. One print with the approval indicated shall be made available to the applicant.

C. ALL OTHER APPLICATIONS FOR PERMITS

1. Upon determination of the Building Official that the proposed structure or use complies with the Zoning Regulations, the Building Official shall issue the required permit. One copy of the approved plot plan shall be returned to the applicant with the approval and number of the permit noted thereon. A copy of the permit shall be displayed on the site until a certificate of occupancy has been issued. A copy of the approved plans shall be available for inspection at the premises during regular working hours. CSBC 104.6.(IBC)

2. STRUCTURES REQUIRING A FOUNDATION Before the actual placement of the foundation of any structure, the contractor or owner shall stake out the location of the proposed foundation and supply the Building Official with a certificate by a licensed surveyor that the location of such foundation, or any part of a structure to be erected, complies with the approved plot plan. Failure to supply such a certificate shall automatically suspend the permit under which the work has been authorized until said certificate has been supplied to the Building Official.

1104 PERIOD OF PERMITS

A permit shall become null and void 180 days after it has been issued unless reasonable progress has been made in the work authorized by said permit. The Building Official is authorized to renew a permit for periods of six (6) months if, in his opinion, reasonable progress has been made in the work authorized by said permit.

1105 ZONING AMENDMENTS

A. REQUIRED INFORMATION

1. A proposed amendment to the Zoning Regulations or Zoning Map shall be submitted in the correct legal form accompanied by a letter of explanation of why the change is being requested. The Commission shall not be required to provide such a letter.
2. A proposed amendment to the Zoning Map shall include a legal description of the area proposed to be changed and five (5) prints of a map drawn to a scale of not more than one (1) inch to one hundred (100) feet showing the proposed change in the district boundaries of the Zoning Map. All properties within five hundred (500) feet of the proposed change shall be identified as to use and the owners' names and mailing addresses shall be provided for all properties indicated. This requirement shall not apply to comprehensive or large area revisions.
3. Applicants requesting an amendment to the Zoning Map shall provide a preliminary site plan for property to be developed under the proposed zone. Said plan shall show proposed buildings and uses, parking and loading, preliminary grading, driveway locations and other proposed features that will aid the Commission in its deliberations. Supporting reports such as traffic studies, feasibility reports, etc. shall be submitted at the time of application in order to allow adequate time for review by the Commission and its staff. These requirements shall not apply to proposals by the Commission.
4. The applicant shall post a sign, available from the Building Official, giving notice of the application, in a conspicuous place on the property for which a zone change is sought, visible from a public street. Said sign shall be posted ten (10) days before the date of the public hearing, shall remain in place until the hearing, and it shall be removed not later than three days after the public hearing.

B. RESPONSIBILITY TO PROVIDE FILE MAP

1. If a proposed change to the Zoning Map is approved, it shall be the responsibility of the applicant to provide a transparent print of the change on permanent material to the Commission for filing with the Town Clerk. Said map is to be submitted to the Commission within seven (7) days of approval by the Commission, accompanied by the required filing fee.
-

TO THE BEST OF MY KNOWLEDGE AND BELIEF
THIS PLAN CONFORMS TO THE CONDITIONS
AND REQUIREMENTS SET FORTH IN THE APPROVAL
GRANTED BY THE TOWN OF WINDSOR LOCKS
PLANNING AND ZONING COMMISSION

DATE APPROVED

APPROVAL EXPIRES

TOWN ENGINEER, WINDSOR LOCKS DATE

SECRETARY, PLANNING AND ZONING DATE

CHAIRMAN, PLANNING AND ZONING DATE

CHAPTER XII - FEE SCHEDULE
(this section was modified on 2-23-05, 10-1-09, 5-1-15 and 7-8-25)

1201 Fees for the various permits and applications required by the Zoning Regulations are hereby established as follows:

Site plan and Modification	Minimum of \$230.00 up to 20,000 sq. ft. Over 20,000 an additional per \$0.01/sq. ft
Amendment to zoning map or regulations	\$300.00
Special use permit	\$250.00
DEP Fee – PZC application increased per PA 10/1/09)	\$60.00
Permit for motor vehicles dealer or repairer license and gasoline stations	As established by Zoning Board of Appeals
Building permit includes zoning permit	As established*
Certificate of occupancy for use authorized by a building permit	As established*
Zoning permit (as a separate permit when no other permit in this fee schedule is required)	\$20.00
Certificate of occupancy for a use authorized by a zoning permit	\$10.00
Planned Development Multi-Family Site Plan, per Dwelling Unit	\$100.00
Signage Application	As established*
Variance	As established by Zoning Board of Appeals
Hearing Site Sign	\$30.00 refundable deposit

The Planning and Zoning Commission and the Zoning Board of Appeals may waive any of the aforesaid fees established in this section. However, any waiver shall be accompanied by a statement of reason.

*As established by ordinance.

Town of Windsor Locks
Building Department
Town Hall – 50 Church Street
Windsor Locks, CT 06096

Project Address: _____

ROUTING SHEET FOR CERTIFICATE OF OCCUPANCY / USE

To receive a Certificate of Occupancy / Use for your Building Permit, you must first take this routing sheet to those agencies listed below for dated signatures:

AGENCIES:	SIGNATURE & DATE
FIRE MARSHAL 860-627-1467	
NORTH CENTRAL HEALTH DEPARTMENT 860-745-0383	
Engineering Consultant 860-623-0569	
WPCA – Water Pollution Control 860-627-1470	
DMV - Department of Transportation	
Zoning Department (As Built received)	
Other:	

This routing sheet should be presented to the Building Department at the same time as you request your final inspection for Certificate of Occupancy / Use. You need only to obtain signatures from those agencies you received approval from originally allowing you to apply for your Building Permit.

If you are unsure of which agencies you will need, please call the Building Department at 860-627-1447.

Mark Doody, Building Official