

Administrative Site Plan Review Guidelines



City Plan Commission City of New Haven, Connecticut

1.0 Applicability

Pursuant to Section 64(f)(10) of the New Haven Zoning Ordinance, these administrative site plan review guidelines apply to proposed activities which do not meet the threshold for Site Plan Review by the City Plan Commission, but still require a Building Permit and/or Zoning Sign-Off.

2.0 Procedure

Prior to commencement of any site activity, including but not limited to clearing and grubbing, grading, footings and/or foundations work, the applicant shall submit a site plan for review and approval. In step order of approval, submit the site plan to:

- Step 1. Livable City Initiative, Building Division (for zoning sign-off)
- Step 2. City Plan Department (initial review)
- Step 3. Greater New Haven Water Pollution Control Authority
- Step 4. City Engineer
- Step 5. Department of Public Works
- Step 6. Other departments (as needed)
 - 6A. Fire Marshall
 - 6B. Traffic and Parking Department
 - 6C. Health Department
- Step 7. City Plan Department (final sign-off)

Final notice to proceed shall be in the form of a permit from the Livable City Initiative, Building Division. Any work within the public right-of-way (street, curb cut or sidewalk) requires separate permits.

3.0 General Standards

Proposed activities are subject to the standards and regulations of the New Haven Zoning Ordinance (use, lot area, yards, coverage, height, FAR, and parking requirement, etc.), the Housing Code and the Building Code, as well as the standard details and regulations of the Fire Department, the Greater New Haven Water Pollution Control Authority, the Department of Traffic and Parking and the Engineering Department.

4.0 Site Plan Contents

The applicant shall provide a site plan and building plans, dated and drawn to scale, with the name of the owner, developer and plan developer, and with the following information (Note: in cases where there is construction or activity within five (5) feet of a property line, or a lot split, a Class A-2 Survey is required):

- Lot with dimensions (indicate total lot area).
- Locations of existing and proposed buildings with front, rear and side dimensions, area, building height and number of stories, and distances between all buildings and property lines.
- Walkways and driveways, including existing and proposed paving, parking areas, driveways (paved or gravel), driveway aprons, sidewalks and curb type (granite, concrete, asphalt).

- Existing and proposed grades with contour lines at 2' intervals, or spot grades for a flat site.
- Existing and proposed landscaping, including existing trees of 5" caliper or more, proposed trees and other landscaped areas.

- Existing and proposed sidewalks and curbing, (if sidewalks and/or curbing are in deteriorated condition, sidewalk and/or curb replacement will be required; if there is no sidewalk/curb, check with Engineering Department to determine whether one is required).
 - Note: Refer to appropriate standard city details for sidewalks, driveway apron, curb cuts, curbs, temporary and permanent pavement restoration, etc. If driveway is not to be paved:
 - If no sidewalk exists, a standard driveway apron or a paved driveway shall be installed from the gutter to the street line or 10 feet long, whichever is greater.
 - If sidewalk exists, a standard driveway apron shall be installed and a paved driveway installed from the back of sidewalk to the street line or 3 feet long, whichever is greater.)
- Inland wetlands, watercourses, or tidal wetlands (area must be deducted from total lot area);
- Existing and proposed retaining walls (with construction details). If walls are in close proximity to property lines, demonstrate constructability without trespass or provide evidence of construction easement.
- Drainage design for site (including roof and paved areas) and tributary areas.
- Existing and proposed utility lines, including water, sewer, gas, hydrant, electric, cable TV, telecommunications, etc. (Note which are under ground or above ground).
- Location, ownership and descriptions of all existing and proposed easements and rights-of-way.
- Location of other improvements and structures, including signs, fences, and walls.
- Existing and proposed sanitary and storm water drainage facilities with elevations (check with the Engineering Department to determine if the street has combined or separated sewer; roof leaders and drains must be separated from sanitary sewer; no connections to catch basins permitted. If sewer is combined, contact Greater New Haven Regional Water Pollution Control Authority as soon as possible to determine what will be required).
- Soil erosion control measures to be utilized during construction period (no sediment runoff is permitted, either onto adjacent property, into catch basins or onto the City right-of-way. Provide standard city details for soil erosion and sediment control measures (fabric filter silt fence, anti-tracking pad, silt sack).

5.0 Building Plan Contents

- Building plans including floor plans, 4 elevations (front, rear, two sides).
- Finished floor elevation for lowest floor (lowest enclosed area incl. basement) & first floor.
- Illustrations and/or material descriptions if available.

6.0 Enforcement and Maintenance

New construction and site work approved herein shall be the sole responsibility of the owner, unless otherwise specified. Lack of maintenance in a proper, neat and living condition shall be construed to be a violation of these guidelines and subject to enforcement pursuant to Section 62 of the New Haven Zoning Ordinance and other penalties as provided by state and local law. A site restoration bond may be required by city staff.