## Application for Certificate of Approval of Location (CAL)

### 1. Project Address:

Tax Map-Block-Parcel(s): ________________

Nearest Cross Street(s): ________________

### 2. This Application Proposes:

- **Changes 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

- 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

- Customer: _______
- Employee: _______
- Vehicles for Sale: CHECK ☑ IF NONE: _______

#### Describe Business Sign Size & Location:

________________________

### For City Use Only

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<tr>
<th>Filing Type</th>
<th>Fee</th>
<th>Date Paid</th>
<th>Decision</th>
<th>Date of</th>
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<td>CAL Application</td>
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<td>See fee schedule ☑</td>
<td>☐ Approve</td>
<td>Filing: <strong><strong>/</strong></strong>/____</td>
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<td>☐ Approve with Conditions</td>
<td>Hearing: <strong><strong>/</strong></strong>/____</td>
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*Fee includes State DEP Surcharge

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.
4. **PROPERTY OWNER Information & Consent**

   Name: ________________________________
   
   Firm: ________________________________
   
   Address: ________________________________
   
   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: ________________________________
   
   Firm: ________________________________
   
   Address: ________________________________
   
   City: ________________________________ 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.