Please refer to - **Section III : Use Regulations Use Chart** to determine whether your proposed land use is permitted, and whether a Special Permit or Site Plan review process is required.

Please refer to – **Section V, Subsection A.1: Supplementary Regulations for Home Occupations,** if applicable to your property and project proposal.

SPECIAL PERMITS & SITE PLAN REVIEW WORKSHEET

Information contained herein taken from the
Town of Granby Zoning Ordinance
Section VII, Subsection C

Sketch Plan: Before filing an application, a preliminary conference with the Codes Enforcement Office is advisable to discuss the nature of the project, to explain the review process, and to facilitate the review of the submission to the Planning Board. A sketch plan conference may be held between the Planning Board and the applicant ***prior to the preparation and submission of a formal site plan***. The intent of such a conference is to enable the applicant to inform the Planning Board of his proposal prior to the preparation of a detailed site plan; and for the Planning Board to review the basic site design concept, advise the applicant as to potential problems and concerns, and to generally determine the information to be required on the site plan. In order to accomplish these objectives, the applicant should provide the following:

1. _____ A statement and rough sketch showing the locations and dimensions of principle and accessory structures, parking areas, access signs (with descriptions), existing and proposed vegetation, and other planned features; anticipated changes in the existing topography and natural features; and where applicable, measures and features to comply with flood hazard and flood insurance regulations.
2. _____ A sketch or map of the area which clearly shows the location of the site with respect to nearby streets right-of-way, properties, easements and other pertinent features.
3. _____ A topographic or contour map of adequate scale and detail to show site topography.

The accompanying information shall be drawn from the following checklist as determined necessary by the Planning Board at said sketch plan conference. The Planning Board has the authority to waive submission, or some of the information requirements, upon the finding that it is not necessary based upon the known project details and the scale and anticipated impact of the proposal.

Contents - The graphic plans (site, building and floor plans) with related application narrative materials to be submitted to the Planning Board shall include the following:

_____ 1.) Name of the project, boundaries, date, North arrow, and scale of the plan.
_____ 2.) Name and address of the owner of record, developer and seal of the engineer, architect, or landscape architect.
_____ 3.) A vicinity map drawn at the scale of 2,000 feet to the inch that shows the relationship of the proposal to existing community facilities which affect or serve it, such as roads, shopping areas, schools, etc.
_____ 4.) A site plan drawn at a scale of one (1) inch to 20, 30 or 40 feet or such other scale as the Planning Board may deem appropriate, on standard sheets 22 inches by 34 inches, with continuation on sheets 8 1/2 by 11 inches as necessary for written information, showing, in addition to the site, all properties, subdivisions, streets and easements within 200 feet of the property boundaries.
_____ 5.) The location and use of all existing and proposed structures within the property, including all dimensions of height and floor area, all exterior entrances and all anticipated future additions and alterations. Building Elevations at an appropriate scale to adequately show all exterior

facades of the proposed structure(s) and/or alterations to or expansions of existing facades, showing design features, and indicating materials to be used. When appropriate to explain the use of the site floor plans, occupancy- employee estimates, designated space for land use activities and estimated parking.

_____ 6.) The location of all present and proposed public and private ways, off-street parking areas, driveways, outdoor storage areas, sidewalks, ramps, curbs, paths, landscaping, walls, and fences. Location, type, and screening details for all waste disposal containers shall also be shown.

_____ 7.) The location, height, intensity, and type of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties.

_____ 8.) The location, height, size, materials, and design of all proposed signs.

_____ 9.) The location of all present and proposed utility systems including sanitary systems, water supply, storm drainage system including existing and proposed drain lines, culverts, catch basins, detention ponds and drainage swales. Soil testing results may be required to confirm suitability of design or calculations.

_____ 10.) Erosion and stormwater control measures to prevent the pollution of surface or ground water, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table and flooding of other properties, as applicable.

_____ 11.) Existing and proposed topography at two-foot contour intervals, or such other contour interval as the Planning Board shall specify. All elevations shall refer to the nearest United States Coastal and Geodetic benchmark. If any portion of the parcel is within the one-hundred-year Flood Hazard Area, the area will be shown, and base flood elevations given. Areas shall be indicated within the proposed site and within 50 feet of the proposed site where soil removal or filling is required, showing the approximate volume in cubic yards.

_____ 12.) A landscape, planting and grading plan showing all existing natural land features that may influence the design of the proposed use such as rock outcrops, single trees eight or more inches in diameter located within any area where clearing will occur, forest cover and water sources and all proposed changes to these features. Water sources include ponds, lakes, wetlands and watercourses, aquifers, floodplains, and drainage retention areas.

_____ 13.) Zoning district boundaries within 200 feet of the site's perimeter shall be drawn and identified on the site plan, as well as any overlay districts that apply to the property.

_____ 14.) Traffic flow patterns within the site, entrances and exits and loading and unloading areas, as well as curb cuts on the site and within 100 feet of the site. The Planning Board may, at its discretion, require a detailed traffic study for large developments or for those in heavy traffic areas, which shall include number of estimated vehicle trips, existing traffic flow conditions, assessment of existing and projected traffic conditions on surrounding roads.

_____ 15.) A schedule identifying the zoning district and how the existing conditions and proposed project compare to the applicable dimensional requirements.