

**ARTICLE I            GENERAL**

**Section 3                ZONES**

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3.01<sup>1</sup>            For the purpose of promoting the health, safety, economic and general welfare of the community, the Town of Manchester provides for the following types of zones:

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|--|---------------------------|
| Rural Residence                          | Business I                |
| Residence AA                             | Business II               |
| Residence A                              | Business III              |
| Residence B                              | Business V                |
| Residence C                              | Business CBD              |
| Planned Residential Development          | Industrial                |
| Historic <sup>2</sup>                    | Special Design Commercial |
| Comprehensive Urban Development (CUD)    | Neighborhood Business     |
| Elderly Housing Development <sup>3</sup> | General Business          |
| Flood Plain <sup>4</sup>                 | Off-Street Parking        |

3.02<sup>5</sup>            Zones are shown on a map entitled "Zoning Map Town of Manchester, Connecticut", scale 1000 feet to one inch, adopted March 3, 2003. Said map, as revised, shall be part of these regulations and may be published as a black and white map or with zoning districts represented in various distinct colors and/or patterns. Said map will also depict areas zoned Residence M, which district is no longer provided for in these regulations, and areas where cluster subdivision regulations have been applied.

3.03            Where uncertainty exists with respect to the boundaries of zones as shown on the zoning map, the following rules shall apply:

3.03.01        Where the zone boundary is a street, the boundary line shall be the center line of the street. Where the boundary line is indicated approximately parallel to the street, it shall be determined as parallel thereto and at the following distances back from the nearest street line:

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|---------------------------|--|
| In the AA Zone - 200 feet | In the Business Zone I - 125 feet  |
| In the A Zone - 150 feet  | In the Business Zone II - 125 feet   |
| In the B Zone - 125 feet  | In the Business Zone III - 100 feet  |
| In the C Zone - 100 feet  | In the Industrial Zone when fronting on rail-road from 150 feet the nearer right of way line |

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<sup>1</sup> Rev. 3/03/03, effective 3/26/03

<sup>2</sup> Rev. 12/07/87

<sup>3</sup> Rev. 4/20/98, effective 5/12/98

<sup>4</sup> Rev. 12/07/87

<sup>5</sup> Rev. 3/03/03, effective 3/26/03

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- 3.03.02 Where two or more zones are shown within a block 200 feet or less in width the boundary of the more restricted zone shall be deemed 100 feet back from its street line.
- 3.03.03 Where a zoning boundary line divides a lot in single ownership the Zoning Board of Appeals may, upon receipt of application, authorize an extension of either zoning uses into the abutting zone for a distance of not more than 25 feet from the zoning boundary line.
- 3.03.04<sup>6</sup> Except for the situations described in sections 3.03.01, 3.03.02 and 3.03.03 above, when zone lines are in close proximity to the base property lines on the zoning map, the boundary shall be deemed to be the property line. For purposes of this section close proximity shall be a 10 foot difference between the zone line and the property line.
- 3.03.05 The Director of Planning<sup>7</sup> is authorized to order changes to the zoning map when the director has determined that district boundaries are improperly shown due to drafting errors.
- 3.04 No encroachment of any kind shall take place within the Hockanum River Flood Encroachment Lines as established by the State of Connecticut Department of Environmental Protection (DEP) unless approved by the DEP.
- 3.04.01 For the purpose of this section "person" means any person, firm, partnership, association, corporation, company or organization.
- 3.04.02<sup>8</sup> Activities Requiring a Certified Erosion and Sediment Control Plan
- A soil erosion and sediment control plan shall be submitted with any application for development when the disturbed area of such development is cumulatively more than one-half acre.
- 3.04.02.01<sup>9</sup> Exemptions
- Construction and related activity for single-family homes which are not a part of a subdivision of land shall be exempt from the provisions of these regulations.

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<sup>6</sup> Rev. 12/07/87

<sup>7</sup> Rev. 05/16/11, effective 06/13/11

<sup>8</sup> Rev. 10/01/85

<sup>9</sup> Rev. 10/01/85

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3.04.02.02<sup>10</sup> Erosion and Sediment Control Plan

- A. To be eligible for certification, a soil erosion and sediment control plan shall contain proper provisions to adequately control accelerated erosion and sedimentation and reduce the danger from stormwater runoff on the proposed site based on the best available technology. Such principles, methods and practices necessary for certification are found in the Connecticut Guidelines for Soil Erosion and Sediment Control (2002), as amended. All plans shall be developed in accordance with said Guidelines and these regulations. Alternative principles, methods and practices may be used with approval of the Commission.
- B. Said plan shall be submitted in accordance with applicable provisions of Article I Section 4.04 and all provisions of Article I Section 4.06 of these regulations.

3.04.02.03<sup>11</sup> Issuance or Denial of Certification

- A. The Planning and Zoning Commission shall either certify that the soil erosion and sediment control plan, as submitted for filing, complies with the requirements of this regulation or deny certification when the development proposal does not comply with these regulations. Nothing in this certification action shall imply that the Commission is acting in a design or engineering capacity or guaranteeing the measures approved shall eliminate erosion or sedimentation; it certifies only that the plan submitted meets the minimum requirements of these regulations for a soil erosion and sediment control plan.
- B. Nothing in these regulations shall be construed as extending the time limits for the approval of any application under Chapters 124, 124A or 126 of the General Statutes.
- C. Prior to certification, any plan submitted to the municipality may be reviewed by the County Soil and Water Conservation District or by a consultant engaged by the Town at the expense of the developer, either of whom may make recommendations concerning such plan, provided such review shall be completed within thirty days of the receipt of such plan.
- D. The Commission may also forward a copy of the development proposal to the Conservation Commission or other review agency or consultant for review and comment.

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<sup>10</sup> Rev. 05/16/11, effective 06/13/11

<sup>11</sup> Rev. 10/01/85

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3.04.02.04<sup>12</sup> Conditions Relating to Soil Erosion and Sediment Control

- A. The estimated costs of measures required to control soil erosion and sedimentation, as specified in the certified plan, shall be covered by a financial guarantee in accordance with Article IV Section 22 of these regulations.<sup>13</sup>
- B. Site development shall not begin unless the soil erosion and sediment control plan is certified, control measures and facilities required in the plan which are scheduled for installation prior to site development are installed and functional and the required financial guarantee posted with the Department of Public Works.<sup>14</sup>
- C. Planned soil erosion and sediment control measures and facilities shall be installed as scheduled according to the certified plan, and one copy of the certified plan shall be on the project site during construction.
- D. All control measures and facilities shall be maintained in effective condition to ensure the compliance of the certified plan.
- E. It is the developer's responsibility to correct erosion or sedimentation problems in the field and take appropriate measures to avoid such problems. In the event that the erosion and sediment control measures certified by the Planning and Zoning Commission are not functioning to prevent erosion and sedimentation, either through inadequate design, emergency conditions, or unforeseen field conditions, said Commission shall direct the developer to revise the plan to correct and/or eliminate any deficiencies in the erosion and sedimentation control measures, and to install and maintain new measures. The developer shall promptly comply with said directions of the Commission.
- F. In the event that the developer wishes to make any changes in the certified plan, the developer shall submit a revised plan to the Commission. Minor modifications consistent with those described in Article I, Section 4.08 may be approved by the chairman of the Commission and the Director of the Planning Department. Any change not considered to be a minor change by the chairman or director shall be processed as a formal modification of the certified plan and require the approval of the Commission. The Commission shall after a review of said revised plan, either certify or deny certification of the revised plan in accordance with the provisions of Section

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<sup>12</sup> Rev. 10/01/85

<sup>13</sup> Rev. 06/03/13, effective 06/21/13

<sup>14</sup> Rev. 06/03/13, effective 06/21/13

E herein.

- G. The Commission shall designate agents who shall have the authority to order and/or approve changes to certified plans in the event of unforeseen field conditions which require immediate remedial measures to improve the effectiveness of certified plans.
- H. In the event that a developer fails to perform the work within any time limits specified in a certified plan or fails to perform any work in accordance with a certified plan, the Commission or its agent, the Director of Public Works, shall advise the developer and/or the provider of the financial guarantee in writing of this fact and direct that any necessary work be completed within a specified time. If the developer and/or provider of the financial guarantee do not comply with the directions of said Commission or its designated agent, the Commission or its agent may arrange for said necessary work to be done by the Town or a person or entity employed for such work by the Town and recover the cost thereof from the developer and/or provider of the financial guarantee.<sup>15</sup>

3.04.02.05<sup>16</sup> Inspection

Inspection shall be made by the Commission or its designated agents during development to ensure compliance with the certified plan and that control measures and facilities are properly performed or installed and maintained. The contractor shall verify through progress reports that soil erosion and sediment control measures and facilities have been performed or installed according to the certified plan and are being operated and maintained. Progress reports shall correspond to the construction/installation sequence of the certified plan.

- 3.04.03<sup>17</sup> The stormwater drainage and management aspects of all site development applications to the Planning and Zoning Commission shall comply with the Town of Manchester "Public Improvement Standards" unless the public works director or his/her designee grants a waiver, in writing, if the applicant demonstrates that the stormwater goals and objectives have been met.

- 3.05<sup>18</sup> No lot, parcel or site shall be developed by the construction of a principal building or structure unless plans for such construction show compliance with section 14-57 (Sidewalk and Curb Installation) of the Code of Ordinances as may from time to time be amended.

<sup>15</sup> Rev. 06/03/13, effective 06/21/13

<sup>16</sup> Rev. 10/01/85

<sup>17</sup> New 3/17/97, effective 4/1/97

<sup>18</sup> New 11/3/03, effective 11/28/03

**ARTICLE I**

**GENERAL**

Section 4

**APPLICATION REQUIREMENTS<sup>1</sup>**

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4.00 Application for development approvals shall be made on forms furnished by the Commission. This section identifies plan submission and related requirements for all applications before the Planning and Zoning Commission. The number of copies of plans and other supporting application documents shall be as prescribed by the Commission on its General Requirements for All Applications to the Planning and Zoning Commission and Inland Wetlands Agency.

4.01 Pre-Application Review<sup>2</sup>

Applicants may request a pre-application review of their proposed zone change, preliminary or detailed site plan, development plan or special exception before the Planning and Zoning Commission. The pre-application review shall be heard as a business item at a regularly scheduled meeting. The purpose of the pre-application review is to provide the applicant an opportunity to describe the location, type, and intent of the proposed development, and to obtain preliminary comments from the Planning and Zoning Commission members on the concept. The pre-application review shall be non-binding on members of the Planning and Zoning Commission and the applicant.

4.02 Preliminary Site Development Plan

Preliminary Site Development Plans (Preliminary Plans) shall be submitted with applications for PRD, CUD, and EHD zone changes and Special Exceptions. The Preliminary Plan shall show the overall conceptual layout of the proposed site development in relation to the existing features. It is intended to show that the proposed development meets the general requirements of the Zoning Regulations, Public Improvements Standards and/or Town Ordinances without the detail required for construction level plans.

4.02.01 General Requirements

A Preliminary Plan shall be prepared and certified by a registered professional engineer or registered landscape architect as appropriate and shall be drawn on 24" x 36" sheets at a scale of not less than 1" = 40', unless a larger scale is warranted and approved by the Director of Planning.

All plans shall be based on Town control. 40-scale aerial planimetric and topographic mapping is available at the Town of Manchester Engineering Division. When the application requires the location, size and material of existing utilities or existing structures the information may be based on mapping available at the Town

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<sup>1</sup> New 05/16/11, Effective 06/13/11

<sup>2</sup> Rev. 03/19/12, Effective 03/30/12

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Engineering Department or from best available sources.

When any of the proposed features of an application for development connect to existing public systems more detailed, field verified information shall be provided to demonstrate the feasibility of the proposed connection and the capacity of the existing system to accommodate the proposed development. Examples of this more detailed information include, but are not limited to, size and material of the existing system, invert elevations, and similar information.

4.02.02 Preliminary Plans shall show the following information, if applicable to the proposed development:

1. Title Block identifying the property address(es), date of plan, plan scale and person who prepared the plan.
2. Location Map at a scale of 1"= 1000'.
3. North arrow.
4. Legend.
5. Abutting property addresses.
6. Existing property lines and easements.
7. All applicable building setback lines.
8. Location of existing features on site and along the site's property frontage, including but not limited to:
  - a) Existing buildings and accessory structures
  - b) Existing roads, sidewalks, parking lots and driveways
  - c) Existing bridges and retaining walls
  - d) Existing storm drainage, water and sanitary sewer utilities, including size and material
  - e) Existing wells and septic areas
9. Existing site topography with minimum 2' contours. Ground formation contour information shall be based on Town of Manchester Control. 40-scale aerial planimetric and topographic mapping is available at the Town of Manchester Engineering Division.
10. Existing hydrologic and geographic features, including type of ground cover, location of ponds and natural watercourses.
11. Location of wetlands as depicted on the Town of Manchester Wetlands Map or as field delineated.

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12. Location of proposed:
    - a) Buildings and accessory structures
    - b) Roads, parking lots and driveways
    - c) Sidewalks, curbs and pedestrian paths
    - d) Water mains, including size and material, or private wells
    - e) Sanitary sewer mains, including size and material
    - f) Private septic systems, including the approximate location of the septic system and the results of deep test pit and percolation testing in accordance with the Connecticut Public Health Code to demonstrate suitability of the soils for on-site septic systems.
    - g) Storm drainage, detention basins and treatment systems
    - h) Retaining walls
  13. Proposed preliminary site grading with minimum 2' contours.
  14. Proposed limits of clearing.
  15. The width of all landscape areas and buffer yard areas and typical illustrative sections showing planting schemes.
  16. Open space and recreation areas when applicable.
  17. Phasing of proposed development, if applicable.
  18. Sightline distances at proposed curb cuts.
  19. Standard general notes as provided by the Engineering Division if applicable to the proposed activities.

#### 4.03 Supplemental Requirements – Preliminary Plan

In addition to the Preliminary Plan required in Article I Section 4.02 the following supplemental information shall be provided as appropriate:

##### 4.03.01 PRD Zone

1. The application will include:
  - a) A report regarding existing traffic conditions and information on traffic generated by development of the proposed plan and sidewalk system;
  - b) A statement of the projected impact on town water supply, drainage and sanitary sewer systems;
  - c) A general description of conservation measures to be utilized in development of the site to minimize erosion and sedimentation.

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2. The Preliminary Plan will also show:
    - a) Existing areas with slopes in excess of 15%;
    - b) A table of ratios indicating the proposed and permitted/required number of dwelling units (indicating the type of unit and the floor area of the units and buildings), parking and floor area ratio;
    - c) A Building Plan indicating:
      - (1) Floor plan for each type of unit and each building calling out floor areas in square feet;
      - (2) Exterior building elevations identifying the building finish materials and colors;
      - (3) Graphic representations showing the architecture of the proposed building(s) and the physical relationship to the surrounding properties and buildings to demonstrate design compatibility, such as building elevations, cross sections, photographs, or renderings shall be provided.
  3. Such other relevant information as the applicant may wish to submit or the Commission may request.

#### 4.03.02 CUD Zone

1. The application will include:
  - a) A report regarding existing traffic conditions and information on traffic generated by development of the proposed plan and sidewalk system; and
  - b) A statement of the projected impact on town water supply, drainage and sanitary sewer systems;
  - c) A general description of conservation measures to be utilized in development of the site to minimize erosion and sedimentation.
2. The Preliminary Plan will also show:<sup>3</sup>
  - a) A zoning compliance table.
  - b) A Building Plan indicating:
    - (1) Concept floor plan for each type of residential unit;
    - (2) Concept floor plan for each building calling out floor areas in square feet;

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<sup>3</sup>Revised 9/18/17, effective 10/2/17

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- (3) Exterior building elevations identifying the building finish materials and colors;
  - (4) Graphic representations showing the architecture of the proposed building(s) and the physical relationship to the surrounding properties and buildings to demonstrate design compatibility, such as building elevations, cross sections, photographs, or renderings shall be provided.
3. Such other relevant information as the applicant may wish to submit or the Commission may request.

#### 4.03.03 EHD Zone

1. The application will include:
  - a) A report regarding existing traffic conditions and information on traffic generated by development of the proposed plan and sidewalk system;
  - b) A statement of the projected impact on town water supply, drainage and sanitary sewer systems; and
  - c) A general description of conservation measures to be utilized in development of the site to minimize erosion and sedimentation.
2. The Preliminary Plan will also show:
  - a) Existing areas with slopes in excess of 15%;
  - b) Proposed lot lines and areas of lots if subdivision of land is proposed;
  - c) A table of ratios indicating the proposed and permitted/required number of dwelling units (indicating the type of unit and the floor area of the units and buildings), parking and floor area ratio;
  - d) A Building Plan indicating:
    - (1) Floor plan for each type of unit and each building calling out floor areas in square feet;
    - (2) Exterior building elevations identifying the building finish materials and colors;
    - (3) Graphic representations showing the architecture of the proposed building(s) and the physical relationship to the surrounding properties and buildings to demonstrate design compatibility, such as building elevations, cross sections, photographs, or renderings shall be provided.

3. Such other relevant information as the applicant may wish to submit or the Commission may request.

#### 4.03.04 Special Exception

1. The application will include:
  - a) A report regarding existing traffic conditions and information on traffic generated by development of the proposed plan and impacts on the road system. For drive through facilities traffic impact analyses shall describe peak hours of operation, volume of customers per hour, stacking lane length needed for the anticipated volume of drive through vehicles, turning movements, roadway capacity and level of service on adjacent streets.
  - b) A statement on the projected impact of the project on public water supply, drainage and sanitary sewer systems.
  - c) The proposed Restrictive Conservation Easement agreement if one is proposed by the applicant.
  - d) A general description of conservation measures to be utilized in development of the site to minimize erosion and sedimentation.
2. The Preliminary Plan will also show:
  - a) Existing areas with slopes in excess of 15%;
  - b) A table of ratios indicating the proposed and permitted/required number of dwelling units (indicating the type of unit and the floor area of the units and buildings), parking and floor area ratio;
  - c) A Building Plan indicating:
    - (1) Floor plan for each type of unit and each building calling out floor areas in square feet;
    - (2) Exterior building elevations identifying the building finish materials and colors;
    - (3) Graphic representations showing the architecture of the proposed building(s) and the physical relationship to the surrounding properties and buildings to demonstrate design compatibility, such as building elevations, cross sections, photographs, or renderings shall be provided.
3. Such other relevant information as the applicant may wish to submit or the Commission may request.

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#### 4.04 Detailed Site Development Plan

When required, Detailed Site Development Plans (Detailed Plans) shall show all existing features and proposed site development to the level of detail required to assure compliance with the regulations and to perform the intended construction.

A Detailed Plan shall be prepared and certified by a registered professional engineer or registered landscape architect, as appropriate, and shall be drawn on 24" x 36" sheets at a scale of not less than 1" = 40', unless a larger scale is warranted and approved by the Director of Planning.

Detailed Plans shall include a separate "Existing Conditions Plan" showing only the existing site conditions. This plan shall comply with the requirements of an Improvement Location Survey and shall be certified by a land surveyor licensed in the State of Connecticut. All plans shall be based on Town control.

Detailed Plans shall show the following information, at a minimum:

1. Title Block showing the property address(es), plan date, plan scale and person who prepared the plan.
2. Location map at a scale of 1"= 1000'.
3. North arrow.
4. Legend.
5. Property addresses of the site and abutting parcels.
6. Map references.
7. An accurate A-2 boundary description of the site, prepared by a land surveyor licensed in the State of Connecticut.
8. Existing monumentation.
9. Location and description, including volume and page, of all existing easements, including dominant and subservient tenants.
10. All applicable building setback lines.
11. Location and description of existing planimetric features, including:
  - a. Existing buildings and accessory structures
  - b. Existing roads, curb, sidewalk, parking lots and driveways
  - c. Existing retaining walls
  - d. Existing fences and guide rails
  - e. Existing traffic signs
  - f. Existing traffic signals and appurtenant features

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12. Location and description of existing overhead and underground utilities on the site and along the property frontage including:
    - a. Existing utility poles, lighting, cabinets, vaults, etc.
    - b. Existing water main, valves, hydrants, and services
    - c. Existing wells, if applicable
    - d. Existing sanitary sewer main, including size and material, and sanitary manhole structures and laterals, including top of frame and invert elevations.
    - e. Existing septic system, if applicable
    - f. Existing storm drainage pipes and structures, including top of frame and invert elevations.
    - g. Existing electrical, gas and telecommunications utilities
    - h. Existing well and/or septic system on adjacent properties if any part of the site is within the separating distances to these facilities established by the Connecticut Public Health Code based on the best available sources.
  13. For all areas proposed for construction activity, the existing and proposed site topography with minimum 2' contours, augmented with spot elevations and a minimum of two benchmarks, certified by a land surveyor licensed in the state of Connecticut with a minimum certification of T-2 shall be provided. For all undisturbed areas Town topography of 2' contours shall be provided.
  14. Existing hydrologic and geographic features, including type of ground cover, location of ponds and natural watercourses.
  15. Location of wetlands and limits of regulated area in accordance with the Town of Manchester Inland Wetlands regulations.
  16. Location and boundaries of floodplain, floodway, stream channel encroachment lines or any other regulatory boundary line, if present on the site based on the best available sources of information.
  17. Location of exploratory soil borings or test pits with supporting information, if applicable.
  18. Location of proposed buildings, including finished floor elevations.
  19. Location and description of proposed lot lines, including proposed monumentation.
  20. Location and description of all proposed easements, including dominant and subservient tenants.
  21. Location of proposed roads, curb, sidewalk, parking lots and driveways.

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22. Locations and description of proposed retaining walls, including top of wall elevations.
  23. Location and description of proposed fences, guide rails, etc.
  24. Location of proposed dumpster pads and/or loading docks.
  25. Location and description of proposed signs and outdoor lighting.
  26. Location and description of proposed traffic signal equipment, if applicable.
  27. Location and description (size, material, etc.) of proposed utilities, including:
    - a. Proposed lighting
    - b. Proposed water mains, valves, hydrants and services.
    - c. Proposed wells, if applicable, with protective radius as required by the Connecticut Public Health Code.
    - d. Proposed sanitary sewer mains, including size and material; and proposed sanitary manhole structures, cleanouts and laterals, including top of frame and invert elevations.
    - e. Proposed septic system, if applicable, including tank, leaching area, reserve area and minimum clearances.
    - f. Proposed storm drainage pipes and structures, including top of frame and invert elevations.
    - g. Proposed detention basins, water quality basins or other components of the site's proposed storm drainage system.
    - h. Proposed oil/water and/or grease separators.
    - i. Proposed electrical, gas and telecommunications utilities, if available.
  28. Profile plans of proposed water, sanitary sewer and storm drainage facilities are required when they are located in public streets.
  29. Location and description of proposed erosion and sedimentation control measures, including silt fence, hay bales, topsoil stockpile areas, sediment traps and basins, construction entrances, etc.
  30. Location and description of proposed landscaping, including plant size, type, quantity and spacing.
  31. Proposed phasing lines, if applicable.
  32. Standard general notes as provided by the Engineering Division if applicable to the proposed activity.
  33. Construction details for all public improvements (available from Engineering Division) and for critical components of the proposed site improvements.

34. A stormwater management report as required in the “Town of Manchester Public Improvement Standards”.

Depending on the proposed improvements, the Planning and Zoning Commission may require additional information, including but not limited to the following:

35. Plan showing vehicle turning movements for the largest expected vehicle accessing the site.
36. Sightline triangles with distances at proposed curb cuts onto existing roads.
37. Profile views of proposed water mains or services, sanitary sewer mains or laterals, and/or storm drainage within the site.
38. Cross sections at critical locations.

#### 4.05 Supplemental Requirements – Detailed Plans

In addition to the Detailed Plan requirements of Article I Section 4.04 the following supplemental information shall be provided as appropriate:

##### 4.05.01 PRD Zone

The Detailed Plan will include:

- a) A table of ratios indicating the proposed and permitted/required number of dwelling units (indicating the type of unit and the floor area of the units and buildings), parking and floor area ratios, distance between the buildings and lot line, and the distance between buildings;
- b) A Building Plan indicating:
  - (1) Floor plan for each type of unit and each building calling out floor areas in square feet;
  - (2) Exterior building elevations identifying the building finish materials and colors.
- c) Such other relevant information as the applicant may wish to submit or the Commission may request.

##### 4.05.02 CUD Zone

The Detailed Plan will include:<sup>4</sup>

- a) A table of ratios indicating the proposed uses, floor areas, parking, floor area ratios, distance between buildings and lot lines, the distance between buildings, lot coverage, open space ratios, height of buildings and lot sizes;

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<sup>4</sup> Revised 9/18/17, effective 10/2/17

- b) Landscaping plans prepared and sealed by a registered landscape architect;
- c) Conceptual architectural plans, building elevations, and other details necessary to show the size, scale, height, building materials and colors for proposed building. Buildings should be of an architectural design which visually reduces the scale and impact of large buildings, and constructed of materials which in color and texture are not incompatible with adjacent buildings and would not negatively impact upon property values in the "CUD" zone as determined by the Commission;
- d) Such other relevant information as the applicant may wish to submit or the Commission may request.

#### 4.05.03 Historic Zone

The Detailed Plan will include:

- a) Building/Sign Detail Plans, prepared by a registered architect, drawn to scale, showing:
  - (1) Floor plans for each use and each building. In case of buildings designated for residential development, the floor plan and area of each type of living unit are required;
  - (2) Exterior building elevations indicating the treatment of walls and finish materials. Exterior building elevations shall show all proposed utility structures, such as roof air conditioning/solar heating systems, exterior building materials and colors, and screening;
  - (3) Where any exterior physical change, addition, or demolition is proposed, appropriately scaled drawings of floor plans, elevations and sections shall be submitted. Such drawings shall indicate existing conditions, work to be removed or added and appropriate notes and dimensions;
- b) A table showing uses, ratios, the square footage of areas designated for those uses, and the number of parking spaces for the various uses. If residential development, the number of units per building and the number of bedrooms per unit;
- c) The design of any sign showing size of the proposed sign, general configuration of lettering and/or symbols, material, color, type of construction, height, illumination, and such descriptive materials as may be necessary to fully explain the intent of the sign;
- d) The location of the proposed sign in relation to the building and all property lines and the dimensions of the structures on which the proposed sign is to be located;

- e) Such other relevant information as the applicant may wish to submit or the Commission may request.

#### 4.05.04 Flood Plain Zone

The Detailed Plan will include:

- a) Plans drawn to a scale of not less than 1" = 40' showing the nature, location, dimensions and elevations of the area for which a permit is requested; existing and proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing;
- b) Elevation, in relation to mean sea level, of the lowest floor (including basement) of all structures;
- c) Elevation, in relation to mean sea level, to which any structure has been flood proofed;
- d) Certification by a registered professional engineer or registered architect that the flood proofing methods for a non-residential structure meet the flood proofing criteria of paragraph 19.05.02 (b), such certification must be provided on the plans;
- e) Plans for any walls to be used to enclose space below the base flood level; and
- f) When base flood elevation data has not been provided in accordance with paragraph 19.03.02, the Commission shall obtain (or require an applicant to obtain), review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or other source in order to assure compliance with the terms and requirements of paragraphs 19.05.02 (a) and 19.05.02 (b).

#### 4.05.05 EHD Zone

The Detailed Plan will include:

- a) A table of ratios indicating the proposed and permitted/required number of dwelling units (indicating the type of unit and the floor area of the units and buildings), parking and floor area ratios, distance between the buildings and lot line, and the distance between buildings;
- b) A statement concerning the availability of public transportation or municipally operated transportation specifically intended for use by the occupants, or a statement, including probable schedules and eligible destination for such services. When the developer is providing transportation services for occupants the same information shall be provided.
- c) Affidavits stating the developer shall impose and enforce the required age restrictions for occupancy in the project and listing all services which will

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be provided to the occupants, and such restrictions shall be filed on the land records before a building permit is issued, and shall run with the land.

- d) A Building Plan indicating:
  - (1) Floor plan for each type of unit and each building calling out floor areas in square feet;
  - (2) Floor plan differentiating between private and semi-private spaces and residential and communal facilities/service areas drawn to scale and dimension;
  - (3) Exterior building elevations identifying the building finish materials and colors.
- e) Such other relevant information as the applicant may wish to submit or the Commission may request.

#### 4.05.06 SDC Zone

- 1. The application will include:
  - a) A report regarding existing traffic conditions and information on traffic generated by development of the proposed plan and impacts on the road system. For drive through facilities traffic impact analyses shall describe peak hours of operation, volume of customers per hour, stacking lane length needed for the anticipated volume of drive through vehicles, turning movements, roadway capacity and level of service on adjacent streets.
  - b) The proposed general system of utilities (including domestic water supply, fire protection, stormwater drainage, and sanitary sewer). A statement on the projected impact of the project on public water supply, drainage and sanitary sewer systems. The proposed location of major storm drainage culverts and drainage basins serving the site shall be indicated.
- 2. The Detailed Plan will also show:
  - a) A table of ratios indicating parking, floor area ratios, distance between buildings and lot lines, the distance between buildings, building heights, total landscaped area and parking lot landscaped area;
  - b) A Building Plan indicating:
    - (1) Floor plan for each building;
    - (2) Exterior building elevations showing the building finish materials and colors.
    - (3) A table indicating building height and roof style of all buildings

on abutting properties.

3. Such other relevant information as the applicant may wish to submit or the Commission may require.

#### 4.05.07 Form Based Zone (FBZ)<sup>5</sup>

1. The Detailed Plan will also show:
  - a) The proposed thoroughfares labeled by thoroughfare type.
  - b) All proposed building types and lot layouts by location.
  - c) The proposed use of yards and setbacks.
  - d) Location of all frontage zones and ground floor limitations.
  - e) Proposed building elevations and architectural features including awnings, turrets, towers, porches, fenestration and transparency, roof types, building height, and proposed exterior materials.
  - f) The location and type of proposed open space and civic spaces.
  - g) A parking table showing the proposed uses, parking requirement, shared parking and parking calculations used to determine the proposed number of spaces.
  - h) Designated loading and parking areas.
  - i) A table showing the total site acreage and the percentage of land devoted to various types of civic or open space.
2. Other relevant information the applicant may wish to submit or the Commission or Planning Director may require to perform a thorough review and evaluation of the application.

#### 4.06 Erosion and Sediment Control Plan

Erosion and Sediment Control Plan shall be prepared in accordance with Connecticut Guidelines for Soil Erosion and Sediment Control (2002) as amended.

1. Said plan shall contain, but not be limited to:
 

A narrative describing:

  - 1) The development;
  - 2) The schedule for grading and construction activities, including
    - (a) Start and completion dates;
    - (b) Sequence of grading and construction activities;

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<sup>5</sup>New 03/19/12, Effective 03/30/12

- (c) Sequence for installation and/or application of soil erosion and sediment control measures;
- (d) Sequence for final stabilization of the project site.
- 3) The design criteria for proposed soil erosion and sediment control measures and stormwater management facilities.
- 4) The construction details for proposed soil erosion and sediment control measures and stormwater management facilities.
- 5) The installation and/or application procedures for proposed soil erosion and sediment control measures and stormwater management facilities.
- 6) The operations and maintenance program for proposed soil erosion and sediment control measures and stormwater management facilities.
- 7) Any other information deemed necessary and appropriate by the applicant or requested by the Commission or its designated agent.

2. Soil erosion and sedimentation control plans shall bear the stamp and/or signature of a registered engineer, landscape architect, or certified soil scientist and shall contain the following certification signature blocks:

"The Planning and Zoning Commission certifies that the Soil and Erosion and Sedimentation Control Plan complies with the requirements of the Town of Manchester Regulations and the Connecticut Guidelines for Soil Erosion and Sedimentation Control dated 2002, as amended".

Signature \_\_\_\_\_

Date of Approval \_\_\_\_\_

"I hereby certify that this plan is in compliance with the Town of Manchester Soil Erosion and Sedimentation Control Regulations and the Connecticut Guidelines for Soil Erosion and Sedimentation Control dated 2002, as amended".

\_\_\_\_\_

(Signature)

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4.07 Electronic Submittal Requirement

Electronic copies of Detailed Plans shall be submitted in accordance with the “Town of Manchester, CT Geographic Information System, Policies and Rate Schedules” as adopted by the Board of Directors, January 21, 2003, and as amended.

4.08 Minor Modifications to Approved Plans<sup>6</sup>

Minor changes to an approved Detailed Plan or a previously certified Erosion and Sediment Control Plan may be made with the concurrence of the chairman of the Planning and Zoning Commission and the Director of Planning, provided such changes shall in no way affect the overall layout or design of the site development plan or building architecture. Such minor changes may include, but are not limited to, the relocation of sidewalks, driveways, and other such physical improvements due to unforeseen topographical or surface or subsurface geological features; siting and screening of trash disposal and mechanical facilities; slight alterations of finished contours; minor rearrangement of lighting fixtures, benches, and other incidental street furniture, minor landscaping changes, location or relocation of accessory structures when not visible from the street, landscaping and minor exterior building elevation changes. A letter or narrative describing and justifying the need for the minor changes and plans calling out the minor changes must be provided for consideration by the chairman and director. Following approval of a minor revision, the applicant shall submit within ten days one Mylar copy and four paper copies, signed and sealed by the design professional, of the amended plan. Any change to an approved Detailed Plan which is not considered to be a minor change by the chairman or director shall be processed as a formal modification to the approved Detailed Plan and shall require the preparation of modified plans and the approval of the Commission.

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<sup>6</sup> Rev. 09/29/2016, effective 10/21/2016