

CITY OF NEW HAVEN, CONNECTICUT

NEW HAVEN CITY PLAN COMMISSION 5th Floor
 165 CHURCH STREET | NEW HAVEN, CONNECTICUT 06510-2010

PHONE 203.946.6378
 FAX 203.946.7815

FOR CITY USE ONLY			CAL		
Filing Type	Fee	Date Paid	Decision	Date of:	
CAL Application <input type="checkbox"/> See fee schedule ❶	_____ / ____ / ____	_____ / ____ / ____	<input type="checkbox"/> Approve	Filing _____ / ____ / ____	
Comments	_____		<input type="checkbox"/> Approve with Conditions	Hearing _____ / ____ / ____	
❶ Fee includes State DEP Surcharge			<input type="checkbox"/> Deny	Decision _____ / ____ / ____	
			<input type="checkbox"/> Withdraw	Ward # _____	

TWO STAMPED COPIES OF A CLASS A-2 SURVEY ARE REQUIRED. PROPOSED SITE PLAN IS REQUIRED IF ANY SITE CHANGES ARE PROPOSED. APPLICATIONS FOR RELIEF MAY BE DENIED IF REQUIRED MATERIALS ARE NOT SUBMITTED.

APPLICATION FOR CERTIFICATE OF APPROVAL OF LOCATION (CAL)

1. PROJECT ADDRESS: _____

Tax Map-Block-Parcel(s): _____

Nearest Cross Street(s): _____

2. THIS APPLICATION PROPOSES:

- CHANGE IN OWNERSHIP**, with *NO* change to the previously approved TYPE OF USE checked above.
- NEW USE** replaces existing use. Changes TYPE OF USE category checked above. No change to existing building(s) or facilities.
- CHANGE TO AN EXISTING USE** that replaces, modifies or expands the previously approved existing use or uses, as follows:

3. Please fill in DATA. Answer questions below or in an attachment to this application.

- TYPE OF USE** Check All that Apply
- Gasoline Station
 - New Car Dealer
 - Used Car Dealer
 - Repairer
 - Limited Repairer
 - Motor Vehicle Junk Yard (to CPC)
 - Check if other Application(s) being filed**
 - Special Exception
 - Special Permit
 - Variance
 - Use Variance

- OTHER REQUIRED INFORMATION:**
- Days of Operation _____
- Hours of Operation _____
- Number of Employees _____
- PARKING SPACES**
- a. Customer _____
 - b. Employee _____
 - c. Vehicles for Sale **CHECK IF NONE:** _____
- Total Vehicles on Site (a + b + c) _____
- DESCRIBE BUSINESS SIGN SIZE & LOCATION:**

4. **PROPERTY OWNER** Information & Consent

Daytime Phone: _____

Name: _____

Business Home Answering Service

Firm: _____

Fax: _____ Cell: _____

Address: _____

E-mail: _____

City: _____ State _____ ZIP: _____

The undersigned, as owner of the property is familiar with all of the information provided in this application and hereby authorizes this development application(s), consents to necessary and proper inspections of the above property by agents of the City at reasonable time(s) after an application is made, and is aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation and penalties.

Dated: _____, 20__

Signature of Owner: _____.

5. **APPLICANT** Information & Certification (*Fill in if not the same as the owner.*)

Name: _____

Daytime Phone: _____

Firm: _____

Business Home Answering Service

Address: _____

Fax: _____ Cell _____

City: _____

E-mail _____

State: _____

Zip Code: _____

Check One: Option Holder Tenant Other (Describe): _____

As the Applicant, the undersigned is familiar with all of the information provided in this application and is aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation and penalties.

Dated: _____, 20__

Signature of Applicant: _____.

6 AUTHORIZED AGENT Information (fill in if serving for owner or applicant)

Name: _____ Daytime Phone: _____

Firm: _____ Business Home Answering Service

Address: _____ Fax: _____ Cell: _____

City: _____ E-mail: _____

State: _____ Zip Code: _____

Check One: The Authorized Agent for the attached Development Application(s) is:

Lessee Attorney Architect Engineer Real Estate Agent Contractor Other

Specify _____

As the Agent, the undersigned is familiar with all of the information provided in this application and is aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation and penalties.

Dated: _____, 20__

Signature of Agent: _____.

7. SUBMITTAL REQUIREMENTS

Completed CAL Application Form

Application Fee: See Fee Schedule

K-7 Form (CT Department of Motor Vehicles)

A-2 Survey (by a licensed surveyor) of the property including distances with angles or bearings, building/setback lines, and street lines; and right of way lines;

- a) Title Block in the lower right hand corner with address of property;
- b) north arrow;
- c) scale of not more than 1":40';
- d) plan date with revision dates, seal and signature, name and address of licensed surveyor;
- e) locations and descriptions of all existing and proposed easements and rights-of-way;
- f) zoning classification of property;
- g) Area of lot;
- h) Buildings and improvements on abutting parcels within 25 feet of property lines to include the name of adjacent owners and zoning classification of their property;
- i) Locations of existing buildings with dimensions, area, elevations and number of stories and distances between all buildings and property lines;
- j) Locations of other existing site improvements and structures to include signs, fences, and walls;
- k) Existing sidewalks, curbs and curb cuts, and adjacent streets;
- l) Existing drainage;
- m) Coastal zone management areas and/or flood zones as applicable;
- n) Inland wetland and watercourse areas as applicable.

Proposed Site Plan *(if changes are proposed from what is on A-2 Survey)*

- a. Layout of all off-street parking areas showing dimensioned parking spaces of 180 square feet, dimensions of aisles, driveways, all loading and unloading areas, pavement markings, location of directional signs and ADA-compliant spaces;
- b. Note which parking spaces are for vehicles for sale, employee parking, or customers for general repair;
- c. Proposed drainage design for parking lot, roof area and driveways;
- d. Proposed locations, height and size of all outdoor lighting;
- e. Location of dumpster enclosed by suitable fencing;
- f. Standard City of New Haven Details for any proposed changes to sidewalks, curbs, driveway aprons, drainage (these may be obtained from the Office of the City Engineer);
- g. Proposed signage in conformance with New Haven Zoning Ordinance;
- h. Adequate screening (fence or landscaping) from residential uses; adequate separation (rail fence or wheelstops) from City sidewalk;
- i. Waste oil tank located on property.