

## **BLOOMFIELD TOWN PLAN AND ZONING COMMISSION**

### **SITE PLAN, SPECIAL PERMIT, SUBDIVISION AND ZONE CHANGE SUBMISSION REQUIREMENTS**

All site plan, special permit and subdivision submissions shall be accompanied by five copies of a plan prepared to A-2 standards and sealed by a Land Surveyor registered in the State of Connecticut according to the Bloomfield Zoning Regulations. All proposed site plan improvements must be sealed by a Professional Engineer.

Five copies of the site plan, special permit and subdivision submissions shall accompany all applications to the Commission and shall be submitted on sheets no larger than 24 x 36 inches in size. For applications which also will be submitted to the Bloomfield Inland Wetlands and Watercourses Commission, a total of seven sets shall be submitted.

In addition to these plans, 10 copies of a site plan or subdivision plan reduced to 11 x 17 inches or 12 x 18 inches shall be submitted. For applications which also will be submitted to the Bloomfield Inland Wetlands and Watercourses Commission, a total of 20 plans shall be submitted.

Revised 9/10/09



**Bloomfield  
Plan and Zoning Commission  
SUBDIVISION APPLICATION**

- Subdivision (\$25/lot+\$60)
- Resubdivision (\$25/lot+\$60)
- Open Space (\$500+\$50/lot+\$60)
- Rear Lot (Special Permit \$260)

Subdivision Name \_\_\_\_\_

Applicant's Name, Address and Phone Number \_\_\_\_\_

Applicant's interest in the property:  Owner  Optionee  
 Other, Explain: \_\_\_\_\_

Property Owner(s) Name, Address and Phone Number \_\_\_\_\_

4. Location of Property (Include street address and Assessor's lot #)

Total Area of Site \_\_\_\_\_ Proposed Number of Lots \_\_\_\_\_  
Present Zoning \_\_\_\_\_

Public Water  Yes  No Public Sewer  Yes  No

Does the property contain areas classified as inland wetlands or watercourses?  Yes  No

Note: Section 8-26 of the Connecticut General Statutes requires that if an application for a subdivision approval involves land regulated under Inland Wetlands and Watercourses provisions of the Statutes, the applicant must submit an application for a wetlands permit to the Bloomfield Inland Wetlands and Watercourses Commission no later than the day the subdivision application is filed.

Does the property abut, or is it within 500 feet of, a municipal boundary  Yes  No

Please indicate the adjoining property owners within 400 feet of the property, including across the street, their mailing addresses and location as follows: (Attach separate sheet if necessary)

Bounded Northerly by: \_\_\_\_\_  
Southerly by: \_\_\_\_\_  
Easterly by: \_\_\_\_\_  
Westerly by: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

**CONFLICT OF INTEREST DISCLOSURE FORM**

(This form is required for all applications and must be notarized. Complete all sections, indicate N/A if not applicable and use additional sheets if necessary. Full disclosure is required for a complete application. Incomplete applications will not be scheduled for a hearing).

LOCATION OF PROJECT: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

IF APPLICANT IS OWNER OF RECORD, HOW LONG HAS HE/SHE OWNED THE PROPERTY \_\_\_\_ YEARS \_\_\_\_ MONTHS

**NAMES AND ADDRESSES OF ALL PARTIES KNOWN TO HAVE AN INTEREST IN THIS APPLICATION/PROPERTY**

OWNERS: \_\_\_\_\_  
\_\_\_\_\_

OPTIONEES: \_\_\_\_\_  
\_\_\_\_\_

OFFICERS, DIRECTORS AND MAJORITY STOCKHOLDERS OF CORPORATIONS LISTED ABOVE:  
\_\_\_\_\_  
\_\_\_\_\_

BENEFICIARIES OF ANY TRUST OR OTHER FIDUCIARY OWNERSHIP LISTED ABOVE: \_\_\_\_\_  
\_\_\_\_\_

TENANTS/PROSPECTIVE TENANTS: \_\_\_\_\_  
\_\_\_\_\_

ATTORNEYS, INCLUDING NAME OF LAW FIRM(S) AND PARTNERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FINANCIAL INSTITUTIONS OR OTHER FINANCIERS: \_\_\_\_\_  
\_\_\_\_\_

ENGINEERS, SURVEYORS: \_\_\_\_\_

ARCHITECTS: \_\_\_\_\_

BUILDERS: \_\_\_\_\_

CONSULTANTS: \_\_\_\_\_

OTHERS: \_\_\_\_\_

To the best of my knowledge, no one except those listed below has a financial interest in this application or the subject property who is an employee of the Town of Bloomfield, or an elected or appointed official of the Town of Bloomfield: \_\_\_\_\_  
\_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2\_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

[This is a draft notification letter that is to be sent from the applicant to the owners of land that is within 500 feet of the subject property. The sections in ***bold italics*** are to be filled in for each application. Letters are to be sent no less than 7 days before the hearing date. Letters are to be addressed to the property owner of record. The applicant must submit a Certificate of Mailing from the U.S. Post Office before or at the public hearing. Sections of this document in square brackets are NOT to be included in the notice letter.]

***Date of this letter***

Dear Property Owner:

In accordance with Section 9.12 of the Bloomfield Zoning Regulations, this letter is being sent to notify you that a public hearing has been scheduled for the application described below. You have the right to attend the public hearing, and ask questions and make comments about the application; however, you are not required to attend the hearing.

The hearing concerns the following:  
[As appears on the Application Form]

***Location of subject property***  
***Description of proposal***  
***Applicant's name and address***

HEARING DATE AND PLACE:

***Day and Date*** [to be determined by the Town Plan and Zoning Commission]  
7:00 P.M.  
Council Chambers, Bloomfield Town Hall  
800 Bloomfield Avenue  
Bloomfield, Connecticut 06002

If you should have any questions concerning this hearing, please contact Thomas Hooper, Director of Planning, at 860-769-3515.

Very truly yours,

***Applicant's printed name and signature***