



**TOWN OF ESSEX**  
**Zoning Commission**  
 29 West Avenue  
 Essex, CT 06426  
 860-767-4340 x 115 Fax: 860-767-8509  
[www.essexct.gov](http://www.essexct.gov)

Fees: \$125.00 + \$60.00 (DEP)  
 Make check payable to the Town of Essex

PRINT OR TYPE  
 Please read Essex Zoning Regulations before completing this form.

**Application for Special Exception**

Owner(s) Name(s): \_\_\_\_\_

Address(es): \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_

Address(es): \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Application is hereby made for amendment of a Special Exception under the provisions of the Essex Zoning Regulations for premises at:

Address: \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Tax Lot No. \_\_\_\_\_ Zoning District \_\_\_\_\_

The Commission is authorized to grant a Special Exception for the use and/or improvement herein proposed by the provisions of Section \_\_\_\_\_ of the Essex Zoning Regulations.

Accompanying this application form are:

- A) A complete and comprehensive statement describing the proposed changes in use and/or improvements for which the amendment is requested;
- B) A complete legal description of the premises involved, identifying boundaries by metes and bounds or by courses and distances;
- C) A list of names and addresses, with Tax Map and Tax Lot Numbers of owners of all land abutting, and directly across the street from the land to which this application relates and;
- D) A Site Development Plan prepared or approved by a registered professional engineer or surveyor showing all information required to determine the compliance with the Zoning Regulations including lot area, distances of improvements from lot lines, area coverage, and building height.

I/We certify that all the information on this application, including all accompanying documents, is correct as of the date below, and complete. I/ We certify that I/ We am/are the owner(s) of the premises described above, or the authorized agent of the owner(s) of said premises.

**FOR OFFICIAL USE ONLY:**

Application No. \_\_\_\_\_

Date received by ZEA: \_\_\_\_\_

Signed: \_\_\_\_\_  
 Applicant(s) of Agent

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

**Appendix A**  
**Application Checklist for Special Exception**

Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

Address of Premises: \_\_\_\_\_

\_\_\_\_\_

Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Briefly describe Special Exception request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This checklist is to be completed by the applicant(s) and submitted to the Commission along with a completed application for Special Exception. Information should also appear on the site development plan and within the support documents as appropriate. No section may be left incomplete. Where no area in the "waiver" category is provided for check-off, submission of information is always mandatory.

Waiver(s) may be granted by the Commission pursuant to Section 120C.8. for the furnishing of item(s) of information in which the Commission finds that such item(s) are not relevant to the proper disposition of an application. Such waiver(s) are limited to the furnishing of said information and do not include a request for delay in time to submit necessary items.

Nothing in this section shall prohibit an applicant(s) from requesting a waiver(s) in advance of submitting an application for Special Exception to the Commission.

This checklist shall be complete when signed and dated by the applicant(s) where such signatures and date shall be entered no later than the actual date of the submission of said application.

SECTION No.	DESCRIPTION	PROVIDED			WAIVER REQUEST
		YES	NO	N/A	
120A.1	Owner				
120A.2	Purchaser Owner's written consent				
120A.3	Lessee Owner's written consent				
120B	Application Documents- 15 copies				
120C.1	Description of Premises				
120C.2	List of Neighboring Owners				
120C.3	Statement of Use				
120C.4	Site Development Plan				
120C.4.a	Owner / Applicant Name				
120C.4.b	Plan Data				
120C.4.c	Roadways				
120C.4.d	Survey Monuments				
120C.4.e	Municipal / District Boundaries				
120C.4.f	Easements / R-O-W / etc.				
120C.4.g	Wetlands and Watercourses				
120C.4.h	Total Premise Area Use				
120C.4.i	Building / Lot Coverage				
120C.4.j	Location / Setback Data				
120C.4.k	Building / Structure Dimension Signs and Lighting				
120C.4.l	Roadways and Parking				
120C.4.m	Infrastructure Data				
120C.4.n	Access / Soil / etc.				
120C.4.o	Water Supply / Septic Systems				
120C.4.p	Land Contours / Topography (_____ foot intervals)				
120C.4.q	Wetlands / Watercourses				
120C.4.r	Soils Classifications				
120C.4.s	Grading / Filling Limits / Erosion and Sediment Control				
120C.4.t	Special Flood Hazard Area				
120C.4.u	Floor Area / Parking Calculations / Parking Spaces per section .110				
120C.5	Sanitation Letter & Data (see note below)				
120C.6	Multiple Dwelling Projects				
120C.7	Non-Commercial Timber Cutting				
120C.8	Waiver Requests (written)				
120D	Maps, Drawings, Certification				
101	Gateway Conservation District				
102	Coastal Management District				
103	Flood Plain District				
104	Water Resource District				
	Application submitted to town Director of Health or Town Sanitarian for review				

**NOTE: A SIGN IS REQUIRED TO BE POSTED ON THE PREMISES RE: SECTION 120F. STANDARDS OF THE ZONING REGULATIONS AS FOLLOWS:**

120F. **PUBLIC HEARING.** The Commission shall hold a public hearing on each application for a special exception. A copy of such application shall be filed in the office of the Town Clerk for public inspection at least ten (10) days before such hearing. Notice of the time and place of such hearing shall be published in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the Town, 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, and the last not less than two (2) days before the hearing. Such notice shall fairly and sufficiently apprise those who may be interested in the proceeding of the nature and character of the matter proposed in order that intelligent preparation for the hearing may be made. Such hearing shall commence within sixty-five (65) days after the receipt of the application. The hearing shall be completed within thirty-five (35) days after it commences. The commission shall render a decision on all applications within sixty-five (65) days after completion of such hearing. The petitioner or applicant may consent to one or more extensions of any period specified in this section, provided the total extensions all such periods shall not be longer than sixty-five (65) days, or may withdraw such petition or application.

**Not less than fifteen days prior to the commencement of the public hearing, the applicant shall post a notice of the hearing on the property involved.** Said notice shall be in the form of a freestanding sign, facing each adjacent public street, placed no more than thirty feet (30') from the public right-of-way and shall be clearly legible from the public street. **Said sign shall be produced of weather resistant material, shall be legibly lettered with a minimum letter size of two inches (2"). The sign shall not be greater than twelve square feet (12 sq. ft.).**

The sign shall contain the following text:

"Application pending on this property before the Zoning Commission for Special Exception approval for which a public hearing is being held:

Time:

Date:

Place: Town Hall, 29 West Avenue, Essex, CT 06426

For more information, call (860)767-4340 (or as said number is changed from time to time).

Said sign shall not be removed until after the public hearing has concluded. (August 1, 2007)

**Note:** If no required sanitary letter and data accompanies this application, a complete application shall be submitted to the Town Director of Health or the Town Sanitarian for review no later than the date of this completed application is received by the Commission. A letter from the Town Director of Health of the Town Sanitarian, along with a complete application, shall be filed in the office of the Town Clerk at least ten (10) days prior to the scheduled public hearing.

This checklist is a guide to assist the applicant(s). It does not relieve the applicant from the responsibility of being familiar with the Town of Essex Zoning Regulations and submitting a complete application.

Where the submission of information for a particular special exception application does not apply, the response in the 'provided' column may be checked off as "no" and such information shall not be required.

Signature of Agent/Applicant(s):

\_\_\_\_\_  
\_\_\_\_\_

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