SECTION 10. ADMINISTRATION AND ENFORCEMENT

A.	**General Provisions.**	**10-1**
B.	**Zoning Permits.**	**10-2**
C.	**Special Exceptions and Special Permits.**	**10-5**
D.	**Site Plan Review.**	**10-7**
E.	**Affordable Housing Application.**	**10-16**
F.	**Certificate of Compliance.**	**10-17**
G.	**Violations and Penalties.**	**10-17**
H.	**Appeals.**	**10-17**
I.	**Amendments.**	**10-17**
J.	**Blank.**	**10-21**

10.A. GENERAL PROVISIONS.

10.A.1. Zoning Commission and Planning Commission.

a. Zoning Commission.

The Zoning Commission shall have all the duties and responsibilities delegated to it by the General Statutes of Connecticut, including the adoption and amendment of all provisions of these Regulations and the review and approval of petitions for special permits.

(1) Dealing or Repair of Motor Vehicles.
   (a) The Zoning Commission is hereby designated as the agency for the City of Danbury charged with the authority to grant a certificate of approval for a use involved in dealing in or repairing motor vehicles pursuant to Section 14-54 of the CGS, as amended, as required for obtaining a license from the State of Connecticut Commissioner of the Department of Motor Vehicles.
   (b) In determining the suitability of a location for an automotive dealer or repairer, the Zoning Commission shall determine whether the use proposed is a use permitted in the zoning district in which the site is located. Application to the Zoning Commission for said approval shall be submitted prior to or simultaneously with the submission of an application to the Department of Planning and Zoning for approval of the site plan or Planning Commission for approval of the Special Exception, as appropriate, for the proposed use in accordance with Section 10 of these Regulations.
   (c) Notwithstanding the above, the granting of a certificate of approval by the Zoning Commission shall not in any way abrogate or annul any other regulatory and administrative provisions of these Regulations pertaining to an application for approval of said use.
(2) See also Section 3.F.2. relating to the retail sale of alcoholic beverages, if applicable.

b. Planning Commission.

The Planning Commission shall have all the duties and responsibilities delegated to it by the General Statutes of Connecticut, including the review and approval of petitions for special exceptions and applications for site plans for special exceptions.

10.A.2. Zoning Enforcement Officer.

The Zoning Enforcement Officer shall have the authority to enforce the provisions of these Regulations. The Zoning Enforcement Officer is authorized to inspect or cause to be inspected any land or any building or structure on which work is in progress and to order in writing the discontinuance of any use of property or building, or structure or work

being done in violation of any provision of the Zoning Regulations. He shall inspect or cause to be inspected such premises after work is completed and shall not issue a certificate of compliance until such final inspection has been made.

10.A.3. General Application Procedures.

a. In any one application, an applicant may only seek an amendment to the Zoning Regulations, a change in the Official Zoning Map, a Special Permit, or a Special Exception.

b. Any City official or agency acting in an official capacity may submit an application to the Planning Commission or to the Zoning Commission, except that no filing fee shall be required.

c. In the event of any conflict between the Zoning Regulations and an application form provided by the Office of Planning and Zoning, the Zoning Commission, or the Planning Commission, these Regulations shall control.

10.B. ZONING PERMITS.

10.B.1. Zoning Permit.

a. An approved zoning permit shall be required from the Zoning Enforcement Officer or his/her designee before any of the following shall take place:

(1) a building or structure is erected, expanded, or reconstructed;
(2) a building or structure is relocated on the lot or moved to another lot;
(3) grading required to evaluate site conditions or for the preparation of the site for construction of an approved use, building or structure;
(4) the use of land, buildings, or structures is changed; or,
(5) new signs are erected.

b. Application for a zoning permit shall be made in writing to the Zoning Enforcement Officer from the owner of record of the lot or his/her authorized agent upon such forms as shall be prescribed by the Zoning Enforcement Officer. Such applications shall include the following.

(1) A description of the intended use(s) of the land, building(s) or structure(s).
(2) A plot plan drawn to scale by a land surveyor registered in the State of Connecticut showing:
  (a) total tract boundaries and dimensions of the property drawn in accordance with an applicable Class A-2 survey, including scale, north point and easements;
  (b) location of existing and proposed building(s), structure(s), sidewalks, wetlands, drainage structures, driveways and parking, and construction limit lines;
  (c) existing and proposed setback distances;
  (d) proposed grades, including top and bottom elevation of proposed retaining walls, to ensure final grades do not exceed a slope of one foot of vertical rise in two feet of horizontal distance; and,
  (e) proposed or existing well and on-site sewage disposal systems as provided by the Health and Housing Department records. Where a record is not available, an inspection shall be made by the Health and Housing Department in order to ensure that the proposed use will comply with state and local health codes.
  (f) All other information and graphic details necessary to determine compliance with these Regulations shall be provided.
(3) Such plot plan shall be sufficient in scale for the Zoning Enforcement Officer to determine that all requirements of the Zoning Regulations have been met. The plot plan requirement is waived if a site plan is submitted in accordance with §10.D. of these Regulations.
(4) All other permits and required approvals from local and state agencies.

c. The zoning permit shall be issued upon a finding by the Zoning Enforcement Officer that the proposed activity is in compliance with the Zoning Regulations. Upon receipt of a zoning permit, the applicant may apply for a building permit from the Building Inspector.

d. Zoning permits issued as herein above set forth shall expire unless renewed by the Zoning Enforcement Officer, and become void if construction, use, work or other activity authorized by such permit is not:

(1) commenced within one (1) year of the date of permit issuance; or,
(2) completed within three (3) years of the date of permit issuance.

e. All valid building permits issued before adoption of these Regulations, but not yet expired, shall not be bound by these Regulations.

f. On-site Drainage.

On-site drainage improvements, whether connected or not connected to a City drainage system, shall be designed by and installed under the direction of a professional engineer licensed by the State of Connecticut. If rights to drain are required from property owners located downstream or down gradient of the site, such rights shall be obtained and evidence of such submitted to the Zoning Enforcement Officer prior to the issuance of a Zoning Permit. Prior to issuance of a certificate of compliance by the Zoning Enforcement Officer, the design engineer must provide a sealed written certification that the system, including the grading of the site, was installed in accordance with the design approved with the plan and is in good working condition. Certified record drawings of the installed drainage system must also be submitted by the design engineer for all drainage systems. Any connections to the existing City drainage system must be done under the supervision of and to the satisfaction of the Highway Department and the City Engineer or his/her designee.

g. Sign Permits.

An application for a sign permit shall be accompanied by the following:

(1) the name, address, and telephone number of the property owner, owner(s) of the sign, and the sign contractor or erector;
(2) the location of the proposed sign by street address;
(3) a drawing of the proposed sign at a scale of 1"=10' or larger (i.e. 1"<10') indicating all dimensions, colors, and materials, and depicting all letters, logos, symbols, and other graphic material contained thereon;
(4) a drawing or site plan showing the location or placement of the proposed sign which shall include elevation drawings and details of all connections, guy lines, supports, and footings, if any, and the location and dimensions of all existing signs on the property; and,
(5) payment of all applicable permit fees.

h. Exemptions.

(1) No zoning permit is required for temporary circuses, farmers markets, festivals and carnivals operating for a period of not more than 10 days in any 90 day period provided (a) said events located within residential zoning districts shall not have hours of operation earlier than 10:00 a.m. nor later than 11:00 p.m., (b) there is no construction of buildings or other permanent structures, (c) setback requirements are not infringed upon, (d) all other required permits of the City of Danbury are issued, and (e) such use will not endanger public health, safety, or welfare. Circuses are not permitted in residential zoning districts.
(2) No zoning permit is required for temporary circuses, farmers markets, festivals and carnivals operating for a period of greater than 10 days but not more than 30 days in any 90 day period provided (a) such event shall not be located within any residential zoning district, (b) hours of operation shall not be earlier than 10:00 a.m. nor later than 11:00 p.m. for any event located closer than 500 feet of a

residential zoning district, (c) there is no construction of buildings or other permanent structures, (d) setback requirements are not infringed upon, (e) all other required permits of the City of Danbury are issued, and (f) such use will not endanger public health, safety, or welfare.

(3) One temporary sign is permitted for each event specified in subsection (1) and (2) above provided said sign meets all the requirements of Section 8.E.5. of these Regulations.

10.B.2. Schedule of Fees.

Fees shall be established by the Zoning Commission, as prescribed by law. Notwithstanding subsection a. through g. below, fees shall be reduced by fifty percent (50%) for property located within the Downtown Revitalization Zone, as specified in § 7.F. of these Regulations, for the following: zoning permits, special exceptions, special permits, all site plans and waivers, grading and floodplain permits, free splits and lot line revisions. Fee reductions do not apply to all related federal and state required fees. [Eff. 10/20/2011]

a. Zoning Permit.

The fee for the issuance of a zoning permit shall be based on the estimated cost of construction as shown on the application form in accordance with the zoning permit fee schedule below.

ZONING PERMIT FEE SCHEDULE

Cost of Construction			Fee
0	-	2,500	$ 35
2,501	-	5,000	75
5,001	-	25,000	150
25,001	-	50,000	250
50,001	-	100,000	300
100,001	-	250,000	350
250,001	-	500,000	400
500,001	-	1,000,000	450
1,000,001	+		450 plus $75 for each $100,000 or portion thereof over $1,000,000.

Change in use with no construction costs: $75.
Excavation (up to 100 cubic yards): $75.
Home occupation: $75.
Accessory Apartments: $50.

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b. Special Exceptions, Special Permits, Rezonings of Land, and Amendments.

The fee for requests for special exceptions, special permits, rezonings of land, and Regulation amendments shall be $350.00 per application.

(1) For excavation permits as specified in Section 3.F.3., no special permit shall be issued or renewed until a fee of five dollars ($5.00) for each acre of permitted excavation or fraction thereof, with a minimum fee of fifteen dollars ($15.00), is paid to the City of Danbury.

c. Site Plans.

The fee for submission of a site plan for review shall be $250.00. The fee for submission of a revised site plan for review shall be $200.00. A fee of $50.00 shall accompany all requests for waivers of site plan requirements in whole or in part.

d. Signs.

For sign approvals submitted separately from a zoning permit for alterations, construction, or changes of use, the fee shall be $2.50 for each square foot, or portion thereof, of sign area. The minimum charge shall be $25.00.

e. Grading Permit Fee.

For issuance of a Grading Permit, the fee shall be five percent (5%) of the estimated Grading Permit Bond, as determined by the Environmental Inspector or his/her duly authorized agent.

f. DMV Location Approval Petitions.

The fee for submission of a petition for a location approval shall be $150.00.

g. Floodplain Permit, Free Split, Lot Line Revision.

The fee for submission of a floodplain permit shall be $150.00; the fee for submission of approval for a free split shall be $100.00; the fee for submission of approval of a lot line revision shall be $75.00.

10.C. SPECIAL EXCEPTIONS AND SPECIAL PERMITS.

10.C.1. Petitions.

a. Applications for the approval of a special exception or special permit shall be in the form of a petition and shall be submitted to (1) the Planning Commission for a special exception, or (2) the Zoning Commission for a special permit. All applications shall be accompanied by proper notification in accordance with Section 10.I.4. of these Regulations and a fee of three hundred ($300.00) dollars to defray the cost of legal advertising. An additional fee may be required for an unusually long advertisement. Petitions for a special exception shall also include a site plan for the subject parcel(s), drawn in accordance with Section 10.D., showing the proposed use and layout of the site.

b. Prior to the submission of a formal petition, the applicant shall have the opportunity to meet informally with the Planning Commission at a public meeting.

c. Petitions shall be placed on the Commission's next regularly scheduled meeting for formal acceptance. Upon acceptance, the clerk of the Zoning Commission or Planning Commission shall send all of the property owners named on said list a notice of the nature of the petition together with the time and place of the public hearing.

d. The Zoning Commission or Planning Commission shall not be required to hear any petition or petitions relating to the same or substantially the same request more than once in a twelve (12) month period.

10.C.2. Public Hearing.

a. No special exception or special permit shall be approved until after a public hearing is held by the Planning Commission, or Zoning Commission, respectively, at which hearing parties in interest and citizens shall have

an opportunity to be heard. A public hearing shall be held by the Commission within sixty-five (65) days after receipt of a petition in proper form.

b. Notice of the time and place of such public hearing shall be published in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the City of Danbury at least twice at intervals of not less than two (2) days, the first not more than fifteen (15) days nor less than ten (10) days before such hearing, and the last not less than two (2) days before such hearing.

10.C.3. Review Procedure.

a. The Zoning Commission or Planning Commission, as applicable, shall approve, disapprove, or approve with conditions attached, the proposed special permit or special exception within sixty-five (65) days after the public hearing. The petitioner may consent to one or more extensions of the time period(s) provided for public hearings or for final action on the petition, or may withdraw such petition, as provided for in the General Statutes of Connecticut.

b. Notice of the approval, disapproval, or approval with conditions of a special exception or special permit shall be published in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the City of Danbury prior to the effective date of said approval, disapproval, or approval with conditions.

c. Approval of a petition for a special exception or special permit shall be applicable only to the use so specified in the petition. Any proposed change in use to a different special exception or special permit use shall require submission for approval of a new petition subject to all of the conditions specified herein. Any approved change in use for a parcel(s) shall render all previously approved special exception or special permit uses null and void for said parcel(s) upon such time as the use is changed.

d. The approval of any special exception or special permit shall be void and shall be of no effect unless a certified copy of such special exception or special permit is recorded in the land records of the City of Danbury in accordance with Section 8-3d of the General Statutes of Connecticut. Said certified copy shall be recorded within sixty (60) days from the date of approval. [Rev. 07/08/2013]

10.C.4. Requirements for Approval.

No petition for a special exception or a special permit shall be granted unless such petition is in compliance with all provisions of these Regulations including, but not limited to, all requirements specified for the appropriate zoning district, all requirements for overlay zones and supplemental regulations, as applicable, and all additional requirements specific to the special exception or special permit.

a. Additional Requirements.

In addition to the requirements specified above, no special exception or special permit shall be approved unless the Planning Commission or Zoning Commission, respectively, shall have found that the proposed use:

(1) will not emit noise, smoke, glare, odor, or vibration or other conditions which will create a nuisance having a detrimental effect on adjacent properties;
(2) is designed in a manner which is compatible with the character of the neighborhood;
(3) will not create conditions adversely affecting traffic safety or which will cause undue traffic congestion; and,
(4) will not create conditions harmful to the natural environment or which will jeopardize public health and safety.

In the review of petitions for special exceptions or special permits, the Planning Commission and Zoning Commission, respectively, may impose such reasonable requirements as may be necessary to insure compliance with these conditions of approval.

b. Special Exception Site Plans.

(1) Approval of a petition for a special exception, or approval with conditions attached, shall include approval of the site plan submitted at the time of petition, modified as necessary to include all conditions lawfully required by the Planning Commission.
(2) In the case of a special exception, where the use is to be served by either the public water supply system or the public sewage disposal system, a statement must be obtained from the appropriate city agency advising if sewer and/or water service will be made available for the project involved.

10.D. SITE PLAN REVIEW.

A complete "Application for Site Plan Approval" (hereinafter "Application"), as specified herein, shall be submitted and approved prior to the issuance of a zoning permit for all permitted and special exception uses, and for all special permit uses which require site plan approval, except: (1) where only one one-family, two-family, or three-family dwelling is proposed to be constructed on a single lot, including the expansion of an existing dwelling into one two- or three-family dwelling on a single lot or (2) when a "Request for Site Plan Waiver" (hereinafter "Request") is granted in accordance with provisions specified in §10.D.6. below. The Application shall be considered as part of the application for a zoning permit. Approval of such Application pertains only to these Regulations and does not abrogate, annul, or otherwise waive the necessity of complying with all other building codes or other pertinent ordinances, rules, and regulations of the City of Danbury, or state and federal regulations.

10.D.1. Pre-Application Conference.

A pre-application conference with the Planning Director or his/her designee may be requested by the applicant or his/her agent for the purpose of ensuring that all required plans and documents, including all supplemental documents, have been prepared as required for an application for site plan review and approval. Applicants may also meet with other City departments to discuss required information relative to the preparation of a site plan or supplemental documents. Such pre-application conferences shall be for information purposes only, and shall not be construed to constitute a formal application for site plan approval or review of a site plan submitted for approval.

10.D.2. Application for Site Plan Approval.

An Application shall consist of a completed and signed Application form, including attached check lists, a completed site plan and all supplemental documents, as specified below, and payment of all required fees. The Application shall be reviewed by (1) the Department of Planning and Zoning for permitted uses, (2) the Planning Commission for all special exception uses, or (3) the Zoning Commission for special permit uses, as required herein, for compliance with these Regulations. The respective agency shall approve, approve with modifications, or deny said applications.

a. All site plans, supplemental documents and fees required herein shall be submitted along with the Application form to the Department of Planning and Zoning. No required fees or other required application forms, site plans or supplemental documents shall be accepted after receipt of an Application by the Department, and the failure to include any such required fees, forms, plans or documents may be grounds for denial of the Application as a whole. No change to the application may later be made by the applicant to said forms, plans, or documents submitted with the Application and initially received by the Department unless specifically authorized or required by the Department of Planning and Zoning, and any such change not so authorized or required may result in denial of the application submitted. Any subsequent Application submitted shall be subject to the appropriate review periods specified in the Connecticut General Statutes.

b. Approval of an Application shall be granted if a decision is not rendered within the time period so specified in the Connecticut General Statutes unless an extension of said time period is granted. The approval of any application shall expire and be of no effect unless construction is completed within the applicable time periods and under the conditions specified in the Connecticut General Statutes.

c. Applications for a zoning permit shall include all modifications required by the Department of Planning and Zoning, the Planning Commission, or the Zoning Commission for permitted uses, special exception uses, or special permits, respectively, for all Applications which were approved with modifications.

d. Action to deny approval shall only be taken if the site plan and/or supplemental documents fail to comply with all requirements of these Regulations or if all required fees have not been remitted to the Department of Planning and Zoning.

10.D.3. Site Plan Contents.

a. One original and nine copies of all site plans shall be submitted, prepared, signed and sealed by a land surveyor, professional engineer, architect, or landscape architect authorized to prepare such plans and licensed and registered in the State of Connecticut, at a scale of 1" equals 40' or larger (1" = <40') and drawn in accordance with an applicable Class A-2 Survey which complies with the 1976 code adopted by the CT Association of Land Surveyors, as amended. Site plans shall be drawn on standard sheet sizes of 24" x 36" unless otherwise authorized by the Department of Planning and Zoning prior to submission and shall contain the following written and graphic information. Items with a section reference (e.g. §8.D.) refer to the City of Danbury Zoning Regulations unless otherwise specified. Failure to comply with these submission regulations shall render the application incomplete and may result in unnecessary delays or denial.

1. The name of the proposed development.
2. The name and address of the owner of the property.
3. The name, address, and seal of the individual or firm preparing the site plan.
4. Date of "Application for Site Plan Approval."
5. Graphic scale.
6. North point or arrow.
7. Vicinity map showing all lots, streets, and driveways within 500 feet from the exterior boundary of the lot.
8. Proposed use of the property, including identification of adult business uses, if any.
9. The total tract boundary with distances marked to at least the nearest hundredths of a foot.
10. Identification of all adjacent property owners.
11. Total size of each lot and/or area to be leased, to at least the nearest hundredths of a foot.
12. All zoning district names and boundaries which divide or abut the property.
13. Location of the front, side, and rear yard setbacks as required by the applicable zoning district for the use(s).
14. Existing topographic contours at two-foot intervals, depicted by dashed lines.
15. Proposed topographic contours at two foot intervals, depicted by solid lines.
16. Percentage slopes of all driveways, roads, and parking areas in sufficient detail to determine compliance with these Regulations.
17. Construction limit line, showing all areas to remain undisturbed.
18. Location and ground floor elevations and areas of all existing and proposed structures.
19. Detailed architectural renderings of facade elevations for all special exceptions and development in the Main Street Historic Overlay Zone as specified in §7.E.7. [Eff. 7/29/2014]
20. Location of proposed buffer yards and usable open space and area of all usable open spaces.
21. Rock outcroppings and wooded areas by tree line; all proposed changes to tree lines.
22. All watercourses, wetlands, bogs, swamps, marshes and boundaries of public water supply watersheds and environmentally sensitive zones, including data source.
23. All floodways and floodplain boundaries (see §7.A.).
24. Location and dimensions of all easement areas.
25. All existing and proposed street rights-of-way and paved surfaces, including those abutting the property.
26. Names of all existing and proposed public and/or private streets.
27. All existing and proposed points of motor vehicle access to the property and clear sight triangles for corner lots (§3.I.3.); sight lines for proposed driveways.

28. All existing and proposed parking and loading spaces and areas, including stalls, aisles, driveways, turning radii, landscaped areas and islands, and their dimensions as required (§ 8.C.). See also § 7.F.4. for off-street parking areas, accessory buildings, and parking facilities on lots bordering on Main Street in the Downtown Revitalization Overlay Zone or the Main Street Historic Overlay Zone. [Eff. 7/29/2014]
29. A statement of all surfacing and curbing material to be used for parking and loading areas.
30. Location, width and surface material of all existing and proposed sidewalks, driveways and street curbing.
31. Location of existing and proposed freestanding signs (see § 8.E.).
32. Location, height and materials of all retaining walls.
33. Location of proposed outdoor bulk trash containers or dumpsters; screening detail as required by § 3.G.
34. Location of all railroad tracks and rights-of-way abutting or dividing the property.
35. Location on the property of all airport approach and transitional district boundaries and flight path of the Danbury Municipal Airport.
36. Location of on-site sewage disposal systems and reserve areas and design computations certified by a professional engineer licensed and registered in the State of Connecticut.
37. Existing and proposed fire hydrants and sewer, water, gas, electric, and other utility lines and easements.
38. Location of all public and private water supply wells and public water supply reservoirs.

A block containing the following written information:

39. zoning district(s) in which the property lies;
40. total area of the property to at least the nearest hundredths of a square foot;
41. gross floor area of each building;
42. proposed floor area ratio (F.A.R.) when required by district regulations;
43. proposed percentages of building coverage and impervious surface coverage;
44. maximum height of all existing and proposed buildings and other structures in feet and stories;
45. number of parking spaces required and provided for each use, plus visitor spaces, and method of calculation as specified in §8.C.;
46. number of handicap parking spaces required and provided;
47. proposed overall density for each lot (number of dwelling units per acre), excluding single family lots;
48. total trip generation of existing and proposed use(s) on the lot(s) as specified in §10.D. of these Regulations; and,
49. minimum usable open space required and provided, in square feet.

10.D.4. Supplemental Documents. [Rev. 5/2007]

One original and nine copies of each of the following supplemental documents, as applicable, shall be submitted along with the site plan. Failure to comply with these submission requirements shall render the application incomplete and may result in unnecessary delays or denial.

a. **A-2 Survey:** An A-2 Survey of the property which complies with the 1976 code adopted by the CT Association of Land Surveyors, as amended, shall be prepared, signed and sealed by a land surveyor authorized to prepare such plans and licensed and registered in the State of Connecticut. Include the name and address of the individual or firm preparing the Survey. Said Survey shall include data and dimensional information for the area and shall extend 150 feet in all directions along all adjacent public street right-of-way from intersecting property boundaries, inclusive of the opposite curb line. Such data and information shall be in sufficient detail to obtain roadway dimensions along the property frontage and beyond to determine if road improvements are necessary in conjunction with the proposed project.

b. **Utility Plans:** The following utility plans and documents, including all construction details, notes and computations, shall be prepared, signed and sealed by a licensed professional engineer registered in the

State of Connecticut, drawn in accordance with an A-2 Survey and in compliance with the design standards and criteria of the Engineering Department whenever the proposed development includes or is required to provide such improvements. Include the name and address of the individual or firm preparing the plan. Provide a copy of all calculations and related backup information that supports any assumptions or computations submitted for review.

(1) **Sanitary Sewer:** provisions for sanitary sewage disposal, including (a) location, size and type of existing and proposed on-site mains and laterals, pump stations and related sewage treatment facilities; (b) location, size and type of pipe of the nearest existing sanitary sewer to the proposed site and the existing or proposed connection to that sewer; and, (c) estimate of the volume of sewage expected to be generated by the proposal.

(2) **Water Supply:** (a) location and size of on-site public and private existing and proposed water mains and laterals, pump stations, storage tanks and related water supply facilities; (b) location, size and type of pipe of the nearest existing water supply to the proposed site and the existing or proposed connection to that supply; (c) needed fire flow analysis; (d) pressure in the existing City water system; and, (e) the licensed professional engineer's verification of the adequacy of available water supply.

(3) **Storm Drainage:** provisions for storm drainage, including (a) catch basins, retention ponds, detention ponds, drywells, energy dissipaters, manholes, culverts, and similar facilities; (b) proposed drainage rights; (c) pre-development and post-development stormwater runoff computations for a 25-year 24-hour design storm; (d) computations for sizing and design of all components of the proposed drainage system; and, (e) analysis of adequacy of existing downstream drainage systems.

c. **Construction Details:** Construction details prepared by a licensed professional engineer registered in the State of Connecticut shall be provided of all proposed (1) roads; (2) bridges; (3) driveways and associated aprons; (4) sidewalks; (5) retaining walls; and, (6) curbing.

d. **Landscape Plan:** A landscape plan shall be provided as specified for parking areas (§ 8.C.3.) and other landscaped areas, including perimeter planting strips, residential district buffer yards, and other screens and buffers as required in these Regulations. Such plans shall be prepared in accordance with an A-2 survey by a licensed landscape architect registered in the State of Connecticut and shall contain: location and Latin and common names of all plant species proposed; quantity of each plant species; planting schedule; and, the height and caliper of all trees and height of all shrubs at the time of planting and at maturity. The landscape plan shall show the anticipated crown of trees and spread of shrubs at maturity. Include the name, address, and seal of the individual or firm preparing the plan and, prior to receipt of a zoning certificate of compliance, certification from said individual or firm that the landscape installation was completed in accordance with the approved site plan.

e. **Traffic Study:** A copy of the Traffic Impact Analysis shall be provided as required by §10.D.11

f. **State Highway Correspondence:** When CTDOT approval is required for construction of the proposed project, documentation indicating the submission of plans shall be included with the submitted Application. The Department of Planning and Zoning shall receive copies of all correspondence associated with such required CTDOT approval.

g. **Airport Review:** Plans shall be submitted to the Federal Aviation Administration when required for FAA review. Provide a completed copy of FAA Form 7460-1 with the Application for all development for which review is required by FAA.

h. **Health and Housing Department**: Indicate if the proposed project requires review by one of these divisions of the Health and Housing Department: (1) septic; (2) well; (3) stormwater (if one or more acres of impervious cover); and, (4) wetlands and watercourses.

i. **Affordable Housing:** Include an Affordable Housing Application (§10.E.), if applicable.

j. **Wetlands:** Provide evidence of submission to and/or approval by the Environmental Impact Commission in accordance with provisions of the City of Danbury Inland Wetlands and Watercourses Regulations.

k. **Floodplains:** Include an application for a floodplain permit as required in §7.A.

l. **Aquifers and Watersheds:** Indicate if the property is within or partially within an aquifer protection area or within or partially within the watershed of a water company and provide verification of notice to the CT Department of Public Health and the water company pursuant to §8-3i of the C.G.S., as amended.

m. **Inter-Municipal Notice:** Indicate if the property is within five-hundred (500) feet of any municipal boundary requiring notice pursuant to §8-3h of the C.G.S.

n. **Variances:** Provide copies of all variance certificate(s) granted by the Zoning Board of Appeals for the property and filed on the Danbury Land Records in the Office of Town Clerk.

o. **Other:** List all other State approvals or permits, as applicable.

10.D.5. Exemption of Application Items.

Written or graphic items specified above for site plans or supplemental documents which do not pertain to the proposal and are not necessary to determine compliance with these Regulations may be exempt if so determined by the Department of Planning and Zoning.

10.D.6. Waiver of Site Plan Submissions.

The Department of Planning and Zoning may waive the required submission of an Application for proposed changes in use and/or temporary additions to a property upon receipt of a completed "Request for Site Plan Waiver" available from the Department of Planning and Zoning.

a. A waiver shall only be granted for the following proposed changes in use and/or temporary additions to the property, provided all other requirements of these Regulations are met:

   (1) a change in the use of land, building or structures which does not include or require any other change, addition, deletion or other modification to improvements on the property, including building ground floor areas, parking spaces or areas, landscaping or other existing site improvements;
   (2) the addition of a temporary use, tent or structure not to remain in place longer than three months, provided (a) the temporary use is allowed in the applicable zoning district, (b) the proposed location is not within required yard setback areas; (c) no handicap parking spaces are used for the location of such temporary use, tent or structure; (d) no roadways, driveways or parking aisles are infringed upon; (e) impervious surface coverage is not increased; (f) the temporary use, tent or structure will not endanger public health and safety; and, (g) no more than five required parking spaces or 10% of all required parking spaces, whichever is less, are temporarily used, provided the Department of Planning and Zoning determines that sufficient parking will remain for both the existing use(s) and the temporary use, tent or structure; or
   (3) the use is listed as an exemption from the requirement for a Zoning Permit as specified in §10.B. of these Regulations.

b. A completed Request, including payment of all fees, shall be submitted and signed by the property owner. The Request shall also include an attached copy of an existing and current site plan as approved by the City and on file with the Department of Planning and Zoning. However, if development of the property predated the requirement for a site plan and none is on file with the Department, a plot plan drawn in accordance with §10.B.1. of these Regulations shall be submitted in lieu of a site plan.
   (1) For a change in use, the Request shall also include a statement specifying all existing and proposed uses, their respective total floor areas, and the number of parking spaces provided to serve each use.

(2) For a temporary use, tent or structure, the plan shall identify the proposed use and show the location and dimensions of all proposed temporary uses, tents or structures.

c. In considering whether to waive the site plan requirements of this section, the Department of Planning and Zoning may require such additional information as may be necessary to determine compliance with these Regulations. Approval of a Request does not relieve the applicant of the requirement to apply for a Zoning Permit in accordance with §10.B.1.

10.D.7. Revised Site Plans.

Proposed revisions to any previously approved site plan still in effect shall require the submission of a new site plan, which plan shall include all proposed revisions and all other previously approved graphic and written information. The Department of Planning and Zoning shall review and take action on all such proposals, as provided herein, except that the Planning Commission shall hold a public hearing and take action on all revised site plans for special exception uses when such revisions result in the following changes:

a. an increase in the ground floor area of all structures on the property in an amount equal to or greater than 10% or 5000 square feet, whichever is less;

b. an increase in the number of off-street parking spaces on the property in an amount equal to or greater than 10% or 20 parking spaces, whichever is less;

c. any change affecting such additional requirements imposed by the Planning Commission in accordance with Section 10.C.4.a.;

d. any increase in the density of dwelling units;

e. any change to a cluster development;

f. any change in required buffers from adjacent properties;

g. any change requiring approval from the State of Connecticut; or

h. any change which renders a permitted use a special exception, as, defined herein.

10.D.8. Municipal Sewer and Water.

In the case of a use for which a site plan is required, where the use is to be served by either the municipal water supply system or the municipal sewage disposal system, a statement must be obtained from the City Engineer or his/her designee advising if sufficient capacity exists in the respective system to accommodate the proposed use and whether sewer and/or water service can be made available for the project involved. The extension of municipal sewer and water service to a proposed use or lot requires approval by Common Council.

10.D.9. Stormwater Drainage.

All projects for which a site plan is required shall be designed so that there is no net increase in off-site stormwater runoff volume or peak flows from the twenty-five (25) year 24-hour design storm event. The applicant shall submit a stormwater management plan which adequately controls runoff to prevent flooding or pollution which may endanger public health or safety. The stormwater drainage system must be designed by and installed under the direction of a professional engineer licensed by the State of Connecticut. If rights to drain are required from property owners located downstream or down gradient of the site, such rights shall be obtained and evidence of such submitted to the Department prior to the issuance of a Zoning Permit. Prior to issuance of a certificate of compliance by the Zoning Enforcement Officer, the design engineer must provide a sealed written certification that the system, including the grading of the site, was inspected by said design engineer at the time of installation and found to have been installed in

accordance with the design approved with the site plan and is in good working condition. Certified record drawings of the installed drainage system shall also be submitted by the design engineer for all drainage systems. [Rev. 5/2/2015]

10.D.10. Fire Protection.

All projects for which a site plan is required shall provide for adequate fire protection, including provisions for accessibility to and through the site and to structures thereon for fire and emergency vehicles. If the site is to be served by the municipal water system, a professional engineer, licensed and registered in the State of Connecticut, or a fire suppression technician shall submit written certification or verification that adequate fire flow pressure and quantity can be delivered to the site. If the site is not to be served by the municipal water system, alternate plans for fire suppression shall be submitted for review and approval. All site plans and related supplemental fire protection information shall be referred to the Fire Chief or his/her designee for review and approval.

10.D.11. Traffic Generation and Impact Analysis.

a. Ingress and Egress.

(1) All proposed uses for which a site plan is required shall provide for ingress and egress to the site which does not adversely impact the normal flow of traffic or normal safe conditions of the roadways. Site plans shall be referred to the Superintendent of Highways, Traffic Engineer and the Traffic Authority for review and recommendations.
(2) The Planning Commission may require such reasonable improvements as may be necessary to accommodate traffic increases caused by the proposed development to maintain existing levels of service and to improve traffic safety. A Traffic Impact Analysis, as specified below, may be required from the applicant to determine the extent of necessary improvements.

b. Traffic Impact Analysis.

All proposed uses which will generate over five hundred (500) vehicle trips per day, either individually or in combination with other uses on a lot, shall be required to submit a Traffic Impact Analysis, prepared by a traffic engineer deemed qualified to undertake such analysis by the Department of Planning and Zoning, for review as part of a required site plan.

(1) Contents.
The Traffic Impact Analysis shall include the following information: the present roadway conditions, existing roadway capacity, traffic accidents for the previous three years, existing and projected traffic volumes (including ADT, peak A.M. and peak P.M. volumes) upon completion of the proposed use, existing and projected volume capacity ratios, existing and projected levels of service, and existing and proposed sight lines and stopping sight distances, based on verifiable data and reasonable generation factors for the site and immediately affected road networks and intersections; and, proposed methods, if any, of mitigating the impact of the proposal on traffic congestion and safety.
(2) Trip Multiplier Table.
The following table shall be used to calculate the projected average daily trips generated by a proposed use for the purpose of determining if the use is defined as a Special Exception pursuant to §3.E.2. of these Regulations. For the purpose of preparing the Traffic Impact Analysis, the applicant shall use the latest trip generation data published by the Institute of Transportation Engineers. The analysis shall contain an evaluation of both the average projected trip generation and the worst case trip generation scenario. Additional data submitted by the applicant may be substituted if, in the opinion of the Planning Department, such data provides a more realistic estimate of probable trip generation for the proposal.

TRIP MULTIPLIER TABLE

Assembling or finishing of articles made from previously prepared cellophane, canvas, cork, fiber, glass, horn, leather, paper, plastics, precious metals or stones, shells, textiles, wood, yarns, metals.	5 per 1,000 square feet of gross floor area.
Banking institution.	169 per 1,000 square feet of gross floor area.
Business or professional office.	12 per 1,000 square feet of gross floor area.
Convenience Market.	577 per 1,000 square feet of gross floor area.
Financial institution.	122 per 1,000 square feet of gross floor area.
Garden apartments, apartment houses, row houses, and townhouses.	6 per dwelling unit.
Grocery store.	125 per 1,000 square feet of gross floor area.
Hospital.	12 per bed.
Hotel, motel.	10 per bed.
Indoor theater.	2 per seat.
Machine manufacturing.	5 per 1,000 square feet of gross floor area.
Manufacture and assembling of toys, sporting goods, musical instruments, clocks and watches, other office and artist's materials.	5 per 1,000 square feet of gross floor area.
Manufacturing, compounding, processing, packaging or treatment of candy, cosmetics, drugs, pharmaceuticals, or toiletries.	5 per 1,000 square feet of gross floor area.
Manufacture of:	
Bricks, tile, terra cotta and cement products.	5 per 1,000 square feet of gross floor area.
Electrical equipment.	5 per 1,000 square feet of gross floor area.
Felt for hats, and manufacture of hats.	5 per 1,000 square feet of gross floor area.

Glass, including installation.	5 per 1,000 square feet of gross floor area.
Insecticides, fungicides, disinfectants, detergents, and similar industrial and household chemicals and chemical products and inorganic fertilizers.	5 per 1,000 square feet of gross floor area.
Optical goods, business machines, precision instruments, surgical and dental instruments and equipment.	5 per 1,000 square feet of gross floor area.
Pottery or ceramic products.	5 per 1,000 square feet of gross floor area.
Silverware and similar products.	5 per 1,000 square feet of gross floor area.
Transportation equipment.	5 per 1,000 square feet of gross floor area.
Medical office.	75 per 1,000 square feet of gross floor area.
Metal fabrication, sheet metal work.	5 per 1,000 square feet of gross floor area.
Metal finishing, plating, grinding, polishing, cleaning and rust proofing, stamping and intrusion of small products.	5 per 1,000 square feet of gross floor area.
Monument or stone cutting plants.	5 per 1,000 square feet of gross floor area.
Nursing home.	3 per bed.
Personal services.	31 per 1,000 square feet of gross floor area.
Plants for printing, engraving, bookbinding, and other reproductive services.	5 per 1,000 square feet of gross floor area.
Processing of fur and wool.	5 per 1,000 square feet of gross floor area.
Public services.	30 per 1,000 square feet of gross floor area.
Research or testing laboratories.	12 per 1,000 square feet of gross floor area.
Restaurant as an accessory use to a hotel or motel.	56 per 1,000 square feet of gross floor area.
Restaurant, fast food.	553 per 1,000 square feet of gross floor area.
Restaurant, excluding fast food.	56 per 1,000 square feet of gross floor area.
Retail package store.	65 per 1,000 square feet of gross floor area.
Smelting and refining of precious metals.	5 per 1,000 square feet of gross floor area.
Retail stores or shops.	65 per 1,000 square feet of gross floor area.
Storage and sale of building materials.	5 per 1,000 square feet of gross floor area.

Textile spinning, weaving, manufacturing, dyeing, printing and processing.	5 per 1,000 square feet of gross floor area.
Tool and die making, including incidental casting.	5 per 1,000 square feet of gross floor area.
Upholsterer, carpentry, woodworking and millwork.	5 per 1,000 square feet of gross floor area.
Warehouse or moving and storage establishment.	5 per 1,000 square feet of gross floor area.
Wholesale bakery.	5 per 1,000 square feet of gross floor area.
Wholesale or distribution.	5 per 1,000 square feet of gross floor area.

10.E. AFFORDABLE HOUSING APPLICATION.

10.E.1. General.

An Affordable Housing Application shall be submitted for all proposals for development which include, in whole or in part, the following:

a. a development consisting of assisted housing, or

b. a set-aside development as defined in Chapter 126a, Section 8-30g of the General Statutes of Connecticut; or

c. a housing development proposed pursuant to Section 4.B.7 of these Regulations. (REV. 07/08/2013)

10.E.2. Filing of Application.

The Affordable Housing Application shall be filed as part of an application for a zoning permit, site plan approval, special exception, or rezoning, as the case may be, with the City agency, board, or commission with jurisdiction for approval or denial of such application. All such documents shall require approval by said City agency, board, or commission to insure compliance with this Section.

10.E.3. Contents. (REV. 07/08/2013)

The Affordable Housing Application shall be on a form prescribed by the Department of Planning and Zoning and shall contain an affordability plan with the following specific development details.

a. For affordable housing proposed pursuant to Section 4.B.7 of these Regulations, the affordability plan shall be comprised of a contract that meets the requirements of Section 8-2g(a) of the General Statutes of Connecticut as amended, which such contract shall be for a period of 40 years from the date of completion of such affordable housing units, and

b. For affordable housing proposed pursuant to Section 8-30g of the General Statutes of Connecticut, the affordability plan shall meet the requirements of Section 8-30g(b)(1) and, if the affordable housing application seeks a change of zone, said plan shall also include submission of a conceptual site plan describing the proposed development's total number of residential units and their arrangement on the property and the proposed development's roads and traffic circulation, sewage disposal and water supply.

All required contracts and deed restrictions or covenants submitted under subsection (a) or (b) hereof shall be reviewed and approved by the Office of Corporation Counsel as to form and content prior to action by the approved City agency, board or commission.

10.E.4. Appeals.

All Affordable Housing Applications which are denied may be appealed in accordance with the applicable provisions of the General Statutes of Connecticut. (REV. 07/08/2013)

10.F. CERTIFICATE OF COMPLIANCE.

Upon determination by the Zoning Enforcement Officer that a completed use, building, or structure which has received a Zoning Permit conforms, in all respects, to the Zoning Regulations, a certificate of compliance shall be issued. No building shall be occupied or used as a new use, extension, alteration or change of use until the Zoning Enforcement Officer has issued a certificate of compliance.

10.F.1. Survey.

At any time during construction, the Zoning Enforcement Officer may require the applicant to submit a survey, prepared by a registered land surveyor, certifying the location of any existing or proposed construction detail or improvements to the land. The Zoning Enforcement Officer may request any additional information needed to determine compliance with these Regulations.

10.F.2. Applicant to Proceed.

Upon receipt of a certificate of compliance, the applicant may apply for a certificate of occupancy from the Building Inspector. A temporary certificate of occupancy may be issued, if just cause can be shown, for a period not to exceed six (6) months, prior to issuance of a certificate of compliance, upon the mutual consent of the Building Inspector and the Zoning Enforcement Officer and upon submission of a performance bond acceptable to the City guaranteeing completion of required improvements.

10.G. VIOLATIONS AND PENALTIES.

Penalties for violation of these Regulations shall be in accordance with Title 8, Chapter 124, Section 8-12. of the General Statutes of Connecticut, as amended.

10.H. APPEALS.

Any appeal from a decision or action of the Zoning Enforcement Officer, Zoning Commission, Planning Commission, or of any officer or agency of the City of Danbury in matters pertaining to these Regulations shall be made in accordance with Title 8, Chapter 124, Sections 8-8. through 8-10. of The General Statutes of Connecticut, as amended.

10.I. AMENDMENTS.

The regulations and zoning district boundaries set forth in these Regulations and the Official Zoning Map may, from time to time, be amended through action of the Zoning Commission in the manner provided for in Section 8-3 of the General Statutes of Connecticut, as amended, and in these Regulations.

10.I.1. Zoning Regulations.

Any person may apply to the Zoning Commission to amend the Zoning Regulations by the addition, deletion, or modification of any section of the Regulations. Application shall be made to the Zoning Commission by submitting the required information, as described below, to the Planning and Zoning Department. A complete application shall include the following items.

a. Fifteen (15) copies of an application form, available from the Planning and Zoning Department, listing the following information: (1) the name, address, and telephone number of the applicant; (2) the name, address, and telephone number of the applicant's agent, if applicable; (3) the section(s) of the Regulations to be amended; (4) the reason for the requested amendment; (5) the date; and (6) the applicant's or designated agent's signature;

b. Fifteen (15) copies of the proposed amended section(s) of the Zoning Regulations. Language to be added to the Regulations shall be underlined and language to be deleted shall be placed in brackets to provide contrast with those sections of the Regulations that are not affected by the proposed amendment.

10.I.2. Zoning Map.

Any person may apply to amend the zoning district boundaries as shown on the Official Zoning Map. Application shall be made to the Zoning Commission by submitting the required information, as described below, to the Planning and Zoning Department. A complete application shall include the following items.

a. Fifteen (15) copies of an application form, available from the Planning and Zoning Department, including the following information: (1) the name, address, and telephone number of the applicant; (2) the name, address, and telephone number of the applicant's agent, if applicable; (3) the address of the subject property; (4) the present zoning district of the property; (5) the proposed zoning district for the property; (6) the Tax Assessor's Lot number of the property; (7) the acreage of the property; (8) all municipalities within five hundred (500) feet of the property; (9) the reason the zoning change should be granted; (10) the date; and (11) the applicant's or designated agent's signature.

b. Fifteen (15) copies of a zone change map, which shall be an A-2 survey and at a scale of 1"= 40' for parcels of fifty acres or less and 1"= 100' for parcels over fifty acres, and shall include the following information:

   (1) the location and dimensions of the subject property;
   (2) the acreage of the subject property;
   (3) the topography of the subject property at five (5) foot contour intervals;
   (4) the ownership of each parcel within, abutting, or across the street from the subject property;
   (5) all existing zoning district boundaries and symbols in the immediate vicinity of the subject property; and
   (6) the location of the proposed zone boundaries in relation to the subject property.

c. Fifteen (15) copies of the legal description of the subject property.

d. Notice to property owners in accordance with Section 10.I.4.

The Zoning Commission may vary the requirements of Section 10.I.2. for an applicant in cases of unusual hardship or for good cause shown, provided sufficient information is included to enable the Zoning Commission to render a decision.

10.I.3. Zone Change Criteria.

In their review of a petition for a zoning change, the Planning Commission shall include in its report to the Zoning Commission a statement of findings on the consistency of the proposed zoning change with the Plan of Development and the reasons for its findings. The Zoning Commission, in its evaluation of petitions for zone changes, shall give due consideration to the City's Plan of Development as required by Section 8-2. of the General Statutes of Connecticut, as amended. The Planning and Zoning Department, in its report to the Zoning Commission on the proposed zoning change, shall consider the applicable general and specific land use location criteria referred to in Sections 10.I.3.a. and 10.I.3.b. below.

a. General Criteria.

The location, extent, and configuration of the various zoning districts within the City of Danbury are intended to further the objectives of zoning as set forth in Section 8-2. of the General Statutes of Connecticut, which objectives include but are not limited to protecting the public health and general welfare, providing convenience, protecting property values, limiting congestion in the streets, and providing safety from fire, panic, flood, and other dangers. Zones should be located with reasonable consideration given to (1) the suitability of the site for the particular uses allowed in the proposed zone, (2) the compatibility of uses allowed within the proposed zone with the surrounding area, (3) the present and future needs of the City for additional lands to be zoned as proposed, and (4) the impact which may be caused by reducing the amount of land in the City zoned for certain uses as a result of the change to a new zoning district. Zoning district changes should be determined with a view toward encouraging the most appropriate use of land throughout the City.

b. Specific Criteria.

(1) Multi-Family and Mixed Residential Districts.
- (a) The compatibility of the density permitted in the proposed zone with surrounding residential densities should be considered along with the capability of the zone to act, where appropriate, as a transition between zones of different densities or intensities of development.
- (b) Sites should be conveniently accessible to collector or arterial streets and highways and transit routes, with consideration given to the impact of such development on traffic safety and congestion on abutting and nearby roads and the feasibility of undertaking improvements as may be necessary to limit such impacts to acceptable levels.
- (c) Sites should be limited to those which are or will be served by public sewer and water service and where adequate capacity will be available for the uses allowed in the proposed zone.
- (d) Development of slopes in excess of 25 percent should be avoided.
- (e) Sites which contain a preponderance of wetlands and sites which lie within public water supply watersheds should be avoided.

(2) Neighborhood and Light Commercial Districts.
- (a) Zones should be small in area, offering limited convenience shopping and services intended primarily to serve the surrounding residential area. Sites should be chosen which can be developed in a manner compatible with adjacent residential development.
- (b) Sites should be adjacent to collector or arterial streets and highways, with consideration given to the impact of such development on traffic safety and congestion on abutting and nearby roads and the feasibility of undertaking improvements as may be necessary to limit such impacts to acceptable levels.
- (c) Sites should be limited to those which are or will be served by public sewer and water service and where adequate capacity will be available for the uses allowed in the proposed zone.
- (d) Development of slopes in excess of 15 percent should be avoided.
- (e) Sites which contain a preponderance of wetlands and sites which lie within public water supply watersheds should be avoided.

(3) Highway Commercial Districts.
- (a) Consideration should be given to the ability to buffer commercial development from adjacent residential areas and to avoid the necessity of routing vehicular traffic to the site through neighborhoods.
- (b) Sites should be adjacent to collector or arterial streets and highways, with consideration given to the impact of such development on traffic safety and congestion on abutting and nearby roads and the feasibility of undertaking improvements as may be necessary to limit such impacts to acceptable levels.
- (c) Sites should be limited to those which are or will be served by public sewer and water service and where adequate capacity will be available for the uses allowed in the proposed zone.
- (d) Development of slopes in excess of 15 percent should be avoided.
- (e) Sites which contain a preponderance of wetlands and sites which lie within public water supply watersheds should be avoided.

(4) Central Business District.
   (a) The CBD should remain compact to facilitate pedestrian access and to encourage the clustering of retail and commercial activity to reinforce their mutual support.
   (b) Convenient access to adequate parking and transit service should be available.
(5) Industrial Districts.
   (a) Consideration should be given to the ability to buffer industrial development from adjacent residential areas and to avoid the necessity of routing vehicular access to the site through neighborhoods.
   (b) Sites should be conveniently accessible to arterial streets and highways and transit routes, with consideration given to the impact of such development on traffic safety and congestion on abutting and nearby roads and the feasibility of undertaking improvements as may be necessary to limit such impacts to acceptable levels.
   (c) Sites should be limited to those which are or will be served by public sewer and water service and where adequate capacity will be available for the uses allowed in the proposed zone.
   (d) Development of slopes in excess of 15 percent should be avoided.
   (e) Sites which contain a preponderance of wetlands and sites which lie within public water supply watersheds should be avoided.
   (f) Consideration should be given to the impact, if any, on adjacent property from smoke, noise, odor, and vibration which may reasonably be expected to emanate from a proposed industrial use.

10.I.4. Notice.

a. Notice of Public Hearings.

Notice of public hearings to be held by the Zoning Commission in regard to any application to amend the regulations or zoning district boundaries shall comply with provisions specified in Section 8-3 of the General Statutes of Connecticut, as amended.

b. Notice to Property Owners.

All applications for amendments to the Official Zoning Map shall include the following information in order to enable the Zoning Commission to provide proper notice to owners of land included within, adjacent to, or across the street from the boundaries of the proposed zone.

(1) The applicant or a designated agent shall examine the records of the Danbury Tax Assessor's Office within twenty-one (21) days of submission of an application and, based on said records, shall compile a list of the names and mailing addresses of all owners of land included within, adjacent to, or across the street from the boundaries of the proposed zone. The applicant shall also submit plain business-sized envelopes addressed to all property owners on the above list.
(2) For any property submitted to condominium ownership which is included within, adjacent to, or across the street from the boundaries of the proposed zone, all requirements of the applicant and Zoning Commission specified herein shall apply to the condominium association, as filed in the records of the Town Clerk.
(3) The Zoning Commission shall send to each person on the above list a notice of the time, date, and place of the public hearing on the subject application.
(4) An affidavit shall be submitted with the application stating when and by whom the Tax Assessor's records were examined and stating that the list is complete as of the time of submission of the application.
(5) Notice of changes to the Zoning Regulations or Official Zoning Map proposed by the Zoning Commission shall be given in accordance with Section 8-3 of the General Statutes of Connecticut, as amended, and are exempt from other requirements of this Section.

10.I.5. Filing of Amendments.

Amendments to zoning district boundary lines made in accordance with these Regulations and with the General Statutes of Connecticut shall be filed in the Office of Town Clerk and the Department of Planning and Zoning.

10.J. This section on temporary moratoriums was repealed effective December 1, 2014 and has been left blank intentionally. Reserved for future use.