

***Borough of Newtown  
Zoning Commission  
Newtown, Connecticut 06470***

**APPLICATION FOR SPECIAL EXCEPTION  
BOROUGH OF NEWTOWN ZONING REGULATIONS**

Date Received:
Fee Paid:

1. NAME OF APPLICANT: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_

3. DESCRIPTION OF PROPERTY (a description sufficient to locate and define the boundaries of the parcel for which the special exception is being sought):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

a. Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

b. Is property located in the aquifer protection district? Yes \_\_\_\_\_ No \_\_\_\_\_

4. INTEREST OF APPLICANT IN PROPERTY IF OTHER THAN FEE OWNER (i.e., lease, option, etc.)

\_\_\_\_\_

5. NAMES AND ADDRESSES OF MORTGAGEES AND OTHER PERSONS CLAIMING AN INTEREST IN THE PARCEL FOR WHICH THE SPECIAL EXCEPTION IS SOUGHT:

_____	_____
_____	_____
_____	_____

6. NAMES AND ADDRESSES OF PERSONS WHO ARE OWNERS OF LAND WHICH IS WITHIN 1,000 FEET OF THE PARCEL FOR WHICH A SPECIAL EXCEPTION IS BEING SOUGHT (if necessary continue on additional pages)

_____	_____
_____	_____
_____	_____

7. NOTICE REQUIREMENTS

The applicant shall notify by certified mail, return receipt requested at least ten (10) days prior to the public hearing, the owners of land which is within 1,000 feet of the land which is the subject of the special exception. The names of the owners shall be taken from the latest Tax Assessor records. Evidence of certified mailings shall be submitted by the applicant on or before the public hearing date via the attached affidavit.

8. SECTION OF ARTICLE \_\_\_\_ UNDER WHICH A SPECIAL EXCEPTION IS BEING SOUGHT \_\_\_\_\_

9. BRIEFLY DESCRIBE THE PROPOSED USE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. GIVE A BRIEF STATEMENT OF:

- a. Methods of supply of water to premises and disposing of sewage and other waste:
- b. Estimate of the number of vehicles for which off street parking will be required:
- c. Expected effect on property values in the neighborhood:
- d. Suggested restrictions and conditions on use of property, if any, in order to preserve the general character of the neighborhood:

\_\_\_\_\_

\_\_\_\_\_

11. NAME OF ATTORNEY OR AGENT AUTHORIZED TO ACT ON THIS APPLICATION, IF ANY: \_\_\_\_\_

\_\_\_\_\_

12. IF APPLICANT IS A CORPORATION, NAME OF ALL OFFICERS AUTHORIZED TO ACT ON THIS APPLICATION: \_\_\_\_\_
- 
13. A FEE (CASH OR CERTIFIED CHECK) MUST ACCOMPANY EACH APPLICATION IN ACCORDANCE WITH THE FOLLOWING FEE SCHEDULE.  
Ponds and incidental excavations pursuant to Section 8.03 - \$150.  
All other special exception applications - \$300.
14. A TRAFFIC REPORT (PREPARED BY PROFESSIONAL TRAFFIC ENGINEER) SHOULD INCLUDE AT A MINIMUM THE FOLLOWING DATA:
- a. Existing Road Conditions
    - i. road classifications
    - ii. road widths
    - iii. roadway capacity (level of service)
  - b. Existing Traffic Conditions
    - i. average daily traffic
    - ii. peak hour traffic volumes
  - c. Impact of Proposal upon Traffic Flow and Safety
    - i. projected trip generation
    - ii. effect upon peak hour traffic and level of service
    - iii. improvements in road conditions or signalization
15. APPLICATION MUST BE RECEIVED AT LEAST FIFTEEN (15) DAYS BEFORE THE REGULAR MONTHLY MEETING OF THE BOROUGH OF NEWTOWN ZONING COMMISSION.
16. SIGNATURE OF APPLICANT (signature of Agent will not be accepted unless properly executed Power of Attorney is attached hereto)

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Dated: \_\_\_\_\_

**NOTIFICATION FORM**  
**SPECIAL EXCEPTION APPLICATION**

Dear

Be advised that \_\_\_\_\_ has applied for a  
(applicant)

special exception application for property located at the following address:

\_\_\_\_\_  
(street name and number)

\_\_\_\_\_  
Map                  Block                  Number(s)

The proposal is for \_\_\_\_\_  
(description of proposal)

\_\_\_\_\_  
\_\_\_\_\_  
The Borough of Newtown Zoning Commission will conduct a public hearing on this proposal as follows:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

You are being notified because your property is within 1,000 feet of the subject parcel.

The application is on file in the Office of the Borough Zoning Enforcement Officer and the Clerk of the Borough of Newtown.

**(TO BE COMPLETED BY APPLICANT)**



**BOROUGH OF NEWTOWN  
ZONING COMMISSION**

SPECIAL EXCEPTION  
REQUIRED DOCUMENTS CHECKLIST

No.	Item	Received
1	<p>Application – completed and signed and shall contain a written statement of the proposed use, appropriate information concerning the applicant and his interest in the property for which the special exception is being sought, and the names and addresses of owners of property which may be affected by the granting of the special exception and in any event, the owners of property lying within 1,000 feet of the boundaries of the parcel for which the special exception is being sought</p>	
2	<p>Four (4) copies of a site plan shall be submitted with the application. Said plan shall be drawn to a scale of not less than 40 feet to the inch and shall meet the A-2 classification of the Connecticut Technical Council. Said plan shall show the following information, which may be submitted in several documents or maps provided that each document or map is submitted in quadruplicate:</p> <ol style="list-style-type: none"> <li>1. The perimeter of the lot and an outline of those areas of the lot to be devoted to the use for which the special exception is being sought with the areas of each computed.</li> <li>2. Existing contours at not more than 5 foot intervals.</li> <li>3. Proposed contours at not more than 5 foot intervals.</li> <li>4. Location of all existing buildings, wells, sewage disposal facilities, utility installations, drainage facilities, ponds, swamps, watercourses, rock outcroppings and existing wooded areas on the site for which the special exceptions are being sought, location of all proposed structures, signs, loading areas, parking areas including stalls and curbing, all planting, landscaping and buffer areas, proposed water supply and sewage disposal systems, all storm drainage structures and facilities, and all gas, electric and other utility installations. Gross floor area of all buildings to remain or to be built on the lot shall be shown.</li> </ol>	
3	<p>Four (4) copies of a general location map showing the surrounding property within 500 feet of the area proposed for a special exception, including all existing structures, wells, sewage disposal facilities, roads, storm drainage systems, ponds, swamps, watercourses, rock outcroppings, wooded areas, names of contiguous property owners and contours at not less than 10 foot intervals. This map need not be drawn to scale, provided that the scale is not varied in any way which misleads the viewer, and all the required information is shown</p>	
4	<p>Architectural rendering of all proposed buildings, structures or signs, together with a description of the nature of the exterior surfaces and all exterior features such as, but not limited to, doors, windows, fire escapes, signs and lighting</p>	