

TOWN OF ESSEX  
**LAND USE APPLICATION**  
PART ONE

PLEASE CHECK THE APPROPRIATE LINE(S) AND ATTACH THE APPROPRIATE APPLICATION(S):

SPECIAL EXCEPTION	<u>X</u>	VARIANCE / APPEAL	_____
SITE PLAN REVIEW	_____	APPROVAL OF LOCATION	_____
INLAND WETLANDS PERMIT	_____	REGULATION TEXT AMENDMENT	_____
INLAND WETLANDS PERMIT - AGENT APPROVAL	_____	ZONE CHANGE	_____
	_____	COASTAL SITE PLAN REVIEW	_____
WETLAND PERMIT TRANSFER	_____	MODIFICATION OF PRIOR APPROVAL	_____
SUBDIVISION OR RESUBDIVISION	_____	SPECIAL FLOOD HAZARD AREA PERMIT	_____

**PROJECT DESCRIPTION:**

Conversion of 7 Main Street, Essex to retail and proposed second floor addition of 1487 square feet, which includes 648 s.f. addition on the north side of the building and 839 s.f. creation of second floor within the existing building.

PROJECT NAME: Essex Village Enterprises, LLC

STREET ADDRESS OF PROPERTY 7 Main Street

ASSESSOR'S MAP 47 LOT 100 LOT SIZE 7,877 s.f. DISTRICT EV

APPLICANT Essex Village Enterprises, LLC, 20 Nibang Avenue, Old Saybrook, CT 06475

PHONE 347-267-5341

APPLICANT'S AGENT (if any) Edward M. Cassella, Esq., Cloutier & Cassella, LLC, 29 Elm Street,

Old Saybrook, CT 06475 PHONE 860-388-3456

ENGINEER/SURVEYOR/ARCHITECT Walker Burns, Tate + Burns Architects, LLC, 15 Bokum Road,

Essex, CT 06426 PHONE 860-767-2378

**Note:**

1) TO BE ACCEPTED BY THE LAND USE OFFICE. THIS APPLICATION MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH THE REQUIRED FEE(S) AND MAP(S) PREPARED IN ACCORDANCE WITH THE APPLICABLE REGULATIONS.

2) THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION OR ITS STAFF TO ENTER THE PROPERTY FOR THE PURPOSE OF INSPECTION.



**TOWN OF ESSEX  
Planning and  
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: \$135.00 + \$60.00 (DEEP)  
Make check payable to the Town of Essex

**Application for Special Exception**

**PART TWO**

Owner(s) of Property : Liberty Bank / Essex Village Enterprises, LLC, (contract purchaser)

Address: 315 Main Street, Middletown, CT 06457 / 20 Nibang Avenue, Old Saybrook, CT 06475

Phone No.: (860) 344-7253 / 347-267-5341 Email: zubretskyrobin@gmail.com

The Commission is authorized to grant a Special Exception for the use and/or improvement herein proposed by the provisions of Section 70.A.2(C) of the Essex Zoning Regulations.

Accompanying this application form is:

- 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, the undersigned, certify that all the information on this application, including all accompanying documents, is correct as of the date below, and conforms with Town's zoning regulations. I/ We certify that I/ We am/are the owner(s) of the premises described above and are aware of and understand the above referenced zoning regulation(s).

**FOR OFFICIAL USE ONLY:**

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

Date received by ZEO: \_\_\_\_\_

Signed: \_\_\_\_\_

Property owner  
Essex Village Enterprises, LLC  
Contract Purchaser

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

## Appendix A

### **Application Checklist for Special Exception**

---

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	X			
120A.2	Purchaser Owner's written consent	X			
120A.3	Lessee Owner's written consent			X	
120B	Application Documents- 15 copies	X			
120C.1	Description of Premises	X			
120C.2	List of Neighboring Owners	X			
120C.3	Statement of Use	X			
120C.4	Site Development Plan	X			
120C.4.a	Owner / Applicant Name	X			
120C.4.b	Plan Data	X			
120C.4.c	Roadways	X			
120C.4.d	Survey Monuments	X			
120C.4.e	Municipal / District Boundaries	X			
120C.4.f	Easements / R-O-W / etc.	X			
120C.4.g	Wetlands and Watercourses	X			
120C.4.h	Total Premise Area Use	X			
120C.4.i	Building / Lot Coverage	X			
120C.4.j	Location / Setback Data	X			
120C.4.k	Building / Structure Dimension Signs and Lighting	X			
120C.4.l	Roadways and Parking	X			
120C.4.m	Infrastructure Data	X			
120C.4.n	Access / Soil / etc.	X			
120C.4.o	Water Supply / Septic Systems	X			
120C.4.p	Land Contours / Topography (_____ foot intervals)			X	
120C.4.q	Wetlands / Watercourses			X	
120C.4.r	Soils Classifications			X	
120C.4.s	Grading / Filling Limits / Erosion and Sediment Control			X	
120C.4.t	Special Flood Hazard Area			X	
120C.4.u	Floor Area / Parking Calculations / Parking Spaces per section .110	X			
120C.5	Sanitation Letter & Data (see note below)		X		
120C.6	Multiple Dwelling Projects			X	
120C.7	Non-Commercial Timber Cutting			X	
120C.8	Waiver Requests (written)			X	
120D	Maps, Drawings, Certification	X			
101	Gateway Conservation District	X			
102	Coastal Management District	X			
103	Flood Plain District			X	
104	Water Resource District			X	
	Application submitted to town Director of Health or Town Sanitarian for review		X		

**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 Planning and 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.

Essex Village Enterprises, LLC - Contract Purchaser  
Signature of Property Owner

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

**STATEMENT OF USE**  
**APPLICATION OF ESSEX VILLAGE ENTERPRISES, LLC**  
**7 MAIN STREET, ESSEX, CT**  
**NOVEMBER 12, 2021**

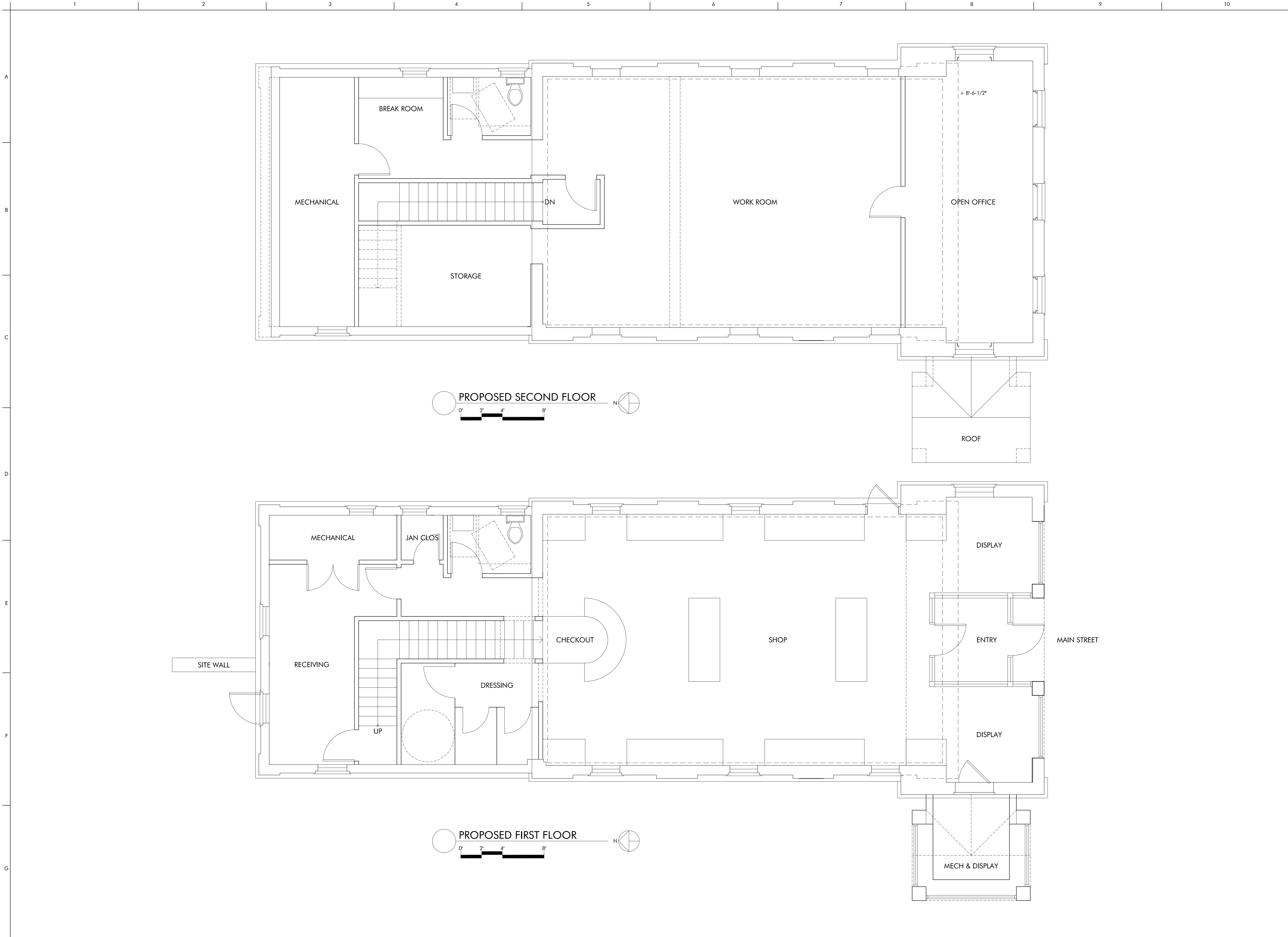
The Applicant is proposing to convert the existing Liberty Bank building at 7 Main Street, Essex Village, into a retail establishment for clothing, accessories, gifts, and home goods. The retail operation will be located on the first floor with 2,146 s.f. of gross floor area, including the display vestibule (previous ATM). Additionally, the applicant is proposing to complete an addition to have a full second story of 2,000 s.f. which will be accessory to the retail store. The second-floor space will be used for warehouse, storage, breakroom, offices and mechanicals. As part of the application, the first floor will be lowered to ground level and the handicap ramp located on the east side of the building will be removed. Trash removal will be handled by rollaway bins for garage and recycling.

Total parking required is 12 parking spaces - calculated as follows:

- 1) First floor retail - 11 spaces total  
    2 spaces, plus,  
    6 spaces (1 space per 400 s.f.). plus,  
    3 spaces (1 space per 1000 s.f.).
- 2) Second floor storage/accessory - 1 spaces  
    1 space per 20,000 s.f. plus one space per employee (none for storage).

The hours of operation are proposed to be 10 am to 6 pm for Monday through Saturday and 12 pm to 5 pm on Sunday, with evening openings on occasion. The total number of employees will be 2-3 at any one time, including the owner.





REVISIONS	
<div>TATE + BURNS ARCHITECTS LLC</div> <div>15 Bokum Road Essex, Connecticut 06426 Telephone 860.767.2378 Internet tateburnsarch.com</div>	
PHASE:	
PRELIMINARY	
PRELIMINARY NOT FOR CONSTRUCTION <small>THIS COMPUTER FILE DRAWING IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION. DO NOT START CONSTRUCTION WITHOUT A SEALED SET OF CONSTRUCTION DOCUMENTS FROM THE ARCHITECT.</small>	
<div>Essex Village Properties LLC</div>	
DRAWING NAME:	
Proposed Plans	
JOB #:	2112
© 2021 TATE + BURNS ARCHITECTS LLC	
DRAWN BY:	WB3
DATE:	11/11/21
CHECKED BY:	SCALE: AS NOTED
<div></div>	SHEET:
	Plans





REVISIONS	
Engineer	
NAME	
Address	
Address	
Phone	FAX
Civil Engineer	
NAME	
Address	
Address	
Phone	FAX
Mechanical, Electrical, & Plumbing Engineer	
NAME	
Address	
Address	
Phone	FAX
Structural Engineer	
NAME	
Address	
Address	
Phone	FAX
TATE + BURNS ARCHITECTS LLC	
15 Bokum Road Essex, Connecticut 06426 Telephone 860.767.2378	
PHASE:	
PRELIMINARY	
PRELIMINARY NOT FOR CONSTRUCTION THIS COMPUTER FILE DRAWING IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION. DO NOT START CONSTRUCTION WITHOUT A SEALED SET OF CONSTRUCTION DOCUMENTS FROM THE ARCHITECT.	
Essex Village Properties LLC	
DRAWING NAME:	
Proposed Elevations	
JOB #:	2112
© 2021 TATE + BURNS ARCHITECTS LLC	
DRAWN BY:	WB3
DATE:	11/11/21
CHECKED BY:	
SCALE:	AS NOTED
SHEET:	
Elevs	