



TOWN OF ENFIELD

Automotive Location Approval Application Zoning Board of Appeals

The Enfield Zoning Board of Appeals (ZBA) has established procedures and applications for a Site Plan review for the consideration and approval of automotive locations requested for automotive establishments.

The fee for an Automotive Location Approval Application is \$ 160.00.

A complete application package will include the following items:

1. Town of Enfield ZBA Automotive Location Approval Application;
2. Fourteen (14) scaled copies, with seals and signatures of the appropriate professionals, of the site plan and any related supporting documentation i.e. photos and technical reports, etc.
3. A 1-2 page narrative describing the operations on site;
4. A copy of the property deed; and
5. A letter from the owner of the property authorizing the applicant to apply to the ZBA, if the applicant is not the owner of the property.
6. Prominent display of Public Hearing Notice Sign(s) 10 days prior to Public Hearing. Applicant is to complete a signed affidavit.
7. Applicant must locate the proposed structure corners on the ground with stakes, or spray paint (if the location is on an impervious surface). If requesting a variance for a side yard, applicant must show the property line, required side yard, and the requested side yard variance. Failure to stake or spray paint the location will cause the postponement of your meeting date.
8. Applicant is to review and acknowledge the Land Use Application Guide.
9. An electronic submission of all documents received is required in either CD or USB format.

For more information and questions, please contact the Enfield Planning Office at 860.253.6355.

Town of Enfield Automotive Location Approval Application

Planning Department • Town Hall • 820 Enfield Street • Enfield, Connecticut • 06082 • (860) 253-6355

C
Staff Use Only
Fee: \$160.00
ZBA # _____
Map _____
Lot _____
Sequence #: _____

Describe your application: (Please Print) _____

Applicant Name: _____

E-mail: _____ Phone # _____

Applicant's Home Address: _____

Property address: _____

Zoning District(s): _____

Does applicant own the property? YES (attach copy of deed) NO If no, give name and address of owner: _____

(Non-owner applicants must attach appropriate documentation to establish their standing to apply on behalf to the owner)

Do wetlands and watercourses affect this application? YES NO

Is the property within a Level A or Level B Aquifer Protection Area? YES NO

Does this application include any regulated activity in a floodplain? YES NO
(If yes, you will need to also submit a Flood Hazard Development Permit application to the Planning and Zoning Commission.)

Has this property ever been cited for environmental contamination? YES NO

Is there a Phase I or Phase II Environmental Report for this property? YES NO

What is the total lot acreage? _____ What is the length of the property frontage on all streets? _____

Name the abutting street(s) _____

What are the existing land uses and zoning districts for abutting properties or across the street(s)?

North	East	South	West
_____	_____	_____	_____

If the property has been the subject of previous applications, please attach a list.

Who will be representing the application and what is the best way to contact that person (Check best)

Name: _____ Address: _____

(phone) _____

(fax) _____

(e-mail) _____

APPLICATION SUBMITTAL REQUIREMENTS: Applicant must locate the proposed structure corners on the ground with stakes, or spray paint (if the location is on an impervious surface). If requesting a variance for a side yard, applicant must show the property line, required side yard, and the requested side yard variance. Failure to stake or spray paint the location will cause the postponement of your meeting date.

Please consult with Planning staff concerning the requirements for a Site Plan Review for automotive location approval. Review the Land Use Application Guide.

The undersigned hereby permits town staff and commission members to enter onto and inspect this site during reasonable hours for the purpose of reviewing this application and accompanying plans. I hereby depose and say that all of the above statements as well as the statements contained in all papers filed herewith are true.

 Signature: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

 Notary Public My Commission Expires _____

Received in Office: _____	For Staff Use Only Commission Official Date of Receipt: _____
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