

City of Norwich, Connecticut
COMPREHENSIVE PLAN
EFFECTIVE 11.02.2015

ZONES AND USES

Residential
Districts

Business
Districts

Special
Districts

BASICS

General
Requirements

Basic
Standards

Use
Requirements

ADMINISTRATIVE

Procedures

Administration

Definitions

Zoning Regulations

HOW TO USE THESE REGULATIONS

PHILOSOPHY

These Zoning Regulations are intended to guide land use activities in Norwich in ways that will:

- protect the public health, safety, and welfare,
- maintain and enhance community character, and
- improve the economic value of property and general welfare of residents.

These Regulations are envisioned to be dynamic; not a static document. It is anticipated that these Regulations will be regularly reviewed and updated, to anticipate and reflect the ever changing needs of the community.

ORGANIZATION

This set of Regulations has been organized around three main thematic elements. Understanding this organization will help the user quickly locate the regulatory provisions they seek.

	THEMES	CHAPTERS	DESCRIPTION
	Zones and Uses	1. Residential Zones 2. Business Zones 3. Special Zones	What you can do with property in the city.
	Standards	4. General Requirements 5. Basic Standards 6. Use Requirements	Additional requirements for specific uses.
	Administrative	7. Procedures 8. Administration 9. Definitions	The process to secure a permit.

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CHAPTER 1 RESIDENTIAL DISTRICTS

1.1 Residential Bulk Requirements

No lot shall be used and no building shall be erected except in conformance with the following schedule:

ZONING DISTRICT	MINIMUM					MAXIMUM	
	LOT AREA (SQUARE FEET)	LOT WIDTH (FEET)	FRONT YARD (FEET) ^{A, B}	SIDE YARD (FEET)	REAR YARD (FEET)	LOT COVERAGE (PERCENT)	BUILDING HEIGHT (STORIES)
R-80	80,000	200	60	40	60	10	2½ ^C
R-40	40,000	150	50	30	50	10	2½ ^C
R-20	20,000	100	30	15	30	20	2½ ^C
MF	10,000	60	25	10	25	25	3 ^D
ROS	5,000	50	N/A	N/A	N/A	10	1

TABLE NOTES

- Front yard for buildings on west side of Broadway. No building shall be erected on the westerly side of Broadway from Broad Street to Williams Street with a front yard of less than 65 feet.
- Front yard for buildings on east side of Broadway. No building shall be erected on the easterly side of Broadway from Broad Street to Williams Street with a front yard of less than 45 feet.
- Rear lots and variations on of dimensional requirements are permitted within these districts provided the requirements of section 4.3.12 of these regulations are met.
- Except that high-rise apartments and high-rise group buildings may be erected to a height of 7 stories in accordance with section 1.1 hereof.

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1.2 Summary of Residential Uses by Zoning District

The following table is a summary of uses listed in each of the various residential zones. If there is a conflict between this table and the list of uses in each zone, the list of uses in each zone shall govern. This table is solely intended to serve as a summary, and to provide an overview of how each zone addresses uses.

TABLE LEGEND

BLANK	Not authorized
P	Principal Use
A	Accessory Use
SP	P or A; Special Permit Required

USE	ZONING DISTRICT				
	R-80	R-40	R-20	MF	ROS
HOUSING ACTIVITIES					
Accessory apartments	SP	SP	SP	SP	
Conservation developments	SP	SP	SP		
High-rise apartments and high-rise group buildings				SP	
Multi-family housing				P	
Single-family dwelling	P	P	P	P	
Temporary farm worker dwellings	A	A			
Two-family dwellings				P	
ACTIVITIES ACCESSORY TO A DWELLING					
Buildings for housing livestock or poultry for domestic use	A	A	A	A	
Fences	A	A	A	A	
Garage or yard sales of household goods	A	A	A	A	
Greenhouse	A	A	A	A	
Home garden	A	A	A	A	
Keeping domestic animals	A	A	A	A	
Keeping grazing animals	A	A			
Private garages (use by occupants of principal building)	A	A	A	A	
Swimming pools	A	A	A	A	
HOME-BASED BUSINESS					
Bed and breakfast	SP	SP	SP	SP	
Family day care homes	A	A	A	A	
Group day care homes	SP	SP	SP	SP	

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USE	ZONING DISTRICT				
	R-80	R-40	R-20	MF	ROS
Home office	A	A	A	A	
Major home occupation	SP	SP	SP	SP	
Minor home occupation	A	A	A	A	
Parking one commercial motor vehicle	A	A	A	A	
AGRICULTURAL ACTIVITIES					
Commercial kennels	SP	SP	SP	SP	
Community garden	P	P	P	P	
Cultivation of land	P	P	P	P	P
Farm buildings	A	A			P
Farming for commercial purposes	P	P	P	P	
Farm stand, bona fide farm operation	A	A			
Farm stand, home or community garden	A	A			
Home garden	A	A	A	A	
Winery	SP	SP			
INSTITUTIONAL ACTIVITIES					
Government facilities	SP	SP	SP	SP	SP
Public and private educational institutions	SP	SP	SP	SP	
Hospitals and sanitariums	SP	SP	SP	SP	
Convalescent, nursing and rehabilitation centers	SP	SP	SP	SP	
Cemeteries	SP	SP	SP	SP	
Philanthropic, educational, recreational, religious and eleemosynary use	SP	SP	SP	SP	
RECREATIONAL ACTIVITIES					
Active public recreation	P	P	P	P	SP
Commercial active recreation uses	SP	SP	SP	SP	
Docks and piers					P
Low-intensity recreation uses					P
Non-profit clubs	SP	SP			
Open space and passive recreation	P	P	P	P	P

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USE	ZONING DISTRICT				
	R-80	R-40	R-20	MF	ROS
INFRASTRUCTURE ACTIVITIES					
Excavation	A	A	A	A	A
Large public utility facilities	SP	SP	SP	SP	
Off-street parking	A	A	A	A	P
Public utility lines, stations, and buildings	P	P	P	P	P
Signs	A	A	A	A	A
Solar and energy conservation equipment (Less than 1 mW)	A	A	A	A	SP
Solar equipment, 1 megawatt (mW) and greater	P	P	P	P	SP

TABLE LEGEND

BLANK Not authorized

P Principal Use

A Accessory Use

SP P or A; Special Permit Required

1.3 Residence Districts, R-80 and R-40.

1.3.1 Purpose. The R-80 and R-40 districts are base zoning districts. The purpose of the R-80 and R-40 districts is to establish a district in which the principal use of the land is for low-density residential and agricultural purposes and to encourage the continuance of residential and agricultural uses. To insure that residential development, not having access to public water and sewer, and when dependent on septic tanks for sewage disposal, will occur at sufficiently lower densities to provide for a healthy environment.

1.3.2 Principal Uses and Activities. The following principal buildings and uses may be allowed, and permitted in the R-80 and R-40 districts:

NP

.1 No Permit Required

- .1 Agricultural uses and farms.
- .2 Community garden.
- .3 Cultivation of land.
- .4 Open space and passive recreation (e.g., walking trails, monuments).
- .5 Public utility substations and solar equipment (1 mW and larger) pursuant to the Connecticut Siting Council.

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Farming for commercial purposes.
- .2 New construction of buildings and additions of up to 10,000 square feet. Buildings of 10,000 square feet or more require a site plan review, as listed below.
- .3 Public utility lines, stations, and buildings as defined under Connecticut General Statutes, with the following limitations:
 - (i) Water, propane or natural gas tanks up to 50,000 gallons.
 - (ii) New electrical substations with 5 or less megawatt capacity.
 - (iii) Transmission towers of 35 feet or less in height.
- .4 Single-family dwellings, 1 per lot.

S

.3 Requires Site Plan Review, see section 7.5.

- .1 New construction of buildings greater than 10,000 square feet.
- .2 Active public recreation (e.g., baseball, soccer fields, recreation centers).

SP

.4 Requires Special Permit, see section 7.7.

- .1 Cemeteries.
- .2 Commercial kennels in accordance with section 6.15.
- .3 Commercial active recreation uses (e.g., golf courses, ski areas, campsites and riding academies). Minimum lot area: 10 acres.
- .4 Conservation development in accordance with Section 6.6.
- .5 Convalescent, nursing and rehabilitation centers, in accordance with section 6.11.
- .6 Government facilities.
- .7 Hospitals and sanitariums in accordance with section 6.12.
- .8 Non-profit membership clubs and lodges.
- .9 Philanthropic, educational, recreational, religious and eleemosynary use by a duly incorporated nonprofit body or government unit.
- .10 Public and private educational institutions offering curricula meeting educational requirements of the State of Connecticut.
- .11 Public utility facilities as follows: water tanks over 50,000 gallons, propane or natural gas tanks over 50,000 gallons, new electrical substations with more than five megawatt capacity, transmission towers of more than 35 feet in height, waste disposal/transfer station.
- .12 Winery in accordance with section 6.10.

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1.3.3 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the R-80 and R-40 districts:

NP

.1 No Permit Required.

- .1 Excavation, clearing and site disturbance of less than ½ acre.
- .2 Family day care home in accordance with CGS § 19a-77, as amended.
- .3 Farm stand, accessory to a bona fide farm operation.
- .4 Home garden.
- .5 Home office / studio in accordance with section 6.1.
- .6 Keeping of domestic animals. NOTE: No commercial activity involving domestic animals is permitted and no more than 4 adults of a species per household number may be kept and only on the following lot sizes:
 - (i) Dogs, cats, fowl, or others compatible with cohabitation with humans with no minimum lot area.
 - (ii) Grazing animals such as horses, cows, sheep and goats of no more than 2 animals per 130,000 square feet.

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Accessory residential buildings and personal use garages.
- .2 Farm buildings in accordance with section 1.3.4, below.
- .3 Farm stand, sale of items grown in personal or community garden.
- .4 Fences and walls in accordance with section 4.15.
- .5 Garage or yard sales of household goods, provided no such sale shall occur on the same lot more than two times in a calendar year, and each occurrence shall be limited to no more than two consecutive days; provided, that it shall be permitted to set up the sale on the day immediately preceding it and to dismantle the sale on the day immediately following it. A permit for each such sale shall be obtained from the zoning enforcement officer, but no fee shall be required.
- .6 Minor home occupation in accordance with section 6.1.
- .7 Off-street parking, up to 20 spaces, in accordance with section 5.1. Permit shall be referred to the Department of Public Works for a drainage assessment.
- .8 Signs in accordance with section 5.2.
- .9 Solar and energy conservation equipment (less than 1 mW).
- .10 Swimming pools in accordance with section 4.16.
- .11 Temporary farm worker dwellings in accordance with section 6.17.

S

.3 Requires Site Plan Review, see section 7.5.

- .1 Off-street parking with 21 or more spaces, in accordance with section 5.1.

SP

.4 Requires Special Permit, see section 7.7.

- .1 Accessory apartment in accordance with section 6.7.
- .2 Bed and breakfast inn in accordance with section 6.8.
- .3 Excavation in excess of 21,000 square feet of area, in accordance with section 5.4.
- .4 Group day care home.
- .5 Major home occupation in accordance with section 6.1.

1.3.4 Additional requirements for farm uses. Buildings used for the storage, processing and manufacture of agricultural products when incidental to a farm shall comply with the following:

- .1 No farm building shall be located less than 100 feet from any street line.
- .2 No farm building shall be located less than 150 feet from the nearest side or rear lot line.
- .3 Roadside stands for the sale of farm produce and products raised and / or produced on the farm provided they shall contain no more than 200 square feet in area, with not more than 2 signs aggregating 12 square feet in area advertising such produce or products. Such stands and signs shall be not less than 20 feet from any street line, and not less than 50 feet from any street intersections.

- .4 Buildings used on a farm for the storage of any number of motor vehicles and equipment when such vehicles and equipment are used in connection with the operation of a farm. The repair of such vehicles is permitted within a building on a farm upon which such vehicles are so used.

1.3.5 Additional requirements for accessory residential uses activities.

- .1 Accessory buildings shall not be used for dwelling purposes, except where authorized in these regulations.
- .2 Greenhouses, when permitted, shall not include a florist shop.
- .3 Buildings for housing livestock or poultry which are kept for domestic use only are permitted not less than 100 feet from a street line and not less than 100 feet from a side or rear lot line.
- .4 Private garages for use of occupants of the principal building with space for not more than 3 motor vehicles on 1 lot.
- .5 Parking of not more than 1 commercial motor vehicle provided that such vehicle is not more than 1½ ton capacity, and owned or operated by the owner or occupant of each principal building.

1.4 Residence District, R-20.

- 1.4.1 Purpose. The R-20 district is a base zoning district. The R-20 district has been established to enable moderate-density single-family residential development as a principal use, in areas where adequate utilities are present to enable this pattern and density of development.
- 1.4.2 Principal Uses and Activities. The following principal buildings and uses may be allowed, and permitted in the R-20 district:

NP

.1 No Permit Required

- .1 Community garden.
- .2 Cultivation of land.
- .3 Open space and passive recreation (e.g., walking trails, monuments).
- .4 Public utility substations and solar equipment (1 mW and larger) pursuant to the Connecticut Siting Council.

Z

.2 Zoning Permit Required, see section 7.2.

- .1 New construction of buildings and additions of up to 10,000 square feet. Buildings of 10,000 square feet or more require a site plan review, as listed below.
- .2 Public utility lines, stations, and buildings as defined under Connecticut General Statutes, with the following limitations:
 - (i) Water, propane or natural gas tanks up to 50,000 gallons.
 - (ii) New electrical substations with 5 or less megawatt capacity.
 - (iii) Transmission towers of 35 feet or less in height.
- .3 Single-family dwellings, 1 per lot.

S

.3 Requires Site Plan Review, see section 7.5.

- .1 New construction of buildings greater than 10,000 square feet.
- .2 Active public recreation (e.g., baseball, soccer fields, recreation centers).

SP

.4 Requires Special Permit, see section 7.7.

- .1 Cemeteries.
- .2 Commercial kennels in accordance with section 6.15.
- .3 Commercial active recreation uses (e.g., golf courses, ski areas, campsites and riding academies). Minimum lot area: 10 acres.
- .4 Conservation development in accordance with Section 6.6.
- .5 Convalescent, nursing and rehabilitation centers and nursing homes, in accordance with section 6.11.
- .6 Government facilities.
- .7 Hospitals and sanitariums in accordance with section 6.12.
- .8 Philanthropic, educational, recreational, religious and eleemosynary use by a duly incorporated nonprofit body or government unit.
- .9 Public and private educational institutions offering curricula meeting educational requirements of the State of Connecticut.
- .10 Public utility facilities as follows: water tanks over 50,000 gallons, propane or natural gas tanks over 50,000 gallons, new electrical substations with more than five megawatt capacity, transmission towers of more than 35 feet in height, waste disposal/transfer station.

- 1.4.3 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the R-20 district:

NP

.1 No Permit Required.

- .1 Excavation, clearing and site disturbance of less than ½ acre.
- .2 Family day care home in accordance with CGS § 19a-77, as amended.
- .3 Home garden.
- .4 Home office / studio in accordance with section 6.1.

- .5 Keeping of domestic animals. NOTE: No commercial activity involving domestic animals is permitted and no more than 4 adults of a species per household number may be kept and only on the following lot sizes:
 - (i) Dogs, cats, fowl, or others compatible with cohabitation with humans may be kept with no minimum lot area. No roosters are permitted.

Z

- .2 Zoning Permit Required, see section 7.2.
 - .1 Accessory residential buildings and personal use garages.
 - .2 Fences and walls in accordance with section 4.15.
 - .3 Garage or yard sales of household goods, provided no such sale shall occur on the same lot more than two times in a calendar year, and each occurrence shall be limited to no more than 2 consecutive days; provided, that it shall be permitted to set up the sale on the day immediately preceding it and to dismantle the sale on the day immediately following it. A permit for each such sale shall be obtained from the zoning enforcement officer, but no fee shall be required.
 - .4 Minor home occupation in accordance with section 6.1.
 - .5 Off-street parking, up to 20 spaces, in accordance with section 5.1. Permit shall be referred to the Department of Public Works for a drainage assessment.
 - .6 Signs in accordance with section 5.2.
 - .7 Solar and energy conservation equipment (less than 1 mW).
 - .8 Swimming pools in accordance with section 4.16.

S

- .3 Requires Site Plan Review, see section 7.5.
 - .1 Off-street parking with 21 or more spaces, in accordance with section 5.1.

SP

- .4 Requires Special Permit, see section 7.7.
 - .1 Accessory apartment in accordance with section 6.7.
 - .2 Bed and breakfast inn in accordance with section 6.8.
 - .3 Excavation in excess of 21,000 square feet of area, in accordance with section 5.4.
 - .4 Group day care home.
 - .5 Major home occupation in accordance with section 6.1.

- 1.4.4 Additional requirements for accessory uses activities.
 - .1 No accessory buildings shall be used for residential purposes.
 - .2 Greenhouses, when permitted, shall not include a florist shop.
 - .3 Buildings for housing livestock or poultry which are kept for domestic use only are permitted not less than 100 feet from a street line and not less than 100 feet from a side or rear lot line.
 - .4 Private garages for use of occupants of the principal building with space for not more than 3 motor vehicles on 1 lot.
 - .5 Parking of not more than 1 commercial motor vehicle provided that such vehicle is not more than 1½ ton capacity, and owned or operated by the owner or occupant of each principal building.

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1.5 Multifamily District, MF.

1.5.1 Purpose. The MF district is a base zoning district. The purpose of the MF district is to establish a district in which the principal use of the land is for higher-density residential development, typically in multi-family buildings.

1.5.2 Principal Uses and Activities. The following principal buildings and uses may be allowed, and permitted in the MF district:

NP

.1 No Permit Required

- .1 Community garden.
- .2 Cultivation of land.
- .3 Open space and passive recreation (e.g., walking trails, monuments).
- .4 Public utility substations and solar equipment (1 mW and larger) pursuant to the Connecticut Siting Council.

Z

.2 Zoning Permit Required, see section 7.2.

- .1 New construction of buildings and additions of up to 10,000 square feet. Buildings of 10,000 square feet or more require a site plan review, as listed below.
- .2 Public utility lines, stations, and buildings as defined under Connecticut General Statutes, with the following limitations:
 - (i) Water, propane or natural gas tanks up to 50,000 gallons.
 - (ii) New electrical substations with 5 or less megawatt capacity.
 - (iii) Transmission towers of 35 feet or less in height.
- .3 Single-family dwellings, 1 per lot.
- .4 Two-family dwellings

S

.3 Requires Site Plan Review, see section 7.5.

- .1 Multifamily dwellings in accordance with section 6.4.
- .2 New construction of buildings greater than 10,000 square feet.
- .3 Active public recreation (e.g., baseball, soccer fields, recreation centers).

SP

.4 Requires Special Permit, see section 7.7.

- .1 Cemeteries.
- .2 Commercial kennels in accordance with section 6.15.
- .3 Commercial active recreation uses (e.g., golf courses, ski areas, campsites and riding academies). Minimum lot area: 10 acres.
- .4 Convalescent, nursing and rehabilitation centers, in accordance with section 6.11.
- .5 Government facilities.
- .6 High rise apartments and high-rise group buildings in accordance with section 6.4.
- .7 Hospitals and sanitariums in accordance with section 6.12.
- .8 Philanthropic, educational, recreational, religious and eleemosynary use by a duly incorporated nonprofit body or government unit.
- .9 Public and private educational institutions offering curricula meeting educational requirements of the State of Connecticut.
- .10 Public utility facilities as follows: water tanks over 50,000 gallons, propane or natural gas tanks over 50,000 gallons, new electrical substations with more than five megawatt capacity, transmission towers of more than 35 feet in height, waste disposal/transfer station.

1.5.3 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the MF district:

NP

.1 No Permit Required.

- .1 Excavation, clearing and site disturbance of less than ½ acre.
- .2 Family day care home in accordance with CGS § 19a-77, as amended.
- .3 Home garden.

- .4 Home office / studio in accordance with section 6.1.
- .5 Keeping of domestic animals. NOTE: No commercial activity involving domestic animals is permitted and no more than 4 adults of a species per household may be kept and only on the following lot sizes:
 - (i) Dogs, cats, fowl, or others compatible with cohabitation with humans may be kept with no minimum lot area. No roosters are allowed.

Z

- .2 Zoning Permit Required, see section 7.2.
 - .1 Accessory residential buildings and personal use garages.
 - .2 Fences and walls in accordance with section 4.15.
 - .3 Garage or yard sales of household goods, provided no such sale shall occur on the same lot more than 2 times in a calendar year, and each occurrence shall be limited to no more than two consecutive days; provided, that it shall be permitted to set up the sale on the day immediately preceding it and to dismantle the sale on the day immediately following it. A permit for each such sale shall be obtained from the zoning enforcement officer, but no fee shall be required.
 - .4 Minor home occupation in accordance with section 6.1.
 - .5 Off-street parking, up to 20 spaces, in accordance with section 5.1. Permit shall be referred to the Department of Public Works for a drainage assessment.
 - .6 Signs in accordance with section 5.2.
 - .7 Solar and energy conservation equipment (less than 1 mW).
 - .8 Swimming pools in accordance with section 4.16.

S

- .3 Requires Site Plan Review, see section 7.5.
 - .1 Off-street parking with 21 or more spaces, in accordance with section 5.1.

SP

- .4 Requires Special Permit, see section 7.7.
 - .1 Accessory apartment in accordance with section 6.7.
 - .2 Bed and breakfast inn in accordance with section 6.8.
 - .3 Excavation in excess of 21,000 square feet of area, in accordance with section 5.4.
 - .4 Group day care home.
 - .5 Major home occupation in accordance with section 6.1.

- 1.5.4 Additional requirements for accessory uses activities.
 - .1 No accessory buildings shall be used for residential purposes.
 - .2 Greenhouses, when permitted, shall not include a florist shop.
 - .3 Buildings for housing livestock or poultry which are kept for domestic use only are permitted not less than 100 feet from a street line and not less than 100 feet from a side or rear lot line.
 - .4 Private garages for use of occupants of the principal building with space for not more than 3 motor vehicles on 1 lot.
 - .5 Parking of not more than one commercial motor vehicle provided that such vehicle is not more than 1½ ton capacity, and owned or operated by the owner or occupant of each principal building.

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1.6 Recreation Open Space District, ROS.

1.6.1 Purpose. The ROS district is a base zoning district. The purpose of the ROS district is promote open space preservation in the city, while recognizing that open space areas can be used to service important city service and quality of life needs.

1.6.2 Principal Uses and Activities. The following principal buildings and uses may be allowed, and permitted in the ROS district:

NP .1 No Permit Required

- .1 Community garden.
- .2 Cultivation of land.
- .3 Docks and piers.
- .4 Open space and passive recreation (e.g., walking trails, monuments).
- .5 Public utility substations pursuant to the Connecticut Siting Council.

Z .2 Zoning Permit Required, see section 7.2.

- .1 Off-street parking lot.
- .2 Public utility lines, stations, and buildings as defined under Connecticut General Statutes, with the following limitations:
 - (i) Water, propane or natural gas tanks up to 50,000 gallons.
 - (ii) New electrical substations with 5 or less megawatt capacity.
 - (iii) Transmission towers of 35 feet or less in height.

S .3 Requires Site Plan Review, see section 7.5.

- .1 New construction of buildings and additions.

SP .4 Requires Special Permit, see section 7.7.

- .1 Active public recreation (e.g., baseball, soccer fields, recreation centers).
- .2 Government facilities.
- .3 Public utility facilities as follows: water tanks over 50,000 gallons, propane or natural gas tanks over 50,000 gallons, new electrical substations with more than five megawatt capacity, transmission towers of more than 35 feet in height, waste disposal/transfer station.
- .4 Solar and energy conservation equipment (any size).

1.6.3 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the ROS district:

NP .1 No Permit required.

- .1 Excavation, clearing and site disturbance of less than ½ acre.

Z .2 Zoning Permit required, see section 7.2.

- .1 Fences and walls in accordance with section 4.15.
- .2 Signs in accordance with section 5.2.

S .3 Requires Site Plan Review, see section 7.5.

- .1 None.

SP .4 Requires Special Permit, see section 7.7.

- .1 Excavation in excess of 21,000 square feet of area, in accordance with section 5.4.

CHAPTER 2 BUSINESS DISTRICTS

2.1 Business Bulk Requirements.

No lot shall be used and no building shall be erected except in conformance with the following schedule:

ZONING DISTRICT	MINIMUM					MAXIMUM	
	LOT AREA (SQUARE FEET)	LOT WIDTH (FEET)	FRONT YARD (FEET) ^{A, G, H}	SIDE YARD (FEET)	REAR YARD (FEET)	LOT COVERAGE (PERCENT)	BUILDING HEIGHT (STORIES)
NC	10,000	50	10	10	10	60	3
GC	10,000	50	20	10 ^B	20	25 ^F	3
PC ^E	120,000	400	65	50	25	30	3
CC	5,000	40	0	0	0	100	7 ^D
WD	25,000	100	20	10	20	25 ^C	7 ^D
PMR	40,000	200	40	25	20	30	3
BP	40,000	200	30	25	25	65	7
PDD	120,000 ^I	250 ^J	50 ^K	50 ^K	50 ^K	50 ^L	7 ^M

TABLE NOTES

- Front yard for buildings on West Main Street and Salem Turnpike. For properties located on the southerly and northerly sides of West Main Street and Salem Turnpike, between the west channel of the Yantic River and the easterly right-of-way line of the Connecticut Turnpike: No building or structure shall hereafter be extended, erected or reconstructed with a front yard less than the required zone setback for front yards within the proposed right-of-way shown on the State of Connecticut department of transportation map of Route 82 reconstruction, supplemental to the maps mentioned in section 8.2, and which supplemental map is made part of this section as fully as if set out herein.
- In the GC (general commercial) district, 1 side yard of each lot may be omitted and buildings may be built to the common lot line, provided the party or other walls separating them are of masonry construction and without openings.
- Coverage may be expanded to a maximum of 70 percent if permanent public access to and along a waterfront in the form of an easement at least 10 feet wide is provided, and if such increase in lot coverage does not adversely affect the coastal resources as defined by CGS § 22a-93(7).
- Building height requirements may be waived provided the Commission is furnished with a favorable report by the Fire Marshal of the City of Norwich setting forth the firefighting feasibility of the proposed building.
- Any lot existing in a PC zone as of September 29, 2003, may be developed and built upon provided it meets the bulk requirements of a GC zone.
- Any lot in excess of 10 acres, maximum lot coverage may be increased to 40 percent.
- Vehicular access from Maple Street. In the area bounded by West Main Street, Crane Avenue, Maple Street and Asylum Street, no vehicular access to or from Maple Street shall be permitted to any building or lot.
- Display of goods. In all commercial districts no goods, wares, or merchandise shall be displayed in the front yard setback.
- The Commission may permit lesser acreage with the provision that parcels are part of a planned subdivision and the total acreage for the entire area calculates to equal the number of lots multiplied by three (number of acres required per lot). The intent of the regulation is to afford the opportunity to develop areas that are more suitable for development as open space and to create a campus atmosphere as part of the project.
- The Commission may permit interior lots with no frontage on a street provided a dedicated easement for access is provided from an adjacent parcel using a shared driveway.
- The Commission may permit encroachment of the building into the minimum yard setback if the relocation necessary to preserve scenic views.

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- L. Lot coverage shall include all structures, parking areas, driveways and similar improvements excluding decorative patios and garden areas, 50 percent maximum lot coverage allowed. Designated wetlands and areas exceeding 35 percent slope shall not be included in the lot size when determining lot coverage.
- M. Excludes architectural features such as spires and cupolas.

2.2 Summary of Business Uses by District

The following table is a summary of uses listed in each of the various residential zones. If there is a conflict between this table and the list of uses in each zone, the list of uses in each zone shall govern. This table is solely intended to serve as a summary, and to provide an overview of how each zone addresses uses.

TABLE LEGEND

BLANK	Not authorized
P	Principal Use
A	Accessory Use
SP	P or A; Special Permit Required

USE	ZONING DISTRICT							
	NC	GC	PC	CC	WD	PMR	BP	PD
ASSEMBLY OCCUPANCIES								
Assembly halls (e.g., theaters, reception halls, convention centers)	SP	P	P	P	SP		SP	
Bars, Cafes and Restaurants (with no drive-thru facilities)	P	P	P	P	P		P	SP
Clubs	P	P	P	P				
Commercial entertainment center	SP	P	P	P	SP			
Cultural facility (e.g., museums, art galleries, libraries)	P	P	P	P				
Employee amenities (e.g., commissary, recreation)	A	A	A	A	A	A	A	A
Funeral homes	SP	SP						
Gyms, fitness and personal training centers	P	P	P	P	P		P	P
Off-track branch offices and teletracks	P	P	P				P	
Visitor centers / information centers	P	P	P	P	P	P	P	P
BUSINESS OCCUPANCIES								
Business, corporate and professional offices	P	P	P	P/SP	SP	P	P	P
Customer service establishments (e.g., beauty shop, laundry facilities, photographic studio, bicycle repair, appliance repair shop)	P	P	P	P				
Financial institutions	P	P	P	P/SP			P	
Government buildings and facilities (e.g., administrative offices, recreation center).	SP	P	P	P	P	P	P	SP
Research laboratories (e.g., chemical, pharmaceutical, medical).	SP	SP	SP	SP		P	P	
Technology research and development (e.g., information technology, software).	P	P	P	P		P	P	P

USE	ZONING DISTRICT							
	NC	GC	PC	CC	WD	PMR	BP	PD
Veterinary hospitals	SP	P	P	P			P	
BOATING								
Boatyard (e.g., building, storing, repairing, selling, servicing boats)					P			
Boat sales (i.e., display and repair, including sale of marine equipment or products)		P			P			
Docks, slips, piers		P		P	P			
Marina / yacht clubs		P		P	P			
EDUCATION								
Colleges, universities, educational institutions, including private trade schools	SP	P	P	P		SP	SP	SP
INSTITUTIONAL OCCUPANCIES								
Clinic and medical offices	P	P	P	P			SP	
Convalescent, nursing and rehabilitation centers	SP							
Hospitals		SP						
RESIDENTIAL OCCUPANCIES								
Caretaker / watchman dwelling						A	A	
Garden apartment multi-family dwellings	SP	SP		SP	SP			
High-rise multi-family dwellings				SP	SP			
Hotels / inns	SP	P	P	SP	SP		P	P
Mixed use buildings	P	P/SP	P/SP	P/SP	P/SP			
FACTORY OCCUPANCIES								
Advanced manufacturing	SP	SP		SP		P	P	
Blacksmith shop or machine shop						SP		
Foundry casting light-weight non-ferrous metal						P	P	
Manufacturing of alcohol, plastics, and chemicals excluding sulphuric, nitric and hydrochloric acid, rubber products, bricks, cement products, tile and terracotta, asphalt products, pulp, paper, cardboard, or building board						SP		
Manufacturing of glass and plastics						SP	P	
Metal fabricating plants, rolling mills, boiler works and drop forges						SP	P	

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USE	ZONING DISTRICT							
	NC	GC	PC	CC	WD	PMR	BP	PD
Manufacturing and maintenance of commercial signs, billboards, and other advertising structures.						P	P	
Manufacturing of pottery and figurines or other similar ceramic products, using only previously pulverized clay, and kilns fired only by gas or electricity						P	P	
Manufacturing, compounding, assembly or treatment of articles or merchandise from the following previously prepared materials: aluminum, bone, cellophane, canvas, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastics, precious or semi-precious metals or stone, shell, rubber, tin, tobacco, wood (excluding sawmill), tars and paint not involving a boiling process						P	P	
Manufacturing, compounding, processing, or packing of such products as candy, cosmetics, drugs, perfumes, pharmaceutical toiletries, and food products, except the rendering or refining of fats and oils						P	P	
Precision manufacturing						P	P	
Saw or planing mill						SP	SP	
Woodworking shop,						P	P	
PARKS								
Community gardens	P	P	P	P	P	P	P	P
Open space and passive recreation	P	P	P	P	P	P	P	P
MERCANTILE OCCUPANCIES								
Adult bookstores and theaters						SP		
Car wash facility		P						
Motor vehicle fueling stations (NOTE: Repair is a storage occupancy)		SP	SP					
Motor vehicle retail (e.g., passenger cars, recreation vehicles and mobile homes)		P						
Motor vehicle retail (i.e., new passenger cars)							P	
Outdoor vendors				P				
Retail	P	P	P	P	P/SP	A		SP
Retail / wholesale distribution centers								SP

USE	ZONING DISTRICT							
	NC	GC	PC	CC	WD	PMR	BP	PD
SIGNS								
Off-premises advertising signs		P				P	N	
Signs	A	A	A	A	A	A	A	A
STORAGE OCCUPANCIES								
Bulk storage of cement / concrete mixing plants						SP		
Motor Vehicle Repair Garages		SP					A	
Off-street parking facilities	A	A	A	SP	A	A	A	A
Off-street parking garage		SP	SP	SP				
Off-street parking facility, satellite	A	A						
Storage rental facility		P						
Warehousing and storage						P	P	
Waste processing facility						SP		
TRANSPORTATION								
Helipad								SP
Transportation center (e.g., rail, bus, taxi station)		P		SP	SP			
Trucking terminal						SP	SP	
UTILITY OCCUPANCIES								
Power plants							A	
Public utility lines, stations, facilities and buildings	P	P	P			P	P	
Public utility power plants						SP	P	
Solar equipment, 1 megawatt (mW) and greater	P	P	P	P	P	P	P	P
Solar and energy conservation equipment (Less than 1 mW)	A	A	A	A	A	A	A	A
OTHER								
Rag or bag cleaning establishments						SP		
Stone and monument works						SP		
Urban Farm				SP		SP	SP	
Wholesale or distribution establishment		P						

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2.3 Neighborhood Commercial District, NC.

2.3.1 Purpose. The NC district is a base zoning district. The purpose of the NC district is to provide opportunities for small-scale business and mixed use development to service neighborhood needs.

2.3.2 Principal Uses and Activities. The following principal buildings and uses may be allowed, and permitted in the NC district:

NP

.1 No Permit Required

- .1 Community garden.
- .2 Open space and passive recreation.
- .3 Public utility substations and solar equipment (1 mW and larger) pursuant to the Connecticut Siting Council.

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Business, corporate, and professional offices.
- .2 Clinic and medical offices.
- .3 Clubs.
- .4 Cultural facility (e.g., museum, art gallery, library).
- .5 Customer service establishments (e.g., beauty shop, laundry facilities, photographic studio, bicycle repair, appliance repair shop).
- .6 Family day care homes.
- .7 Financial institutions.
- .8 Gyms, fitness and personal training centers. Includes dance studios, martial arts, and sporting facilities.
- .9 Mixed use buildings of up to 3 dwelling units, in accordance with section 6.5.
- .10 New construction of buildings and additions of up to 10,000 square feet. Buildings of 10,000 square feet or more require a site plan review, as listed below.
- .11 Off-track branch offices and teletracks.
- .12 Public utility lines, stations, and buildings as defined under Connecticut General Statutes, with the following limitations:
 - (i) Water, propane or natural gas tanks up to 50,000 gallons.
 - (ii) New electrical substations with 5 or less megawatt capacity.
 - (iii) Transmission towers of 35 feet or less in height.
- .13 Restaurant / café / grill / bar; no drive-through window.
- .14 Retail stores.
- .15 Satellite parking lot as accessory to any hospital licensed pursuant to section 19a-490(b) Connecticut General Statutes, in accordance with Section 6.14.
- .16 Technology research and development (e.g., information technology, software).
- .17 Visitor centers / information centers.

S

.3 Requires Site Plan Review, see section 7.5.

- .1 Mixed use buildings of up to 20 dwelling units, in accordance with section 6.5.
- .2 New construction of buildings greater than 10,000 square feet.

SP

.4 Requires Special Permit, see section 7.7.

- .1 Advanced manufacturing.
- .2 Animal day care.
- .3 Assembly halls (e.g., theaters, reception halls, convention centers).
- .4 Child day care center.
- .5 Colleges, universities, educational institutions including private trade schools.
- .6 Commercial kennels in accordance with section 6.15.
- .7 Commercial active recreation (e.g., golf courses, ski areas, campsites and riding academies).
- .8 Commercial entertainment center (e.g., bowling alley, pool hall, dance hall, skating rink).
- .9 Convalescent, nursing and rehabilitation centers, in accordance with section 6.11.
- .10 Excavation in excess of 21,000 square feet of area, in accordance with section 5.4.
- .11 Funeral homes.

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- .12 Garden apartment multi-family dwellings in accordance with section 6.4.
- .13 Government buildings and facilities (e.g., administrative offices, recreation center).
- .14 Hospitals and sanitariums in accordance with section 6.12.
- .15 Hotels / inns in accordance with section 6.13, with the provision that the length of stay shall not exceed one month in a period of 1 year.
- .16 Non-profit membership clubs and lodges.
- .17 Parks.
- .18 Philanthropic, educational, recreational, religious and eleemosynary use by a duly incorporated nonprofit body or government unit.
- .19 Public utility facilities as follows: water tanks over 50,000 gallons, propane or natural gas tanks over 50,000 gallons, new electrical substations with more than five megawatt capacity, transmission towers of more than 35 feet in height, waste disposal/transfer station.
- .20 Research laboratories (e.g., chemical, pharmaceutical, medical).
- .21 Funeral home.
- .22 Veterinary hospitals.
- .23 Winery in accordance with section 6.10.

2.3.3 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the NC district:

NP

- .1 No Permit Required.
 - .1 Excavation, clearing and site disturbance of less than ½ acre.
 - .2 Family day care home in accordance with CGS § 19a-77, as amended.
 - .3 Home garden.
 - .4 Home office / studio in accordance with section 6.1.
 - .5 Keeping of domestic animals. NOTE: No commercial activity involving domestic animals is permitted and no more than 4 adults of a species per household may be kept and only on the following lot sizes:
 - (i) Dogs, cats, fowl, or others compatible with cohabitation with humans may be kept with no minimum lot area. No roosters are allowed.
 - .6 Sale of alcoholic beverages in accordance with section 6.2.
 - .7 Employee amenities (e.g., clinic, commissary, recreation center, day care)

Z

- .2 Zoning Permit Required, see section 7.2.
 - .1 Accessory residential buildings and personal use garages.
 - .2 Fences and walls in accordance with section 4.15.
 - .3 Minor home occupation in accordance with section 6.1.
 - .4 Off-street parking, up to 20 spaces, in accordance with section 5.1. Permit shall be referred to the Department of Public Works for a drainage assessment.
 - .5 Signs in accordance with section 5.2.
 - .6 Solar and energy conservation equipment (less than 1 mW).
 - .7 Swimming pools in accordance with section 4.16.

S

- .3 Requires Site Plan Review, see section 7.5.
 - .1 Off street parking with 21 or more spaces, in accordance with section 5.1.

SP

- .4 Requires Special Permit, see section 7.7.
 - .1 Accessory apartment in accordance with section 6.7.
 - .2 Bed and breakfast inn in accordance with section 6.8.
 - .3 Excavation in excess of 21,000 square feet of area, in accordance with section 5.4.
 - .4 Group day care home.

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2.3.4 Special landscaping requirements for new construction. A landscaped buffer strip at least 5 feet wide, seeded to grass and planted with evergreen trees and shrubs shall be placed along the boundary line of the front yard, when buildings are not built to, or within 5 feet of, the front property line.

2.3.5 Additional requirements for accessory uses activities.

- .1 No accessory buildings shall be used for residential purposes.
- .2 Tool house, greenhouse not including a florist shop or garden structures, except building for housing livestock or poultry.
- .3 Buildings for housing livestock or poultry which are kept for domestic use only are permitted not less than 100 feet from a street line and not less than 100 feet from a side or rear lot line.

2.4 General Commercial District, GC.

2.4.1 Purpose. The GC district is a base zoning district. The purpose of the GC district is to provide opportunities for moderate-scale business development opportunities to service city-wide and regional needs.

2.4.2 Principal Uses and Activities. The following principal buildings and uses may be allowed, and permitted in the GC district:

NP

.1 No Permit Required

- .1 Community garden.
- .2 Docks, slips, piers pursuant to a permit issued by the Connecticut Department of Energy and Environmental Protection.
- .3 Open space and passive recreation.
- .4 Public utility substations and solar equipment (1 mW and larger) pursuant to the Connecticut Siting Council.

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Assembly halls (e.g., theaters, reception halls, convention centers)
- .2 Boat sales (i.e., display and repair, including sale of marine equipment or products)
- .3 Bus or taxi, passenger station, bus terminal, railroad station.
- .4 Business, corporate and professional offices.
- .5 Car wash facility.
- .6 Clinic and medical offices.
- .7 Clubs.
- .8 Colleges, universities, educational institutions including private trade schools.
- .9 Commercial active recreation (e.g., golf courses, ski areas, campsites and riding academies).
- .10 Commercial entertainment center (e.g., bowling alley, pool hall, dance hall, skating rink)
- .11 Cultural facility (e.g., museum, art gallery, library).
- .12 Customer service establishments (e.g., beauty shop, laundry facilities, photographic studio, bicycle repair, appliance repair shop).
- .13 Data centers.
- .14 Family daycare homes.
- .15 Financial institutions.
- .16 Government buildings and facilities (e.g., administrative offices, recreation center).
- .17 Gyms, fitness and personal training centers. Includes dance studios, martial arts, and sporting facilities.
- .18 Hotels / inns in accordance with section 6.13.
- .19 Marina / yacht club.
- .20 Mixed use buildings of up to 3 dwelling units, in accordance with section 6.5.
- .21 New construction of buildings and additions of up to 10,000 square feet. Buildings of 10,000 square feet or more require a site plan review, as listed below.
- .22 Off-track branch offices and teletracks.
- .23 Public buildings and uses including city, state, and federal.
- .24 Public utility lines, stations, and buildings as defined under Connecticut General Statutes, with the following limitations:
 - (i) Water, propane or natural gas tanks up to 50,000 gallons.
 - (ii) New electrical substations with 5 or less megawatt capacity.
 - (iii) Transmission towers of 35 feet or less in height.
- .25 Restaurant / café / grill / bar; no drive-through window.
- .26 Retail, including salesrooms and sales lots for the sale and exchange of new and used passenger motor vehicles, and camping trailers; mobile homes, and vehicle repair.
- .27 Satellite parking lot as accessory to any hospital licensed pursuant to section 19a-490(b) Connecticut General Statutes, in accordance with Section 6.14.
- .28 Technology research and development (e.g., information technology, software).
- .29 Transportation center (e.g., rail, bus, taxi station).
- .30 Veterinary hospitals.

- .31 Visitor centers / information centers.
- .32 Wholesale, jobbing, or distributing establishment provided that any assembling, remodeling, repairing, altering, finishing or refinishing is secondary and incidental to the sale or distribution of its products or merchandise, and any dust, fumes, noise, odors, refuse matter, smoke, vapor or vibration is effectively confined to the lot.

S .3 Requires Site Plan Review, see section 7.5.

- .1 Mixed use buildings of up to 20 dwelling units, in accordance with section 6.5.
- .2 New construction of buildings greater than 10,000 square feet.
- .3 Storage rental facility.

SP .4 Requires Special Permit, see section 7.7.

- .1 Advanced manufacturing.
- .2 Animal day care.
- .3 Child day care center.
- .4 Funeral homes.
- .5 Garages and filling stations in accordance with section 6.3 hereof.
- .6 Garden apartment multi-family dwellings in accordance with section 6.4.
- .7 Hospitals and sanitariums in accordance with section 6.12.
- .8 Mixed use buildings with 21 or more dwelling units, in accordance with section 6.5.
- .9 Motor vehicle fueling stations, in accordance with section 6.3 hereof.
- .10 Motor vehicle repair facility.
- .11 Research laboratories (e.g., chemical, pharmaceutical, medical).

2.4.3 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the GC district:

NP .1 No Permit Required.

- .1 Excavation, clearing and site disturbance of less than ½ acre.
- .2 Family day care home in accordance with CGS § 19a-77, as amended.
- .3 Home garden.
- .4 Home office / studio in accordance with section 6.1.
- .5 Keeping of domestic animals. NOTE: No commercial activity involving domestic animals is permitted and no more than 4 adults of a species per household may be kept and only on the following lot sizes:
 - (i) Dogs, cats, fowl, or others compatible with cohabitation with humans may be kept with no minimum lot area. No roosters are allowed.
- .6 Sale of alcoholic beverages in accordance with section 6.2.
- .7 Employee amenities (e.g., clinic, commissary, recreation center, day care)

Z .2 Zoning Permit Required, see section 7.2.

- .1 Fences and walls in accordance with section 4.15.
- .2 Minor home occupation in accordance with section 6.1.
- .3 Off-street parking, up to 20 spaces, in accordance with section 5.1. Permit shall be referred to the Department of Public Works for a drainage assessment.
- .4 Signs in accordance with section 5.2.
- .5 Swimming pools in accordance with section 4.16.
- .6 Solar and energy conservation equipment (less than 1 mW).

S .3 Requires Site Plan Review, see section 7.5.

- .1 Drive-through windows, as an accessory to a permitted use in accordance with section 6.16.
- .2 Off street parking with 21 or more spaces, in accordance with section 5.1.

SP

- .4 Requires Special Permit, see section 7.7.
 - .1 Accessory apartment in accordance with section 6.7.
 - .2 Bed and breakfast inn in accordance with section 6.8.
 - .3 Excavation in excess of 21,000 square feet of area, in accordance with section 5.4.
 - .4 Group day care home.
- 2.4.4 Landscaping. A landscaped buffer strip at least 8 feet wide, seeded to grass and planted with evergreen trees and shrubs, shall be placed along the boundary line of the front yard.

2.5 Planned Commercial District, PC.

2.5.1 The PC district is a base zoning district. The PC district is a base zoning district. The purpose of the PC district is to provide opportunities for large-scale business development opportunities to service regional needs.

2.5.2 Principal Uses and Activities. The following principal buildings and uses may be allowed, and permitted in the PC district:

NP

.1 No Permit Required

- .1 Community garden.
- .2 Open space and passive recreation.
- .3 Public utility substations and solar equipment (1 mW and larger) pursuant to the Connecticut Siting Council.

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Assembly halls (e.g., theaters, reception halls, convention centers)
- .2 Business, corporate and professional offices.
- .3 Clinic and medical offices.
- .4 Clubs.
- .5 Colleges, universities, educational institutions including private trade schools.
- .6 Commercial active recreation uses (e.g., golf courses, ski areas, campsites and riding academies).
- .7 Commercial entertainment center (e.g., bowling alley, pool hall, dance hall, skating rink)
- .8 Cultural facility (e.g., museum, art gallery, library).
- .9 Customer service establishments (e.g., beauty shop, laundry facilities, photographic studio, bicycle repair, appliance repair shop).
- .10 Data centers.
- .11 Financial institutions.
- .12 Government buildings and facilities (e.g., administrative offices, recreation center).
- .13 Gyms, fitness and personal training centers. Includes dance studios, martial arts, and sporting facilities.
- .14 Hotels / inns in accordance with section 6.13.
- .15 Mixed use buildings of up to 3 dwelling units, in accordance with section 6.5.
- .16 New construction of buildings and additions of up to 10,000 square feet. Buildings of 10,000 square feet or more require a site plan review, as listed below.
- .17 Off-track branch offices and teletracks.
- .18 Public buildings and uses including city, state and federal.
- .19 Public utility lines, stations, and buildings as defined under Connecticut General Statutes, with the following limitations:
 - (i) Water, propane or natural gas tanks up to 50,000 gallons.
 - (ii) New electrical substations with 5 or less megawatt capacity.
 - (iii) Transmission towers of 35 feet or less in height.
- .20 Research laboratories where manufacturing and processing is incidental thereto.
- .21 Restaurant / café / grill / bar; no drive-through window.
- .22 Retail stores.
- .23 Technology research and development (e.g., information technology, software).
- .24 Veterinary hospitals.
- .25 Visitor centers / information centers.

S

.3 Requires Site Plan Review, see section 7.5.

- .1 Mixed use buildings of up to 20 dwelling units, in accordance with section 6.5.
- .2 New construction of buildings greater than 10,000 square feet.

SP

.4 Requires Special Permit, see section 7.7.

- .1 Mixed use buildings of 4 or more dwelling units, in accordance with section 6.5.
- .2 Motor vehicle fueling stations, not including repair and storage of vehicles, in accordance with section 6.3 hereof.
- .3 Research laboratories (e.g., chemical, pharmaceutical, medical).

2.5.3 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the PC district:

NP

.1 No Permit Required.

- .1 Excavation, clearing and site disturbance of less than ½ acre.
- .2 Family day care home in accordance with CGS § 19a-77, as amended.
- .3 Home garden.
- .4 Home office / studio in accordance with section 6.1.
- .5 Keeping of domestic animals. NOTE: No commercial activity involving domestic animals is permitted and no more than 4 adults of a species per household may be kept and only on the following lot sizes:
 - (i) Dogs, cats, fowl, or others compatible with cohabitation with humans may be kept with no minimum lot area. No roosters are allowed.
- .6 Sale of alcoholic beverages in accordance with section 6.2.
- .7 Employee amenities (e.g., clinic, commissary, recreation center, day care)

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Fences and walls in accordance with section 4.15.
- .2 Minor home occupation in accordance with section 6.1.
- .3 Off-street parking, up to 20 spaces, in accordance with section 5.1. Permit shall be referred to the Department of Public Works for a drainage assessment.
- .4 Signs in accordance with section 5.2.
- .5 Solar and energy conservation equipment (less than 1 mW).
- .6 Swimming pools in accordance with section 4.16.

S

.3 Requires Site Plan Review, see section 7.5.

- .1 Drive-through windows, as an accessory to a permitted use in accordance with section 6.16.
- .2 Off street parking with 21 or more spaces, in accordance with section 5.1.

SP

.4 Requires Special Permit, see section 7.7.

- .1 Excavation in excess of 21,000 square feet of area, in accordance with section 5.4.

2.5.4 Landscaping. A continuous strip on the site not less than 20 feet wide shall be provided along the right-of-way line of any street, highway or public way and shall be suitably seeded to grass and planted with appropriate landscape material or left in its natural state and maintained in good appearance.

2.6 Chelsea Central District, CC.

2.6.1 Purpose. The CC is a base zoning district. The purpose of the CC is to ensure that development within historic downtown Norwich complements and preserves the city's historic character, that it improves economic conditions, and promotes development that is consistent with the goals and objectives of the downtown plan of development and these regulations.

2.6.2 Principal Uses and Activities. The following principal buildings and uses may be allowed, and permitted in the CC district:

NP

.1 No Permit Required

- .1 Community garden.
- .2 Docks, slips, piers pursuant to a permit issued by the Connecticut Department of Energy and Environmental Protection.
- .3 Open space and passive recreation.
- .4 Public utility substations and solar equipment (1 mW and larger) pursuant to the Connecticut Siting Council.

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Assembly halls (e.g., theaters, reception halls, convention centers)
- .2 Bars, taverns, cafes.
- .3 Business, corporate or financial office located on the second floor, or above.
- .4 Clinic and medical offices.
- .5 Clubs.
- .6 Colleges, universities, educational institutions including private trade schools.
- .7 Commercial entertainment center (e.g., bowling alley, pool hall, dance hall, skating rink)
- .8 Cultural facility (e.g., museum, art gallery, library).
- .9 Customer service establishments (e.g., beauty shop, laundry facilities, photographic studio, bicycle repair, appliance repair shop).
- .10 Docks, slips, piers.
- .11 Financial institutions located on the second floor, or above; no drive-through windows.
- .12 Government buildings and facilities (e.g., administrative offices, recreation center).
- .13 Gyms, fitness and personal training centers. Includes dance studios, martial arts, and sporting facilities.
- .14 Mixed use buildings of up to 3 dwelling units, in accordance with section 6.5.
- .15 Marina / yacht club.
- .16 New construction of buildings and additions of up to 10,000 square feet. Buildings of 10,000 square feet or more require a site plan review, as listed below.
- .17 Outdoor vendors pursuant to the provisions of chapter 15 of the Norwich Code of Ordinances.
- .18 Parks, open space, public recreation facilities.
- .19 Public buildings and uses including city, state and federal.
- .20 Public utility lines, stations, and buildings as defined under Connecticut General Statutes, with the following limitations:
 - (i) Water, propane or natural gas tanks up to 50,000 gallons.
 - (ii) New electrical substations with 5 or less megawatt capacity.
 - (iii) Transmission towers of 35 feet or less in height.
- .21 Restaurant / café / grill / bar; no drive-through window.
- .22 Retail, including lobby space for financial institutions; no drive-through windows.
- .23 Technology research and development (e.g., information technology, software).
- .24 Visitor centers / information centers.
- .25 Veterinary hospitals.
- .26 Yacht clubs, marinas, boat rentals.

**BUSINESS
DISTRICTS****S**

.3 Requires Site Plan Review, see section 7.5.

- .1 New construction of buildings greater than 10,000 square feet.
- .2 Mixed use buildings of more than 4 and less than 20 dwelling units, in accordance with section 6.5.

SP

.4 Requires Special Permit, see section 7.7.

- .1 Advanced manufacturing.
- .2 Business, corporate and professional offices located on the first floor.
- .3 Data center.
- .4 Financial institutions located on the first floor.
- .5 Food manufacturing (e.g., commercial bakery, brewery).
- .6 Garden apartment multi-family dwellings in accordance with section 6.4.
- .7 High-rise multi-family dwellings in accordance with section 6.4.
- .8 Hotel / inn, provided the length of stay shall not exceed one month, In accordance with Section 6.13.
- .9 Mixed use buildings of more than 20 units, in accordance with section 6.5.
- .10 Off-street parking lot or garage.
- .11 Precision manufacturing.
- .12 Research laboratories (e.g., chemical, pharmaceutical, medical).
- .13 Transportation center (e.g., rail, bus, taxi station).
- .14 Urban farm.

2.6.3 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the CC district:

NP

.1 No Permit Required.

- .1 Excavation, clearing and site disturbance of less than ½ acre.
- .2 Family day care home in accordance with CGS § 19a-77, as amended.
- .3 Home garden.
- .4 Home office / studio in accordance with section 6.1.
- .5 Keeping of domestic animals. NOTE: No commercial activity involving domestic animals is permitted and no more than 4 adults of a species per household may be kept and only on the following lot sizes:
 - (i) Dogs, cats, fowl, or others compatible with cohabitation with humans may be kept with no minimum lot area. No roosters are allowed.
- .6 Sale of alcoholic beverages in accordance with section 6.2.
- .7 Employee amenities (e.g., clinic, commissary, recreation center, day care)

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Fences and walls in accordance with section 4.15.
- .2 Minor home occupation in accordance with section 6.1.
- .3 Off-street parking, up to 20 spaces, in accordance with section 5.1. Permit shall be referred to the Department of Public Works for a drainage assessment.
- .4 Signs in accordance with section 5.2.
- .5 Solar and energy conservation equipment (less than 1 mW).
- .6 Swimming pools in accordance with section 4.16.

S

.3 Requires Site Plan Review, see section 7.5.

- .1 Drive-through windows, as an accessory to a permitted use in accordance with section 6.16.
- .2 Off street parking with 21 or more spaces, in accordance with section 5.1.

SP

.4 Requires Special Permit, see section 7.7.

- .1 Excavation in excess of 21,000 square feet of area, in accordance with section 5.4.

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- 2.6.4 Site Design Considerations. Any change of use, use of any building condemned by the building or housing inspectors, or new construction shall require site plan approval from the Commission on the City Plan pursuant to section 7.4 of these regulations and compliance with all parking and other applicable zoning regulations. The Commission may waive the site plan review criteria and / or the filing of a site plan with the city clerk for any change in use and / or use of condemned buildings, provided said development entails renovations and / or conversion of an existing building and that the following criteria are met:
- .1 The Commission is of the opinion that the building facade improvements are consistent with and complement the historic character of the building. The Commission may request review by the state historic commission, design review board, city historian, or other qualified architectural historians of the proposed improvements to the facade.
 - .2 The Commission may require that sidewalks be replaced in accordance with sidewalk specifications approved by the Commission and director of public works along the frontage on the street if the sidewalks are in poor condition.
 - .3 Signage shall be provided in accordance with section 5.2 of these regulations.
 - .4 Fencing and / or lighting shall be harmonious with the character of the surroundings as determined by the Commission to be in accordance with the historic integrity of the area.
- 2.6.5 Parking requirements. The Commission may waive parking requirements defined in section 5.1 for buildings in the CC under the following circumstances:
- .1 Adequate parking can be provided by nearby public or private parking lots.
 - .2 Request is for a building rated 1 or 2 based on the historic rating system, that are to be renovated to reflect the historic character of the building. Waiver option can not apply to any additions to the structure.
 - .3 The type of use proposed and determination of parking needs based on best available information (e.g., publications from the American Planning Association, or similar) indicates that additional parking is not needed.
 - .4 The Commission shall consider the following criteria in determining whether adequate parking is provided within the area to meet the needs of the project:
 - .1 Peak demand times for parking use and its relationship to the potential of sharing parking.
 - .2 Provision of parking for employees.
 - .3 Availability of parking facilities outside of the immediate area in conjunction with public transit.
- 2.6.6 Additional Special Permit criteria for the Chelsea Central district. It is the intent of this section to encourage creative development that promotes the CC district as an economically viable entity and pedestrian-friendly center. The types of uses developed within the district will have a lasting impact on the future of the CC district and, therefore, it is necessary to promote development that will shape the district to reflect our heritage, become inviting to patrons, and cultivate the aesthetic value of the Chelsea central district as an entity. The following criteria are provided to ensure that the intent of these regulations is met:
- .1 The development will promote a pedestrian-friendly atmosphere by improving the streetscape.
 - .2 The use will not aggravate parking conditions and traffic circulation.
 - .3 The use will be consistent with the goals and objectives of the downtown plan of development.
 - .4 The use will not adversely impact future development opportunities within the surrounding area and the CC district.
 - .5 The use and improvements proposed to the building will complement the historic character of the area. Special consideration shall be given to the reuse of buildings that are rated 1 and 2 in the historic rating system.

**BUSINESS
DISTRICTS****2.7 Waterfront Development District, WD.**

2.7.1 Purpose. The WD district is a base zoning district. The purpose of the WD district is to provide opportunities for water-dependent development along the city's waterfront.

2.7.2 Principal Uses and Activities. No use of waterfront property is permitted in the waterfront development district unless it is water-dependent as defined in CGS §§ 22a-93(16) and section 9.2 of these regulations. The following principal buildings and uses may be allowed, and permitted in the WD district:

NP

.1 No Permit Required.

- .1 Community garden.
- .2 Docks, slips, piers pursuant to a permit issued by the Connecticut Department of Energy and Environmental Protection.
- .3 Open space and passive recreation.
- .4 Public utility substations and solar equipment (1 mW and larger) pursuant to the Connecticut Siting Council.

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Boatyard (e.g., building, storing, repairing, selling, servicing boats).
- .2 Cultural facility (e.g., museum, art gallery, library)
- .3 Government buildings and facilities (e.g., administrative offices, recreation center).
- .4 Gyms, fitness and personal training centers. Includes dance studios, martial arts, and sporting facilities.
- .5 Marina / yacht club.
- .6 Mixed use buildings of up to 3 dwelling units, in accordance with section 6.5.
- .7 New construction of buildings and additions of up to 10,000 square feet. Buildings of 10,000 square feet or more require a site plan review, as listed below.
- .8 Public and private parks and playgrounds.
- .9 Public utility lines, stations, and buildings as defined under Connecticut General Statutes, with the following limitations:
 - (i) Water, propane or natural gas tanks up to 50,000 gallons.
 - (ii) New electrical substations with 5 or less megawatt capacity.
 - (iii) Transmission towers of 35 feet or less in height.
- .10 Restaurant / café / grill / bar; no drive-through window.
- .11 Retail sales and rentals, limited to:
 - (i) Boats (i.e., display and repair, including sale of marine equipment or products).
 - (ii) Boating, fishing, diving and bathing supplies and equipment.
- .12 Swimming pools / clubs.
- .13 Visitor centers / information centers.

S

.3 Requires Site Plan Review, see section 7.5.

- .1 Mixed use buildings of more than 4 and less than 20 dwelling units, in accordance with section 6.5.
- .2 New construction of buildings greater than 10,000 square feet.

SP

.4 Requires Special Permit, see section 7.7.

- .1 Assembly halls (e.g., theaters, reception halls, convention centers)
- .2 Business, corporate, and professional offices.
- .3 Commercial active recreation uses (e.g., golf courses, ski areas, campsites and riding academies). Minimum lot area: 10 acres.
- .4 Commercial entertainment center (e.g., bowling alley, pool hall, dance hall, skating rink)
- .5 Garden apartment multi-family dwellings in accordance with section 6.4.
- .6 Government facilities.
- .7 High-rise multi-family dwellings in accordance with section 6.4.
- .8 Hotels / inns in accordance with section 6.13.
- .9 Mixed use buildings of more than 20 units, in accordance with section 6.5.

- .10 Non-profit membership clubs and lodges.
- .11 Public utility facilities as follows: water tanks over 50,000 gallons, propane or natural gas tanks over 50,000 gallons, new electrical substations with more than five megawatt capacity, transmission towers of more than 35 feet in height, waste disposal/transfer station.
- .12 Retail uses not covered in section 2.7.2.2.11.
- .13 Transportation center (e.g., rail, bus, taxi station).

2.7.3 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the WD district:

NP

.1 No Permit Required.

- .1 Excavation, clearing and site disturbance of less than ½ acre.
- .2 Family day care home in accordance with CGS § 19a-77, as amended.
- .3 Home garden.
- .4 Home office / studio in accordance with section 6.1.
- .5 Keeping of domestic animals. NOTE: No commercial activity involving domestic animals is permitted and no more than 4 adults of a species per household may be kept and only on the following lot sizes:
 - (i) Dogs, cats, fowl, or others compatible with cohabitation with humans may be kept with no minimum lot area. No roosters are allowed.
- .6 Sale of alcoholic beverages in accordance with section 6.2.
- .7 Employee amenities (e.g., clinic, commissary, recreation center, day care)

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Fences and walls in accordance with section 4.15.
- .2 Minor home occupation in accordance with section 6.1.
- .3 Off-street parking, up to 20 spaces, in accordance with section 5.1. Permit shall be referred to the Department of Public Works for a drainage assessment.
- .4 Signs in accordance with section 5.2.
- .5 Solar and energy conservation equipment (less than 1 mW).
- .6 Swimming pools in accordance with section 4.16.

S

.3 Requires Site Plan Review, see section 7.5.

- .1 Off street parking with 21 or more spaces, in accordance with section 5.1.

SP

.4 Requires Special Permit, see section 7.7.

- .1 Accessory apartment in accordance with section 6.7.
- .2 Bed and breakfast inn in accordance with section 6.8.
- .3 Drive-through windows, as an accessory to a permitted use in accordance with section 6.16.
- .4 Excavation in excess of 21,000 square feet of area, in accordance with section 5.4.
- .5 Group day care home.

2.7.4 Additional Special Permit Criteria in the WD. The purpose of these criteria is to protect the distinctive character of the harbor area and to regulate the appearance of development in the area so to complement the natural and beauty and historic features and landscape of the harbor. The Commission shall consider the following issues for any of the special permitted uses:

- .1 The design and placement of any structures or substantial improvements of existing structures or improvements to properties shall contribute to the overall character of the area. Consideration shall be given to design, relationship and compatibility of structures and / or uses to the harbor, landscape, historic and natural resources, and scenic views.
- .2 All uses of waterfront property must meet the definition of water-dependent as defined in CGS § 22a-93(16) and section 9.2 of these regulations.

- 2.7.5 Landscaping. A landscaped buffer strip at least five feet wide, seeded to grass and planted with evergreen trees and shrubs, shall be placed along the boundary line of the front yard.

2.9 Production, Manufacturing & Research District, PMR.

2.9.1 Purpose. The PMR district is a base zoning district. The purpose of the PMR district is to provide opportunities for large-scale and intensive industrial development opportunities.

2.9.2 Principal Uses and Activities.

- .1 Buildings or land may be used and buildings may be erected or altered for the manufacturing, warehousing, processing, storage, or assembling of products as long as such use is not dangerous by reason of fire or explosion hazard, and not injurious, noxious or detrimental to the community or neighborhood by reason of the emission of dust, odor, fumes, smoke, wastes, refuse matter, noise, vibration, or because of any other objectionable feature.
- .2 The following principal buildings and uses may be allowed, and permitted in the PMR district:

NP

.3 No Permit Required

- .1 Community garden.
- .2 Open space and passive recreation.
- .3 Public utility substations and solar equipment (1 mW and larger) pursuant to the Connecticut Siting Council.

Z

.4 Zoning Permit Required, see section 7.2.

- .1 Advanced manufacturing.
- .2 Business, corporate and professional offices.
- .3 Data centers.
- .4 Foundry casting light-weight non-ferrous metal not causing noxious fumes or odor.
- .5 Government buildings and facilities (e.g., administrative offices, recreation center).
- .6 Manufacture, compounding, assembly, packing or treatment of such products as:
 - (i) Commercial signs, billboards, and other advertising structures.
 - (ii) Pottery and figurines or other similar ceramic products, using only previously pulverized clay, and kilns fired only by gas or electricity.
 - (iii) Articles or merchandise from the following previously prepared materials: aluminum, bone, cellophane, canvas, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastics, precious or semi-precious metals or stone, shell, rubber, tin, tobacco, wood (excluding sawmill), tars and paint not involving a boiling process.
 - (iv) Candy, cosmetics, drugs, perfumes, pharmaceutical toiletries, and food products, except the rendering or refining of fats and oils.
- .7 New construction of buildings and additions of up to 10,000 square feet. Buildings of 10,000 square feet or more require a site plan review, as listed below.
- .8 Off-premises advertising signs in accordance with section 5.2 hereof.
- .9 Precision manufacturing.
- .10 Public buildings and uses including city, state and federal.
- .11 Public utility lines, stations, facilities and buildings as defined under the Connecticut General Statutes.
- .12 Research and development.
- .13 Visitor centers / information centers.
- .14 Warehousing and storage.
- .15 Woodworking shop.

S

.5 Requires Site Plan Review, see section 7.5.

- .1 New construction of buildings greater than 10,000 square feet.
- .2 Mixed use buildings of up to 20 dwelling units, in accordance with section 6.5.

SP

.6 Requires Special Permit, see section 7.7.

- .1 Blacksmith shop or machine shop, excluding punch presses over 20 tons rated capacity and all drop hammers.
- .2 Boat and marine engine sales, display and repair, including sale of marine equipment or products.

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- .3 Colleges, universities, educational institutions including private trade schools.
- .4 Franchise new car dealerships with salesrooms and sales lots in conjunction therewith for the sale and exchange of new and used passenger motor vehicles, trucks, camping trailers, mobile homes and vehicle repairs.
- .5 Manufacture, compounding, assembly, packing or treatment of such products as:
 - (i) Glass.
 - (ii) Pulp, paper, cardboard, or building board.
- .6 Rag or bag cleaning establishments.
- .7 Saw or planing mill.
- .8 Stone and monument works.
- .9 Trucking terminals, in accordance with section 6.18.
- .10 Public utility facilities as follows: water tanks over 50,000 gallons, propane or natural gas tanks over 50,000 gallons, new electrical substations with more than five megawatt capacity, transmission towers of more than 35 feet in height, waste disposal/transfer station.
- .11 Urban farm.
- .12 The following buildings and uses may be permitted by special permit provided the buildings are more than 500 feet from a boundary of any residence or commercial district:
 - (i) Adult bookstores and theaters that dispense, sell or entertain using adult media or live entertainment subject to a minimum separation distance of 1,500 feet in any direction of any lot upon which is located a building or premises used for a similar use or for the purpose of a public school, a church or other building used as a place of worship, or a hospital, whether supported by public or private funds.
 - (ii) Bulk storage of cement and concrete mixing plants.
 - (iii) Manufacturing and storage of alcohol (not including alcoholic beverages), plastics, and chemicals excluding sulphuric, nitric and hydrochloric acid, rubber products, bricks, cement products, tile and terracotta, asphalt products.
 - (iv) Metal fabricating plants, rolling mills, boiler works and drop forges.
 - (v) Public utility power plants.
 - (vi) Waste processing facility (e.g., sale, storage, and sorting of junk, waste, discarded or salvaged materials, machinery, or equipment but not including processing, providing such operation is enclosed by an eight-foot-high tight board or other solid fence).

2.9.3 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the PMR district:

NP

- .1 No Permit Required.
 - .1 Excavation, clearing and site disturbance of less than ½ acre.
 - .2 Keeping of domestic animals. NOTE: No commercial activity involving domestic animals is permitted and no more than 4 adults of a species per household may be kept and only on the following lot sizes:
 - (i) Dogs, cats, fowl, or others compatible with cohabitation with humans may be kept with no minimum lot area. No roosters are allowed.
 - .3 Sale of alcoholic beverages in accordance with section 6.2.
 - .4 Employee amenities (e.g., clinic, commissary, recreation center, day care)

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- Z** .2 Zoning Permit Required, see section 7.2.
 - .1 Caretaker / watchman dwelling, limited to 1 dwelling unit accessory to an industrial use.
 - .2 Fences and walls in accordance with section 4.15.
 - .3 Off-street parking of up to 20 spaces, in accordance with section 5.1. Permit shall be referred to the Department of Public Works for a drainage assessment.
 - .4 Retail sales in conjunction with products manufactured on the premises and / or products manufactured by the seller but stored on the premises.
 - .5 Signs in accordance with section 5.2.
 - .6 Solar and energy conservation equipment (less than 1 mW).
 - S** .3 Requires Site Plan Review, see section 7.5.
 - .1 Off street parking with 21 or more spaces, in accordance with section 5.1.
 - SP** .4 Requires Special Permit, see section 7.7.
 - .1 Excavation in excess of 21,000 square feet of area, in accordance with section 5.4.
- 2.9.4 Landscaping. A continuous strip on the site not less than 20 feet wide shall be provided along the right-of-way line of any street, highway or public way, and shall be suitably seeded to grass and planted with appropriate landscape material or left in its natural state and maintained in good appearance.

2.10 Business Park District, BP.

2.10.1 Purpose. The BP is a base zoning district. The business park district has been established to provide for a rational and orderly development of industrial and other compatible land uses in areas where they might normally be excluded. It is intended that individual development occur as part of a comprehensive plan and that it be harmonious with surrounding or abutting residential, institutional or other public uses. It is further intended that an open and park-like character be created through good site planning, preservation of open space and natural features and appropriate landscaping. All development will be judged in the spirit of these criteria.

2.10.2 Minimum District Size. A business park district shall consist of a minimum size of 50 contiguous acres.

2.10.3 Principal Uses and Activities. The following principal buildings and uses may be allowed, and permitted in the BP district:

NP**.1 No Permit Required**

- .1 Community garden.
- .2 Open space and passive recreation.
- .3 Public utility substations and solar equipment (1 mW and larger) pursuant to the Connecticut Siting Council.

Z**.2 Zoning Permit Required, see section 7.2.**

- .1 Advanced manufacturing.
- .2 Boat and marine engine sales, display and repair, including sale of marine equipment or products.
- .3 Business, corporate and professional offices.
- .4 Commercial entertainment center (e.g., bowling alley, pool hall, dance hall, skating rink).
- .5 Financial institutions.
- .6 Foundry casting light-weight non-ferrous metal not causing noxious fumes or odor.
- .7 Franchise new car dealerships with salesrooms and sales lots in conjunction therewith for the sale and exchange of new and used passenger motor vehicles, trucks, camping trailers, mobile homes and vehicle repairs.
- .8 Government buildings and facilities (e.g., administrative offices, recreation center).
- .9 Gyms, fitness and personal training centers. Includes dance studios, martial arts, and sporting facilities.
- .10 Hotels / inns in accordance with section 6.13.
- .11 Manufacture, compounding, assembly, packing or treatment of such products as:
 - (i) commercial signs, billboards, and other advertising structures.
 - (ii) pottery and figurines or other similar ceramic products, using only previously pulverized clay, and kilns fired only by gas or electricity.
 - (iii) merchandise from the following previously prepared materials: aluminum, bone, cellophane, canvas, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastics, precious or semi-precious metals or stone, shell, rubber, tin, tobacco, wood (excluding sawmill), tars and paint not involving a boiling process.
 - (iv) candy, cosmetics, drugs, perfumes, pharmaceutical toiletries, and food products, except the rendering or refining of fats and oils.
 - (v) glass and plastics manufacture.
 - (vi) rubber products.
- .12 Metal fabricating plants, rolling mills, boiler works and drop forges.
- .13 New construction of buildings and additions of up to 10,000 square feet. Buildings of 10,000 square feet or more require a site plan review, as listed below.
- .14 Offices and clinics.
- .15 Off-track branch offices and teletracks.
- .16 Precision manufacturing.
- .17 Public buildings and uses including city, state and federal.
- .18 Public utility lines, stations, and buildings as defined under Connecticut General Statutes, with the following limitations:

- (i) Water, propane or natural gas tanks up to 50,000 gallons.
- (ii) New electrical substations with 5 or less megawatt capacity.
- (iii) Transmission towers of 35 feet or less in height.

- .19 Public utility power plants.
- .20 Research and development.
- .21 Research laboratories.
- .22 Restaurants.
- .23 Visitor centers / information centers.
- .24 Warehousing and storage.
- .25 Woodworking shop.

S .3 Requires Site Plan Review, see section 7.5.

- .1 Clinic and medical offices.
- .2 Mixed use buildings of up to 20 dwelling units, in accordance with section 6.5.
- .3 New construction of buildings greater than 10,000 square feet.

SP .4 Requires Special Permit, see section 7.7.

- .1 Colleges, universities, educational institutions including private trade schools.
- .2 Public utility facilities as follows: water tanks over 50,000 gallons, propane or natural gas tanks over 50,000 gallons, new electrical substations with more than five megawatt capacity, transmission towers of more than 35 feet in height, waste disposal / transfer station.
- .3 Saw or planing mill.
- .4 Trucking terminals, in accordance with section 6.18.
- .5 Urban farm.

2.10.4 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the BP district:

NP .1 No Permit Required.

- .1 Excavation, clearing and site disturbance of less than ½ acre.
- .2 Keeping of domestic animals. NOTE: No commercial activity involving domestic animals is permitted and no more than 4 adults of a species per household may be kept and only on the following lot sizes:
 - (i) Dogs, cats, fowl, or others compatible with cohabitation with humans may be kept with no minimum lot area. No roosters are allowed.
- .3 Sale of alcoholic beverages in accordance with section 6.2.
- .4 Employee amenities (e.g., clinic, commissary, recreation center, day care)

Z .2 Zoning Permit Required, see section 7.2.

- .1 Caretaker / watchman dwelling, limited to 1 dwelling unit accessory to an industrial use.
- .2 Fences and walls in accordance with section 4.15.
- .3 Off-street parking of up to 20 spaces, in accordance with section 5.1. Permit shall be referred to the Department of Public Works for a drainage assessment.
- .4 Retail sales in conjunction with products manufactured on the premises and / or products manufactured by the seller but stored on the premises.
- .5 Signs in accordance with section 5.2.
- .6 Solar and energy conservation equipment (less than 1 mW).

S .3 Requires Site Plan Review, see section 7.5.

- .1 Off street parking with 21 or more spaces, in accordance with section 5.1.

SP .4 Requires Special Permit, see section 7.7.

- .1 Assembly halls (e.g., theaters, reception halls, convention centers)

**BUSINESS
DISTRICTS**

- 2.10.5 Buildings or land may be used and buildings may be erected or altered for the manufacturing, warehousing, processing, storage, or assembling of products as long as such use is not dangerous by reason of fire or explosion hazard, and not injurious, noxious or detrimental to the community or neighborhood by reason of the emission of dust, odor, fumes, smoke, wastes, refuse matter, noise, vibration, or because of any other objectionable feature.
- 2.10.6 Landscaping. A continuous landscaped buffer strip on the site not less than 20 feet wide shall be provided along the boundary line of any rear yard, side yard or front yard, except where such a yard abuts a yard located in the same district, the landscaped buffer district may be reduced to 15 feet wide. Such landscape buffer strip shall be suitably seeded to grass and planted with appropriate landscaped material or left in its natural state and maintained in good appearance.

2.11 Planned Development Design District, PDD.

2.11.1 Purpose. The PDD is a base zoning district. The subject district is designed to provide a creative approach to development within the city and to promote attractive planned development that complements natural, historic, and other resources. In addition, it is the intent of these regulations to promote uses within the district that encourage balanced economic development.

2.11.2 Principal Uses and Activities. The following principal buildings and uses may be allowed, and permitted in the PDD district:

NP

.1 No Permit Required

- .1 Community garden.
- .2 Open space and passive recreation.
- .3 Public utility substations and solar equipment (1 mW and larger) pursuant to the Connecticut Siting Council.

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Business, corporate and professional offices.
- .2 Gyms, fitness and personal training centers. Includes dance studios, martial arts, and sporting facilities.
- .3 Healthcare technology research and industries, including advanced medical equipment, pharmaceuticals, biotechnology facilities.
- .4 Hotels / inns in accordance with Section 6.13.
- .5 New construction of buildings and additions of up to 10,000 square feet. Buildings of 10,000 square feet or more require a site plan review, as listed below.
- .6 Public utility lines, stations, and buildings as defined under Connecticut General Statutes, with the following limitations:
 - (i) Water, propane or natural gas tanks up to 50,000 gallons.
 - (ii) New electrical substations with 5 or less megawatt capacity.
 - (iii) Transmission towers of 35 feet or less in height.
- .7 Technology research and development (e.g., information technology, software).
- .8 Visitor centers / information centers.

S

.3 Requires Site Plan Review, see section 7.5.

- .1 New construction of buildings greater than 10,000 square feet.

SP

.4 Requires Special Permit, see section 7.7.

- .1 Colleges, universities, educational institutions, including private trade schools.
- .2 Commercial active recreation uses (e.g., golf courses, ski areas, campsites and riding academies). Minimum lot area: 10 acres.
- .3 Government buildings and facilities (e.g., administrative offices, recreation center).
- .4 Non-profit membership clubs and lodges.
- .5 Public and private educational institutions offering curricula meeting educational requirements of the State of Connecticut.
- .6 Public utility facilities as follows: water tanks over 50,000 gallons, propane or natural gas tanks over 50,000 gallons, new electrical substations with more than five megawatt capacity, transmission towers of more than 35 feet in height, waste disposal/transfer station.
- .7 Restaurant / café / grill; no drive-through window.
- .8 Retail / wholesale distribution centers.
- .9 Retail uses.
- .10 Urban farm.
- .11 Winery in accordance with section 6.10.

2.11.3 Accessory Uses and Activities. The following accessory buildings and uses subordinate and customarily incidental to any of the foregoing principal uses may be allowed, and permitted in the PDD district:

NP

.1 No Permit Required.

- .1 Excavation, clearing and site disturbance of less than ½ acre.
- .2 Keeping of domestic animals. NOTE: No commercial activity involving domestic animals is permitted and no more than 4 adults of a species per household may be kept and only on the following lot sizes:
 - (i) Dogs, cats, fowl, or others compatible with cohabitation with humans may be kept with no minimum lot area. No roosters are allowed.
- .3 Sale of alcoholic beverages in accordance with section 6.2.
- .4 Employee amenities (e.g., clinic, commissary, recreation center, day care)

Z

.2 Zoning Permit Required, see section 7.2.

- .1 Fences and walls in accordance with section 4.15.
- .2 Off-street parking of up to 20 spaces, in accordance with section 5.1. Permit shall be referred to the Department of Public Works for a drainage assessment.
- .3 Signs in accordance with section 5.2.
- .4 Solar and energy conservation equipment (less than 1 mW).

S

.3 Requires Site Plan Review, see section 7.5.

- .1 Off street parking with 21 or more spaces, in accordance with section 5.1.

SP

.4 Requires Special Permit, see section 7.7.

- .1 Helipad.

2.11.4 Parking lots shall be designed with interior landscape islands equaling not less than 5 percent of the parking area; islands shall have a minimum width of 8 feet. Parking lots consisting of less than 10 spaces are exempt from this requirement.

2.11.5 Exterior metal siding, exterior storage and exterior tanks are prohibited.

2.11.6 Combined drives and parking shall be encouraged in order to reduce the number of curb cuts on the street. In order to accomplish this goal a curb cut will not be permitted within 400 feet of another curb cut. The Commission may waive this provision if the applicant proves that it is not feasible to meet this requirement.

2.11.7 Sidewalks shall be provided along all street frontage and in other appropriate areas to ensure adequate pedestrian safety.

2.11.8 All utilities shall be underground.

2.11.9 Signage shall complement the design intent of the district in accordance with section 5.2.

2.11.10 A landscaped buffer strip not less than 20 feet in width shall be required in areas where the proposed development abuts a residential area.

2.11.11 Special permit criteria:

- .1 Building design shall contribute to the overall character of the area; consideration shall be given to impact on the historic, natural and other resources of the area and scenic views.
- .2 A carefully designed landscape plan must reflect the attributes of the site's natural, historic and other resources.

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CHAPTER 3 SPECIAL DISTRICTS

3.1 Types of Special Districts

Norwich has developed several overlay districts to refine how development can occur in accordance with the recommendations in the City’s Plan of Conservation and Development. There are two ways in which the overlay tool is being utilized in these regulations: restrictive or permissive.

RESTRICTIVE	PERMISSIVE
Restrictive overlay districts imposes additional conditions on properties located within the district to limit uses, bulk, or the amount of development. Additional permit criteria may be present as well.	Permissive overlay districts provide additional opportunities for property development. Properties located within these districts can choose the traditional base / underlying zoning district provisions (e.g., uses, bulk, amount of development) or the alternate enabled by the specific overlay.
Coastal Area Management	Mill Reuse
Flood Hazard	Adaptive Reuse
	Agriculture Business
	Greenway Open Space
	Neighborhood Redevelopment
	Incentive Housing

Residential
Districts

Business
Districts

SPECIAL
DISTRICTS

General
Requirements

Basic
Standards

Use
Requirements

Procedures

Administration

Definitions

3.2 Coastal Area Management Overlay District

- 3.2.1 Depiction of coastal boundary; exemptions from coastal management act. The Norwich coastal boundary as defined in CGS 22a-94 and depicted on the official Norwich coastal boundary map is reproduced for informational purposes on the Norwich zoning map.
- 3.2.2 All buildings, uses, and structures fully or partially within the coastal boundary as defined by CGS 22a-94 entitled "An Act Concerning Coastal Management" shall be subject to the coastal site plan review requirements and procedures in CGS 22a-105 - 22a-109 with the exception of the following activities which are hereby exempted from coastal site plan review requirements under the authority of CGS § 22a-109(b):
- .1 Gardening, grazing and the harvesting of crops;
 - .2 Minor additions to or modifications of existing buildings or detached accessory buildings, such as garages and utility sheds;
 - .3 Construction of new or modification of existing structures incidental to the enjoyment and maintenance of residential property including but not limited to walks, terraces, driveways, swimming pools, tennis courts, docks and detached accessory buildings;
 - .4 Construction of new or modification of existing on premise fences, walls, pedestrian walks and terraces, underground utility connections, essential electric, gas, telephone, water and sewer service lines, signs and such other minor structures as will not substantially alter the natural character of coastal resources as defined by CGS § 22a-93(7) or restrict access along the public beach;
 - .5 Construction of an individual conforming single-family residential structure except in or within 100 feet of the following coastal resource areas as defined by CGS § 22a-93(7): tidal wetlands, coastal bluffs and escarpments, beaches and dunes;
 - .6 Activities conducted for the specific purpose of conserving or preserving soil, vegetation, water, fish, shellfish, wildlife and other coastal land and water resources;
 - .7 Interior modifications to building;
 - .8 Minor changes in use of building, structure or property except those changes occurring on property adjacent to or abutting coastal waters.
- 3.2.3 The foregoing exemptions from coastal site plan review requirements shall apply to the following site plans, plans and applications:
- .1 Site plans submitted to the Commission in accordance with CGS § 22a-109;
 - .2 Applications for special permit submitted to the Commission on the City Plan in accordance with CGS § 8-2 and section 7.7 of these regulations;
 - .3 Applications for a variance submitted to the zoning board of appeals in accordance with CGS § 8-6(3) and section 7.8 of these regulations;
 - .4 A referral of a proposed municipal project to the Commission in accordance with CGS § 8-24.
- 3.2.4 In the cases where approval by any department of the state or city is required, said approval must be acquired prior to submission of the coastal site plan.

3.3 Mill Reuse Overlay District

- 3.3.1 Purpose. It is the intent of these regulations to encourage new development opportunities that will contribute to the economic stability of the city, encourage tourism and improve the quality of life for the residents of Norwich through the adaptive reuse, rehabilitation and preservation of the historic and / or architecturally unique resources that reflect Norwich's rich cultural past.
- 3.3.2 Designation. determination of eligibility; zoning requirements. The mill reuse overlay district shall be designated as those sites listed on the national or state register of historic places or local historic districts as either an individual building or site or as a contributing building or site in a registered district. Where eligibility has not been determined by the state historic preservation officer or the director of the Connecticut historical commission, the Commission on the City Plan may determine eligibility based on the recommendation of a qualified historic preservation expert, as provided by the applicant. The zone shall also include structures that are architecturally or historically notable, as determined by the Commission.
- 3.3.3 All zoning requirements applying to the underlying zone shall continue to govern the mill reuse overlay district unless as otherwise specified in this chapter.
- 3.3.4 Permitted uses. The following uses shall be permitted in the historic design overlay zone: The conversion of historic mill buildings located in any district to any use permitted in multi-family, neighborhood commercial, Chelsea Central district, general commercial, planned commercial, and business park.
- 3.3.5 Requirements. The following criteria must be met:
- .1 The Commission shall determine if the conversion meets the intent of these regulations and the "mill enhancement program" ordinance. In making such determination, the Commission shall consider impact on the historic character of the subject property and on the adjacent neighborhood. If in the opinion of the Commission said proposal does not meet the intent of these regulations, the Commission shall deny said application. The city council has adopted an ordinance entitled the "Mill Enhancement Program" (MEP). It is the intent of the MEP to acknowledge the value of the historic mills as a resource, to encourage adaptive reuse of these mill buildings so as to promote economic stability and ensure the preservation of the city's heritage, to increase property values, to preserve the historic integrity of the mills and the associated villages, to improve the quality of life for the residents of the city and to encourage business investment in the community.
 - .2 An application for site plan approval shall be submitted in accordance with section 7.5 of these regulations.
 - .3 Parking shall be provided in accordance with section 5.1 of these regulations.
 - .4 The Commission on the City Plan may refer the application to the historic district commission, the city historian or a qualified historic architect for advisory review and comment. The Commission may consider the impact of the proposal on the architectural integrity of the mill as part of its review and, if in the opinion of the Commission said conversion will adversely impact the historic integrity of the mill and the potential adaptive reuse, the Commission may reject said request.
 - .5 Upon approval of the site plan application, the applicant shall obtain a conversion permit in accordance with section 1.1 of these regulations. Any other review or approval required by other city agencies shall be obtained by the applicant prior to submission of the conversion permit.

3.4 Floodplain / Floodway Overlay

- 3.4.1 Statement of purpose. The areas of special flood hazard and the floodway of the City of Norwich are subject to periodic inundation that may result in loss of life, property, health and safety hazards, the disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and the impairment of the tax base, all of which adversely affects the general welfare of the city and its residents.
- 3.4.2 It is the purpose of this chapter to promote the public health, safety and general welfare and to minimize public and private losses in flood prone areas by:
- .1 Promoting the use of floodplains and floodways on public lands for open space and passive recreation and to encourage the acquisition of such vacant open space land located within the floodway and floodplain for public lands.
 - .2 Restricting and prohibiting uses which are dangerous to health, safety or property in times of flood or which cause increased flood heights or velocities.
 - .3 Requiring that uses vulnerable to floods, including public facilities which serve such uses, be provided with flood protection at the time of initial construction.
- 3.4.3 Lands to be regulated by these regulations. This chapter shall apply to all areas of special flood hazard and floodways identified by the Federal Emergency Management Agency (FEMA) in its Flood Insurance Study (FIS) for New London County, Connecticut, dated July 18, 2011, and accompanying Flood Insurance Rate Maps (FIRM), dated July 18, 2011, and other supporting data applicable to the City of Norwich, and any subsequent revisions thereto, are adopted by reference and declared to be a part of these regulations. Since mapping is legally adopted by reference into this regulation it must take precedence when more restrictive until such time as a map amendment or map revision is obtained from FEMA. The area of special flood hazard includes any area shown on the FIRM as Zones A and AE, including areas designated as a floodway on a FIRM. Areas of special flood hazard are determined utilizing the base flood elevations (BFE) provided on the flood profiles in the Flood Insurance Study (FIS) for a community. BFEs provided on a Flood Insurance Rate Map (FIRM) are only approximate (rounded up or down) and should be verified with the BFEs published in the FIS for a specific location.
- .1 The requirements of these regulations shall be supplementary to the basic requirements of various zoning districts within Norwich in which a parcel or lot may lie and section 8.8.6 of these regulations.
 - .2 Floodway violation. A structure or other development without required permits, lowest floor elevation documentation, flood-proofing certificates or required floodway encroachment calculations is presumed to be in violation of this chapter until such time as all required documentation is provided to the zoning enforcement officer.
 - .3 If any portion of a structure lies within the Special Flood Hazard Area (SFHA), the entire structure is considered to be in the SFHA. The entire structure must meet the construction requirements of the flood zone. The structure includes any attached additions, garages, decks, sunrooms, or any other structure attached to the main structure. Decks or porches that extend into a more restrictive flood zone will require the entire structure to meet the standards of the more restrictive zone.
 - .1 If a structure lies within two or more flood zones, the construction standards of the most restrictive zone apply to the entire structure (i.e., V zone is more restrictive than A zone; structure must be built to the highest BFE). The structure includes any attached additions, garages, decks, sunrooms, or any other structure attached to the main structure. (Decks or porches that extend into a more restrictive zone will require the entire structure to meet the requirements of the more restrictive zone.)
- 3.4.4 Interpretation of boundaries within the floodplain and floodway.
- .1 The zoning enforcement officer shall determine initially upon request whether a lot or parcel of land lies wholly or partially within the floodplain and / or floodway as shown on the "flood insurance rate map" or the "flood boundary or floodway map" and any amendments thereto. The zoning enforcement officer may require that verification of elevations be provided by the applicant and / or owner of the property. Such verification shall be determined by a land surveyor licensed in the State of Connecticut and shall be based on the North American Vertical Datum (NAVD) of 1988.

.2 In floodplain and floodway areas, where there is no base flood elevation provided, the zoning enforcement officer shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other sources, including data developed for applications submitted in accordance with section 3.4.6 and section 3.4.7 of these regulations.

.1 In A zones where base flood elevations have been determined, but before a floodway is designated, the floodway location shall be determined by assuming that no new construction or substantial improvements or other development (including fill) will be permitted that will increase flood heights more than one foot at any point along the watercourse when all anticipated development is considered cumulatively (cumulative is the reasonable assumption that there will be total encroachment extending on both sides of the watercourse within the floodway fringe).

.2 The zoning enforcement officer may request floodway data of an applicant for watercourses without FEMA-published floodways. When such data is provided by an applicant or whenever such data is available from any other source (whether in response to the zoning enforcement officer's request or not), the zoning enforcement officer shall propose the adoption a regulatory floodway overlay zone based on the principle that the floodway must be able to convey the waters of the base flood without increasing the water surface elevation more than 1.0 foot at any point within the community.

3.4.5 Prohibited uses within the floodplain and floodway.

.1 The following uses shall be prohibited within the designated floodplain areas:

.1 The storage or processing of materials that are in times of flooding buoyant, flammable, or explosive or could be injurious to human, animal or plant life except as provided under section 3.4.6.6 of these regulations.

.2 Storage of hazardous materials, substances and wastes.

.3 Storage of salt except within the floodplain of the Thames River.

.2 In addition to the prohibited uses in section 3.4.5.1.1, the following uses shall be prohibited in the designated floodway areas:

.1 Encroachments, including fill, new construction, substantial improvements and other development unless certification, with supporting technical data, by a professional engineer registered in the State of Connecticut is provided demonstrating, through hydrologic and hydraulic analyses performed in accordance with standard engineering practice, that encroachments shall not result in any (0.00 feet) increase in flood levels during occurrence of the base flood discharge.

.2 Placement of residential structures including manufactured homes.

.3 New construction, substantial improvements and repair to structures that have sustained substantial damage cannot be constructed or located entirely or partially over water unless the structure is a functionally dependent use or facility.

3.4.6 Permitted uses. The following uses shall be permitted within the floodplain and floodway upon the issuance of a zoning permit by the zoning enforcement officer, provided they are not prohibited by other ordinances, and they do not require structures (unless specifically listed) or changes in grades.

.1 Agricultural and silvicultural uses according to recognized soil and water conservation practices, including the building of fences. However, no solid design fences, such as stockade, shall be allowed to be placed within the floodway portion of the floodplain unless it is oriented parallel to the flow of floodwaters.

.2 Public and private open space uses such as golf courses, tennis courts, driving ranges, archery areas, parks, wildlife and nature preserves, game farms, fish hatcheries, hunting and fishing areas, hiking and horseback riding trails, provided that no such use shall pose a pollution threat to adjacent waterways. Such uses do not include any necessary associated paved parking lots, structures, dredging or filling.

.3 Residential uses such as lawns, gardens, paved or dust free stone driveways, installation of in-ground pools and associated flood proofed pump houses (not to exceed five feet by five feet and must be properly anchored to prevent flotation) and play areas. The filling in of an in-ground pool may occur provided the filling matches the surrounding topography.

.4 Unpaved parking (including any required paved driveway apron) areas, provided they do not allow materials to collect in such a way that they might be washed into the adjacent waterway and provided no change in elevation is proposed.

- .5 Emergency replacement of existing on-site sewage disposal system, provided immediate action is necessary as determined by the zoning enforcement officer based on recommendation from the health district, municipal, state and regional departments.
- .6 Removal and replacement of existing fuel storage tanks and associated regrading, provided existing grading is restored after the tank is removed and / or replaced. Such tanks shall be anchored to prevent buoyancy in flood conditions.
- .7 Required public water supply property maintenance work.
- .8 Building demolition.
- .9 Required minor maintenance of city roads, such as repaving of existing roads, cleaning of culverts and minor drainage improvements to existing systems.
- .10 Installation of public utilities, provided they are designed to minimize or eliminate infiltration of floodwaters into the system and discharge from the system into floodwaters.
- .11 Public safety signs and other sign supports, provided they are properly anchored to prevent flotation.
- .12 The zoning enforcement officer may require submission of an erosion and sediment control plan, and any other information necessary to ensure compliance with these regulations, and the review of the proposed improvements by the city engineer, the technical advisor to the inland wetlands, watercourses and conservation commission, the Connecticut department of environmental protection, the New London County Soil and Water Conservation District and the U.S. Army Corps of Engineers.

3.4.7 Special permit uses within the floodplain and floodway.

- .1 Uses enumerated. The following uses which involve structures (temporary or permanent), fill, excavation of land, storage of materials or equipment may be permitted only by the granting of a special permit by the Commission on the City Plan; however, not including those uses permitted under section 3.4.6 and those uses prohibited under section 3.4.5 of these regulations; and provided the additional provisions of section 3.4.7.6 are addressed:
- .2 Dams, culverts, bridges, dikes and flood-control projects, provided that such use has been approved by appropriate authorities at the regional, state and / or federal level, unless regional, state and / or federal regulations require local approval first.
- .3 Paved roads, paved driveways and paved parking areas.
- .4 Excavation of and the grading and regrading of lands including the deposition of topsoil and the grading thereof and the construction of retaining walls.
- .5 Structures otherwise permitted in the zoning district in which the floodplain is located, provided that:
 - .1 All new construction and substantial improvements of residential structures, including manufactured or mobile homes, shall have the lowest floor (including the basement) elevated 1½ feet above the base flood elevation (BFE). All residential structures, including manufactured or mobile homes, to be repaired as a result of substantial damage, shall be elevated so that the bottom of the lowest floor is at or above the base flood elevation (BFE).
 - .2 All new construction and substantial improvements of nonresidential structures, including mixed use structures, shall:
 - (i) Have the lowest floor (including the basement) elevated 1½ feet above the base flood elevation (BFE); or
 - (ii) Together with attendant utilities and sanitary facilities, be designed so that the structure is flood proofed 1½ feet above the base flood level elevation (BFE), with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A professional engineer or architect licensed in the State of Connecticut shall certify to the Commission on the City Plan and the building inspector that the construction of the building will comply with this section and other requirements outlined in the building code for the construction of buildings in a floodplain.
- .6 Additional requirements for special permits. In addition to the requirements of the particular zoning district and the requirements of section 7.7, the following are additional requirements for improvements within the floodplain district:

- .1 The water holding capacity of the floodplain, except those areas which are tidally influenced, shall not be reduced. Any reduction caused by filling, excavation, deposition, new construction, substantial improvements involving an increase in the footprint to the structure, storage of materials or equipment, whether permanent or temporary, shall be compensated for by deepening and / or widening of the floodplain. Storage shall be provided on-site, unless easements have been gained from adjacent property owners; it shall be provided within the same hydraulic reach and a volume not previously used for flood storage; it shall be provided within the same hydraulic reach and a volume not previously used for flood storage, it shall be hydraulically comparable and incrementally equal to the theoretical volume of flood water at each elevation, up to and including the 100-year flood elevation, which would be displaced by the proposed project. Such compensatory volume shall have an unrestricted hydraulic connection to the same waterway or water body. This standard shall be demonstrated by technical data, prepared by a professional engineer licensed in the State of Connecticut. Compensatory storage can be provided off-site if approved by the municipality.

Within the floodplain, except those areas which are tidally influenced, as designated on the Flood Insurance Rate Map (FIRM) for the community, encroachments resulting from filling, new construction or substantial improvements involving an increase in footprint of the structure, are prohibited unless the applicant provides certification by a registered professional engineer demonstrating, with supporting hydrologic and hydraulic analyses performed in accordance with standard engineering practice, that such encroachments shall not result in any (0.00 feet) increase in flood levels (base flood elevation). Work within the floodplain and the land adjacent to the floodplain, including work to provide compensatory storage shall not be constructed in such a way so as to cause an increase in flood stage or flood velocity.

- .2 The Commission on the City Plan may permit development with varying levels of compensatory flood storage or without compensatory flood storage if the Commission on the City Plan determines it is not technically feasible to equally counterbalance the encroachment or it is not reasonable to provide such storage due to the existence of one or more of the following conditions:
- (i) The provision of such storage would require significant blasting due to geological conditions.
 - (ii) The provision of such storage will adversely impact the historical integrity of existing structures on the site.
 - (iii) The provision of such storage will adversely impact important natural and archaeological resources on the site.
 - (iv) Such compensation will prevent the reuse of existing structures and improvements.

Technical data prepared by a qualified professional engineer licensed in the State of Connecticut shall be provided to enable the Commission on the City Plan to determine compliance with this section and section 3.4.7.6.1 and .2. The Commission on the City Plan (or the inland wetlands, watercourses and conservation commission to assist in making a recommendation) may require additional information prepared by other qualified professionals to determine if compensatory storage should be required or waived in accordance with items 1 - 4 of this subsection. All applicants requesting a waiver in accordance with [items] 1 - 4 above shall submit a request for a waiver with the application for the special permit and shall outline specific reasons substantiating the request for the waiver. If the applicant does not provide such information as part of the application, the Commission on the City Plan shall deny the waiver and the special permit application.

- .3 New construction and substantial improvements shall have in-structure mechanicals, such as electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities, designed and / or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- .4 New construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement, and shall be developed using methods and practices that minimize flood damage and shall be constructed with materials resistant to flood damages.

A professional engineer and / or architect licensed in the State of Connecticut shall certify that such building construction complies with the provisions of this section.

- .5 New sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the system and discharge from the system into floodwaters. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- .6 All structures and substantial improvements shall be flood proofed to 1½ feet above the base flood elevation, have mechanisms such as screens easily available to shield them from floating debris, and have mechanisms installed to eject seepage. Flood proofing methods shall be adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with flooding.
- .7 The project shall not tend to reduce the value or usefulness of other properties in the floodplain or near the floodplain due to increase in flood heights.
- .8 The project shall not present a potential pollution hazard to soil, ground or surface waters.
- .9 The project will protect human life and health and limit property damage.
- .10 The project shall not endanger public facilities such as flood-control projects, water, sewer, gas, and electrical lines, streets and bridges.
- .11 Structures shall be constructed and placed on the building site so as to offer the minimum obstruction to the flow of floodwater and to objects and debris carried by the floodwaters.
- .7 Application procedures for special permits. Applications for approval of any special permits for improvements within the floodplain and floodway shall be submitted to the Commission on the City Plan in accordance with the specifications of section 7.4 of these regulations and this chapter, and on an application form furnished by the Commission on the City Plan. Such application shall be accompanied by the following information:
 - .1 Five sets of plans drawn to scale, showing the nature, location, dimensions and elevation of the lot, existing and or proposed structure (indicating lowest floor elevation, including basement), fill, storage of and type of materials, location of the foregoing in relation to the floodway, floodplain, wetland areas, watercourses and any other natural resources. Such plan shall be prepared by a land surveyor and / or professional engineer licensed in the State of Connecticut, whichever is applicable.
 - .2 Flood impact studies, certified by a professional engineer licensed in the State of Connecticut, indicating the effects of the proposed use on the drainage systems upstream and downstream, the watercourse, the floodplain and any associated wetland areas. Such studies shall also indicate how the application will comply with sections 3.4.7.5 and .63.4.7.6.1 through 3.4.7.6.11 of these regulations. The Commission on the City Plan may waive the requirement of the preparation of the flood study or impact statement by a professional engineer if in the Commission's opinion the proposed activity is insignificant and provided the city engineer and the inland wetlands, watercourses and conservation commission recommend that the preparation of such statement or study by a professional engineer is not necessary.
 - .3 A copy of any necessary federal and state permit applications. Prior to construction, the applicant shall provide documentation to the zoning enforcement officer to assure that all necessary permits have been received. Copies of such permits shall be maintained on file with the application submitted under this section.
- .8 Review by other regulatory bodies. Upon receipt of the application, the Commission on the City Plan shall refer the application to the inland wetlands, watercourses and conservation commission (IWWCC) for review and comment.
 - .1 The Commission on the City Plan may also refer the application to the city engineer, the New London County Soil Conservation (Service) District, Connecticut department of energy and environmental protection, the U.S. Army Corps of Engineers and / or a competent professional consultant for review and comment.
 - .2 The Commission on the City Plan shall request that comments be provided within 30 days of the Commission's request.
- .9 Notification of other municipalities and agencies. The Commission on the City Plan shall notify any municipality within 500 feet of the proposed development, the department of

environmental protection, inland water resources division, and the Federal Emergency Management Agency prior to any alteration or relocation of a watercourse and shall submit evidence that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished.

- .10 Public hearings. The Commission on the City Plan shall conduct a public hearing on all requests for special permit applications for improvements within the floodplain and floodway. Such hearing shall be conducted in accordance with section 7.7.3 of these regulations.
- .11 Fees. Each application for a special permit under this section, in addition to the required fee under section 1.1, shall be accompanied by a fee of one-tenth of one percent of the estimated cost of construction of the project, provided that municipal agencies shall not be required to pay a fee. The proceeds of such fees may be used by the Commission to pay for professional consultation concerning the project.
- .12 Provision of flood proofing. Prior to the issuance of a zoning compliance certificate, the zoning enforcement officer shall require the applicant to provide an as-built plan prepared by a land surveyor licensed in the State of Connecticut showing the elevation of the lowest floor including the basement, the level to which any nonresidential structure has been waterproofed, and or grades for those areas re-graded.
- .13 The zoning enforcement officer shall maintain a record of certification for flood proofing as required by section 3.4.7.5.1 and .2, and any other design or plan certifications as may be required under these regulations.

3.4.8 Variances. Variances of the provisions of this chapter may be granted by the zoning board of appeals in accordance with the provisions of section 8.8.4 and the following:

- .1 No variance shall be granted that will result in increased flood heights more than one foot at any point along the length of the watercourse, as required by the provisions of the Flood Insurance Program.
- .2 No variance shall be granted that will result in additional threats to public safety, extraordinary public expense, nuisances or victimization of the public.
- .3 Upon the granting of the variance, the zoning board of appeals shall notify the applicant in writing that:
 - .1 The granting of the variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage.
 - .2 Such construction below the flood level increases risks to life and property.
- .4 The notification information outlined in this section shall appear in the variance form filed with the city clerk's office.
- .5 The zoning board of appeals shall maintain a record of all variances granted, including justification for their issuance and report any variance to the Federal Emergency Management Agency (FEMA) in its biennial report.

3.4.9 Municipal liability. The granting of a special permit, variance or zoning permit shall not constitute a representation, guarantee or warranty of any kind by the city, its officials, agents or employees of the practicability or safety of the proposed use or structure and shall create no liability upon the city, its agents or its employees.

3.5 Adaptive Reuse Overlay District

3.5.1 Purpose.

- .1 The purpose of this overlay district is to encourage restoration and preservation of existing buildings of historic value and to promote harmony of surrounding land uses. There are some uses, both residential and commercial, which would enhance historic structures and would not disrupt the neighborhood if properly conducted.
- .2 Therefore, by special permit, the following uses may be allowed in a historic structure located within the adaptive reuse overlay district subject to the conditions listed below. Each use will be considered on a case-by-case basis, and further reasonable conditions may be imposed by the Commission. The list of uses is not all-inclusive; applicants with proposed uses not listed are encouraged to apply for a historic conversion permit if their proposed use is in harmony with the intent of this regulation.

3.5.2 Special Permit Uses. In addition to the uses allowed in the underlying zone, the following uses may be authorized through the issuance of the Special Permit by the Commission, in accordance with section 7.7:

- .1 Antiques shops.
- .2 Bed and breakfast inn.
- .3 Bookstores.
- .4 Galleries.
- .5 Gift shops.
- .6 Hotels / inns in accordance with section 6.13.
- .7 Multi-family residence (within the existing building footprint).
- .8 Museums.
- .9 Professional offices.
- .10 Restaurants.
- .11 Tourist homes.
- .12 Winery.

3.5.3 Standards. For properties located in the adaptive reuse district.

- .1 Structure must be designated as historically significant by:
 - .1 Registry in the National Register of Historic Places or the State Register of Historic Places or,
 - .2 By the Commission on the City Plan upon presentation by the applicant of adequate evidence of historic significance such as the City of Norwich Historic Resources Survey.
- .2 Where applicable, a site plan, and floor plans / sketches will be submitted with application. Commission may waive site plan requirement if the scope of the project does not warrant a site plan.
- .3 Architectural integrity of the structure must be preserved, and the proposed use must be in harmony with surrounding uses.
- .4 The proposed use must meet all health and safety requirements such as: adequate water supply for drinking and fire-fighting, adequate sewage disposal, safe traffic flow and control, drainage, off-street parking; wetlands approval where needed, etc., as well as building code requirements.
- .5 Off-street parking shall be provided, except when the Commission finds that sufficient public parking is available within 500 feet of the site. Off-street parking spaces shall not be located in a front yard.
- .6 There is no lot size requirement; however, an existing lot cannot be split if the split creates any nonconforming lot (including the lot containing the historic structure).
- .7 No evidence of the nonresidential use shall be visible from the public right-of-way, except for a business sign not to exceed 25 square feet.

3.6 Agriculture Business Overlay District

- 3.6.1 Purpose. The agriculture business district is intended to retain land in agricultural and other compatible low intensity development, in areas where utilities are suitable for these uses, to enable this area to conduct additional business operations related to the agricultural heritage of eastern Connecticut.
- 3.6.2 Special Permit Uses. In addition to the uses allowed in the underlying zone, the following uses may be authorized through the issuance of the Special Permit by the Commission, in accordance with section 7.7:
- .1 Breweries and distilleries.
 - .2 Commercial riding stables.
 - .3 The manufacturing, compounding, processing and / or packing of food products, except for the rendering or refining of fats and oils.
 - .4 Veterinary hospitals.
 - .5 Vocation schools focusing on agriculture.
 - .6 Wineries.
- 3.6.3 The following uses may be permitted as accessory uses. Accessory uses do not need to be located in the same building as the principal use.
- .1 Event and conference space.
 - .2 Office.
 - .3 Retail store.
 - .4 Tasting room.
 - .5 Visitor center / Information center.
 - .6 Warehouse.

3.7 Greenway Open Space District

3.7.1 Purpose

3.7.2 The Greenway open space district is an overlay district. It has been developed to provide bulk requirement flexibility in the underlying zoning district, in order to:

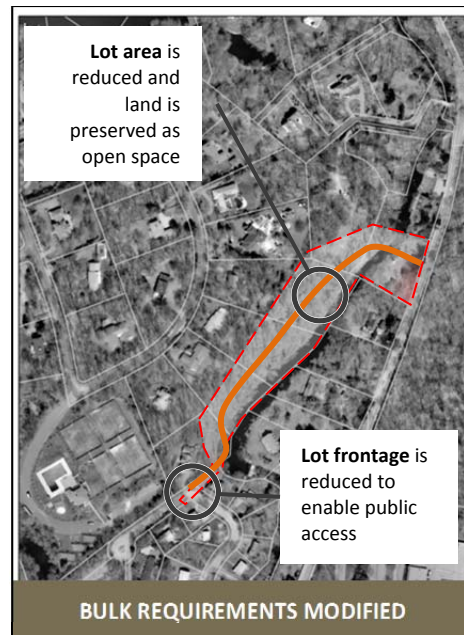
- .1 Protect, conserve, enhance, and maintain the natural, scenic, historical, economic, and recreational qualities of lands in the city.
- .2 Establish criteria, standards, and procedures for the development of land, change of uses, and the intensification of uses within the greenway.
- .3 Increase public access to and along the Shetucket, Thames and Yantic rivers for the purpose of increasing recreational opportunities, providing emergency vehicle access, assisting in flood protection and control, providing connections to other transportation systems.

3.7.3 Eligible Areas. Areas designated as “potential corridors,” or “potential open space connections” in the Plan of Conservation and Development, or officially designated by the Connecticut Greenways Council, and depicted on the Zoning Map of the City of Norwich.

3.7.4 Bulk Modifications.

The Commission may reduce the minimum yard (i.e., front, side, rear), minimum lot size and minimum frontage requirements in sections 1.1 and 2.1 for properties location with the Greenway Open Space district through the special permit process (section 7.7), provided the portion of the lot for which the reductions were needed is deed as open space to the City of Norwich, or a nonprofit land trust operating within the City.

ILLUSTRATION



3.7.5 Uses in the greenway open space district. All uses allowed in the underlying zoning district shall be allowed in the greenway open space district except when land has been dedicated to open space purposes in accordance with this section.

3.7.6 The modified bulk requirements shall be recorded on the Land Records of the City of Norwich.

3.8 Neighborhood Redevelopment District (NRD)

- 3.8.1 General. The City of Norwich recognized that there exists under-utilized commercial properties located in close proximity to the village cores which create a unique opportunity for neighborhood redevelopment as acknowledged in and described as essential for, implementation in the Plan of Conservation and Development (POCD). The redevelopment of these sites are a sensitive matter to the City and the neighborhoods being impacted, as such any decisions and determinations made with respect to these properties would require assurances for the City and its residents that its existence and future plans will enhance, and not disrupt, the surrounding residential neighborhood. Accordingly the City does hereby create a special neighborhood redevelopment district (NRD).
- 3.8.2 Purpose. The NRD is intended to: encourage the reclamation of underutilized commercial parcels and permit new construction, renovation and / or adaptive re-use at these sites; promote diversified housing opportunities, including, but not limited to, mixed-use development uses; and preserve and enhance the City's historic character and these neighborhoods in the structure nodes. This zone is intended to allow for the establishment, continuation and expansion of such uses and activities in ways that will maintain and enhance compatibility with surrounding neighborhoods. Factors to be considered by the Commission in approving the NRD include:
- .1 The proposed uses and layout are in conformity with and in furtherance of the goals and objective contained in the POCD.
 - .2 Harmony and compatibility with surrounding residential neighborhoods, land uses and the nodes, including adequate buffers that are consistent with the existing condition on the site, neighborhood and / or structure node, promotion of pedestrian safety, provision for adequate parking, minimized impact of motor vehicles, and prevention of glare to adjacent properties from lighting on-site. To the extent practical, commercial and tourist traffic shall be directed to major thoroughfares and away from residential streets.
 - .3 Furtherance of the policies of the Coastal Area Management Act.
- 3.8.3 Master Plan. A Master Plan shall be prepared by an applicant. The purpose of the Master Plan submission is to determine whether the proposed uses and layout conform to the NRD requirements and to the POCD. The Master Plan shall include:
- .1 Plan showing site conditions and structures, including wetlands and watercourses, which, along with other surveys and plans listed below, shall be at a scale of 1" = 40 feet or larger by a Connecticut-licensed architect, surveyor or engineer.
 - .2 A description of the existing uses of the property and their present location prepared by the applicant or its consultant(s).
 - .3 Plan indicating structures to be retained, substantially rehabilitated, or demolished; new structures to be built on the property; parking areas; vehicular and pedestrian circulation; and any areas to be landscaped or dedicated to public use. This plan shall be prepared by a licensed architect and / or engineer, as applicable, and provide sufficient information to determine proposed uses and size of buildings, including heights, floor area ratios, and lot coverage and the amount of off-street parking to be provided, if any. For purposes of this provision, the Commission shall take into account commercial properties located within a one-half mile radius of the proposed site in determining whether the height, floor area ratio and lot coverage are consistent with those neighboring properties.
 - .4 A description of any proposed new uses or change in uses and their proposed location on the site by the applicant or its consultant(s).
 - .5 Narrative report prepared by the applicant or its consultant(s) describing the proposed new uses and changes in uses and the proposed structures to house said uses, including style and method of building construction and the cumulative amount of square feet intended for each type of proposed new use.
 - .6 Preliminary traffic impact report prepared by a professional engineer for any proposed new use.
 - .7 Information on the location, availability, and capacity of public utilities capable of serving the development for any proposed new use.
 - .8 An impact statement prepared by the applicant or its consultant(s) regarding the effect, if any, of the proposed new uses or change in uses on surrounding residential properties and a description of what, if any, changes are proposed in flow of traffic or pedestrians, as well as buffering to minimize the impact.

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SPECIAL DISTRICTS

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- 3.8.4 Site Plan. After Master Plan approval and establishment of the zone by the Commission, an application for a site plan must be submitted for approval, following the provisions contained in Article VIII of these Regulations. The Commission shall schedule a public hearing for the site plan application.
- 3.8.5 Specific Design Standards. The following design standards shall apply to the NRD:
- .1 .Area and Bulk Requirements. Existing structures located within the NRD are deemed to be conforming in terms of any encroachments on maximum height, maximum lot coverage and floor area ratio.
 - .1 Minimum district size: 100,000 square feet
 - .2 Minimum front yard: 0 feet
 - .3 Minimum side yard: 0 feet
 - .4 Minimum rear yard: 0 feet
 - .5 Maximum height: 7 stories
 - .2 Signs. A sign plan, indicating the general position, content, and appearance of signs visible from the public right-of-way. No detached sign within the NRD shall exceed the height of the highest building on the parcel upon which that sign is located, except that where a detached sign is located upon a parcel that is used solely for parking, no sign shall exceed 20 feet in height.
 - .3 Buffers.
 - .1 Performance Buffers. The Commission will carefully analyze any buffers between the NRD and surrounding residential neighborhoods and may tailor buffers to include greater setbacks, landscaping, fences, walls, and berms, considering the relative heights of the uses on each side of the buffer. The Commission may allow for buffering on adjacent property with consent of the affected property owner (e.g., landscaping, fence, or wall).
 - .2 Standard Buffers. Unless otherwise approved in the Master Plan, buffers for non-residential uses shall be established and maintained as 25 feet with 10 feet of screening from adjoining residential zone and / or any additional buffer requirements as determined by the Commission. The Commission may require additional buffers of such size, type and material as it deems reasonably necessary to protect adjacent properties or important natural resources. When reduction of buffers is allowed, the Commission shall require, where appropriate, performance buffers.
- 3.8.6 Prohibited Uses. Uses prohibited in the NRD shall include: Gasoline filling stations; Motor vehicle and trailer coach sales, leasing and renting; Tire sales establishments; Auto repair shops and paint shops; Car washes, and Drive-through windows.

3.9 Incentive Housing Overlay District (IH)

3.9.1 Purpose.

- .1 The Incentive Housing Overlay (IH) is adopted pursuant to the authority of CGS Chapter 124b. Its purpose is to encourage housing affordability in both residential and business districts that have the transportation connections, nearby access to amenities and services, and infrastructure necessary to support concentrations of development.
- .2 The IH seeks to avoid sprawl and traffic congestion by encouraging a more vibrant residential component to business or mixed use areas to sustain a lifestyle in which residents can walk or use public transportation to reach jobs, services, and recreational or cultural opportunities.
- .3 It is a further purpose that the IH enable development and reuse of existing, historic or underutilized buildings or properties in Norwich that may otherwise be lost to progress.

3.9.2 General Requirements.

- .1 Any such zone shall be in compliance with the locational requirements of CGS Chapter 1245b. The Commission may designate subzones within an overall IH in which different types of uses may be permitted, as in the case of a mixed-use incentive housing development.
- .2 Each IH may consist of one or more subzones, which may overlay each other as well as the underlying district. Within any IH, there may be any or all of 3 subzones, designated as:
 - .1 Townhouse TH Subzone,
 - .2 Multi-family MF Subzone, or
 - .3 Mixed-use MU Subzone.

3.9.3 Bulk Requirements. The following Bulk Requirements shall apply when an IHZ project is proposed. The requirements in the Underlying Zone (UZ) remain in effect when noted UZ.

	MIXED USE	HOUSING ONLY
MAXIMUM DENSITY		
LEVEL 1 DENSITY AREA / Inner Structure Node (small circle) + Transit Available Area ^A	UZ ^B + 25%, or 30 units per acre, whichever is higher	UZ +15%
LEVEL 2 DENSITY AREA / Outer Ring Structure Node (large circle) + Transit Available Area	UZ + 15%, or 15 units per acre, whichever is higher	UZ + 10%
LEVEL 3 DENSITY AREA / Transit Available Area	UZ + 10% or	0
Height	UZ	UZ
Maximum Coverage	UZ + 25%	UZ

TABLE NOTES

A. 1 See 2013 Plan of Conservation and Development, Community Structure Map.

B. UZ = underlying zone; see multifamily dwellings bulk requirements in Section 6.4.

3.9.4 Density. Density is calculated by the number of units allowed per area.

- .1 Where an incentive housing development contains a mix of the above dwelling types, the land occupied by non-residential uses will be included in the residential density calculation. The residential densities will be calculated by apportioning the total acreage of the incentive housing development in the same proportion that each type of housing bears to the total number of dwelling units.
- .2 For any incentive housing development to be developed in phases each phase will comply with the minimum residential densities and the incentive housing restrictions set forth in this section.

3.9.5 Public Applicant. In the case of an incentive housing development proposed by a public applicant, the residential densities will be in accordance with a waiver as may be granted by the Secretary of the Office of Policy and Management in accordance with CGS § 8-13n(b)(3).

3.9.6 Buffers.

- .1 From Rear Property Line.
 - .1 Where the underlying district is a residential district, no less than 10 feet.

- .2 Where the underlying district is business or industrial district, in accordance with the underlying district.
- .3 For non-residential uses, in accordance with the underlying district.
- .2 From Other Property Line.
 - .1 Where the underlying district is a residential district, no less than 10 feet.
 - .2 Where the underlying district is a business or industrial district, in accordance with the underlying district.
 - .3 For non-resident uses, in accordance with the underlying district.

3.9.7 Minor Accessory Buildings or Structures.

- .1 For residential uses, same as for principal buildings or structures, above.
- .2 For non-residential uses, in accordance with the underlying district.

3.9.8 Principal Uses and Activities.

- .1 Prior to the approval of any application for Certificate of Zoning Compliance for any Incentive Housing Development that includes any principal or accessory use permitted under this Section; a Site Plan will be submitted to and approved by the Commission in accordance with Section 7.5. In considering an incentive housing development, the Commission will find that any application for an incentive housing development will comply with the provisions of this Section, as well as the Site Plan Objectives and, for uses requiring a Special Permits, the General Standards for Special Permit Uses in section 7.7.
- .2 Any principal use as permitted in the underlying district and subject to the requirements and approval procedures as may be applicable to the uses. When proposed in conjunction with an Incentive Housing Overlay Zone use.

3.9.9 Mixed Uses.

- .1 For any incentive housing development in a mixed-use subzone, the Commission may allow by Special Permit the inclusion of uses otherwise permitted by Site Plan or Special Permit in the underlying district provided that the minimum residential densities are met for the total incentive housing development.
- .2 In any mixed-use incentive housing development, at least 50 percent of the gross floor area of the first story will be non-residential uses. Bulk requirements for stand-alone non-residential uses in an incentive housing development will be in accordance with the requirements of the underlying district.

3.9.10 Special Permits. Prior to the approval of any application for Certificate of Zoning Compliance for any incentive housing development that includes any principal or accessory use permitted by Special Permit under this section, an application for Special Permit use, including a Site Plan, will be submitted to and approved by the Commission.

3.9.11 Accessory Uses. Any accessory use as permitted in the underlying district and subject to the requirements and approval procedures as may be applicable to the uses.

3.9.12 Incentive Housing Restriction. For an incentive housing development proposed by a private applicant at least 20 percent of the dwelling units will be rented or conveyed subject to an incentive housing restriction requiring that, for at least 30 years after the initial occupancy of the development, the dwelling units will be sold or rented at, or below, prices that will preserve the units as housing for which persons pay 30 percent or less of their annual income, where the income is less than or equal to 80 percent or less of the median income. In determining compliance with this paragraph, the Commission will utilize regulations or guidelines published by the Connecticut Office of Policy and Management, or any other successor agency designated in accordance with CGS §§ 8-13m to 8-13x.

3.9.13 Public Applicant for Incentive Housing Development. For an incentive housing development proposed by a public applicant, 100 percent of the dwelling units will be rented or conveyed subject to an incentive housing restriction requiring that for at least 30 years after the initial occupancy of the development, the dwelling units may be sold or rented at, or below, prices that will preserve the units as housing for which persons pay 30 percent or less of their annual income, where the income is less than or equal to 80 percent or less of the median income. In determining compliance with this paragraph, the Commission will utilize regulations or guidelines published by the Connecticut Office of Policy and Management or any other successor agency designated in accordance with CGS §§ 8-13m to 8-13x.

3.9.14 Submission of Affordability Plan. Each applicant for an incentive housing development will provide an affordability plan that will detail the administration, monitoring and enforcement of the dwelling

units to be sold or rented at below-market rates as described above. The plan will include proposed deed restrictions or covenants, lease agreements, common interest ownership documents, bylaws, rules and regulations, sample income calculations, and any other information as the Commission may require to establish compliance with this Section and CGS §§ 8-13m to 8-13x.

3.9.15 Designation of Administering Agency. The applicant will indicate the name, address and other contact information for the agency that will administer the sale or rental of dwelling unit: that are subject to the below-market sale or rental in accordance with this Section.

3.9.16 Approval of IH Zone or Subzones.

.1 In considering each subzone, or any IH Zone as a whole, the Commission will find that any application for an Incentive Housing Overlay Zone or subzone will comply with the provisions of this Section and the CGS Chapter 124b.

.2 In establishing a subzone, the Commission will have the discretion to exclude one (1) or more uses that would otherwise be permitted in an incentive housing development in that subzone, including uses permitted in the underlying district, which exclusions, if any, will be stated in the resolution creating or amending the subzone and will become part of the text describing the Incentive Housing Overlay Zone.

3.9.17 Application Processing For Incentive Housing Developments. Incentive Housing Development Proposed within an Existing Incentive Housing Overlay Zone. For incentive housing developments involving land already designated as an Incentive Housing Overlay Zone on the Norwich Zoning Map, applicants shall submit a site plan application in accordance with section 7.5 of these regulations.

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CHAPTER 4 GENERAL REQUIREMENTS

4.1 Conformity Required

Except as otherwise specifically provided in these regulations:

- 4.1.1 Conformity of buildings and land (use, location and occupancy). No building or lot shall be used or occupied, and no building or part thereof shall be erected, raised, moved, placed, reconstructed, extended, enlarged, or altered except in conformity with the regulations herein specified for the district in which it is located. No building shall be occupied by more dwelling units or persons than prescribed for such building or lot for the district in which it is located.
- 4.1.2 Conformity of open spaces. No yard, or open space, or part thereof, shall be included as a part of the yard or open space similarly required for any other building or dwelling under the provisions of these regulations.
- 4.1.3 Reduction of dimension of lot areas. No lot shall be diminished in area nor shall any yard or open space be reduced except in conformity with the provisions of these regulations.
- 4.1.4 Principal building. In residential districts, no lot shall be occupied by more than one permitted principal building except in accordance with the following provisions. Where more than one principal building is permitted on a lot, the bulk requirements of sections 1.1 and 2.1 of these regulations shall be applicable. More than one principal building is permitted on a lot under the following conditions:
 - .1 All principal buildings on a lot are part of an active adult community previously permitted by the Commission (use has been discontinued).
 - .2 The lot is located in a zone other than R-80, R-40 or R-20, and either:
 - .1 The permitted principal buildings are under the same ownership, or
 - .2 The lot and buildings constitute common interest ownership property. In all cases, the bulk requirements of section 1.1 of these regulations shall be applicable.

4.2 Building on existing lots.

Nothing in these regulations shall prevent the construction of a permitted building or establishment of a permitted use on a lot which at the time of the adoption of these regulations was owned separately from an adjoining lot, as evidenced by a deed recorded in the land records of the City of Norwich (provided that such building or use shall comply with all applicable yard, health, and sanitation requirements), except that adjoining lots shall merge if:

- 4.2.1 They were owned by the same person at the time of adoption of these regulations;
- 4.2.2 And one or more of the lots is undeveloped;
- 4.2.3 And one or more of the lots does not conform to the dimensional and / or area requirements as noted in sections 1.1 or 2.1 of the zoning regulations;
- 4.2.4 And if taken together, the resulting combined lot would meet or more nearly meet the requirements of the zoning regulations. If, at the time of the enactment of these regulations, an existing lot has been described by the tax assessor as a separate parcel of land as evidenced by an individual street card for the parcel, then the lot shall not be merged with contiguous lots unless a new deed is recorded in the land records of the City of Norwich.

4.3 Lot Requirements

- 4.3.1 Existing front yard setback. When the lots adjoining on each side of a proposed site for a building are developed, the minimum front yard setback on the proposed site may be equal to the average setback of the adjoining lots only if more than 50 percent of the buildings located within 500 feet on each side of the proposed site, on the same side of the street, do not observe the minimum applicable front yard setback.
- 4.3.2 Lots in more than 1 district. Where a lot lies in more than one district, the provisions of the less restrictive district may be applied for a distance of not over 25 feet into the more restrictive district provided that such lot has frontage on a street in the less restrictive district and access solely there from.
- 4.3.3 Lots on narrow streets. Where lots front on a street right-of-way less than 50 feet in width, the front yard setback required by the provisions of these regulations shall be increased by one half the difference between 50 feet and the actual right-of-way width of the street.

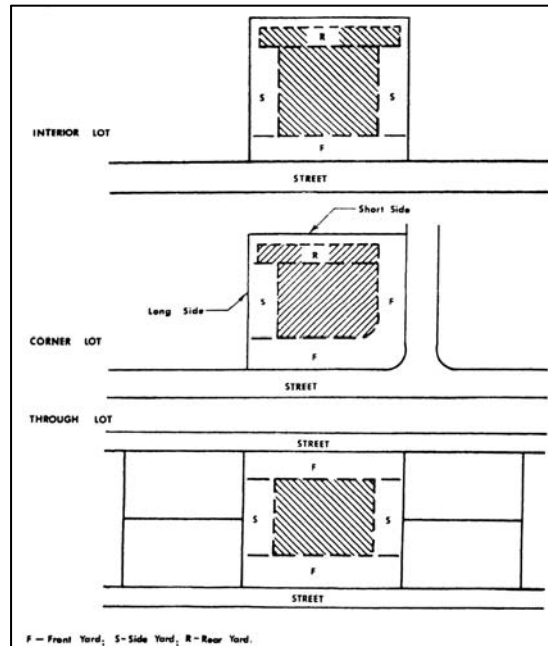
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- 4.3.4 New street lines. Where a new street line has been established, the Commission may require an additional front yard setback not to exceed a total of 65 feet where the Commission finds that future traffic conditions may require street widening.
- 4.3.5 Through lots. On any through lot there shall be, on all streets, a building setback equal in depth to the applicable front yard requirements and all other yards shall be deemed to be side yards.
- 4.3.6 Corner lots. On any corner lot there shall be, on all streets, a building setback line equal in depth to the applicable front yard requirements. The yard opposite the smaller front yard shall be deemed to be a rear yard and the other, or others, side yards.
- 4.3.7 Typical accessory uses locations:



- 4.3.8 Corner visibility. On a corner lot in any street no fence, wall, hedge or other structure or planting more than three feet in height shall be erected, placed or maintained within the triangular area formed by the intersecting street lines and a straight line adjoining said street lines at points which are 50 feet distant from the point of intersection, measured along said street lines.
- 4.3.9 Projections into yards. Nothing in these regulations shall prohibit the projection of not more than one foot into any required yard or open space of pilasters, belt courses, sills, cornices or similar architectural features.
- 4.3.10 Height limitations. Spires, cupolas, towers, chimneys, flagpoles, penthouses, ventilators, tanks and similar features occupying in the aggregate not more than ten percent of the building area, and not used for human occupancy, may be erected to a reasonable and necessary height.
- 4.3.11 Minimum lot areas required where public or state-approved water and sewerage systems not available. Notwithstanding the minimum lot areas specified for each zoning district in sections 1.1 or 2.1, the following minimum lot areas shall be required, as recommended by the state department of health:
- .1 Where no public or state-approved sewerage and water systems are available, a residential lot shall have a minimum lot area of 40,000 square feet, and
 - .2 Where a public or state-approved water system is available, but a public or state-approved sewerage system is not, a residential lot shall have a minimum lot area of 20,000 square feet.
- 4.3.12 Rear lots. A rear lot is permitted in a R-20, R-40 or R-80 district, provided the following items are complied with:
- .1 The lot must be a minimum of twice the lot size that is required in the district in the zone in which it is located, excluding the driveway area. The lot area shall be calculated at the point that the lot meets the lot width requirement.
 - .2 The lot is accessible from an approved city street over a private driveway.
 - .3 Other dimensional requirements within the district are to be complied with.

- 4.6.3 No driveway shall exceed 8 percent grade unless paved with bituminous concrete or any alternate acceptable to the director of public works.
- 4.6.4 Permit for driveway shall be obtained from the Director of Public Works.
- 4.7 Handicap Ramps.**
- 4.7.1 Nothing in Appendix A, Zoning, of the Code of Ordinances of Norwich, Connecticut shall prohibit the extension or projection of wheelchair or other access to a dwelling or structure into any yard required by the Schedule of Lot and Building Requirements set forth in sections 1.1 and 2.1 so long as said wheelchair or handicap access is constructed in accordance with all federal, state and municipal requirements, and provided safe ingress and egress to the site and dwelling or structure are maintained and no parking required in connection with the use of the dwelling or structure is eliminated.
- 4.7.2 Any wheelchair or other handicap access shall be required to be constructed so as to minimally invade any front yard, side yard or rear yard required under the bulk requirements set forth in sections 1.1 and 2.1 while maintaining required design and construction specifications.
- 4.8 Nonconforming Buildings and Uses.**
- Any nonconforming use of a building or lot lawfully existing at the effective date of these regulations or of any amendments thereto may be continued and any building so existing which was designed, arranged, intended for or devoted to a nonconforming use may be reconstructed and structurally altered, and the nonconforming uses therein changed subject to the following regulations:
- 4.8.1 Strengthening and restoration. Nothing in these regulations shall prevent the strengthening or restoring to a safe condition of any portion of a building or structure declared unsafe by a proper authority.
- 4.8.2 Extension. A nonconforming use may be extended to another part of a building designed for such use but not at the expense of a conforming use.
- 4.8.3 Change to conforming use. No building devoted to a nonconforming use shall be enlarged or extended unless the use therein is changed to a conforming use. Once a nonconforming use has been converted to a conforming use, it may not revert to a nonconforming use.
- 4.8.4 Change to a less nonconforming use. By Special Permit, the Commission may allow a change from an existing non-conforming use to another use of like or similar character, provided that the degree of existing non-conformity is not expanded by the new use.
- 4.8.5 Alterations. Structural alterations which do not materially alter the characteristics or exterior appearance of any nonconforming building may be permitted, provided the total costs of such alterations do not exceed 50 percent of the assessed valuation of such building at the time it becomes nonconforming, unless the use thereof is changed to a conforming use.
- 4.8.6 Uses With Nonconforming Parking and Loading. See section 5.1.16.
- 4.8.7 Reconstruction. When a building in which there is a nonconforming use is damaged by fire, collapse, explosion, act of God or act of the public enemy, it may be reconstructed, repaired or rebuilt only to its previous floor area and cubical content. Any such reconstruction, if located within the floodplain, shall be subject to the provisions of section 3.4 of these regulations.
- 4.8.8 Abandonment.
- .1 Any non-conforming use which has been abandoned shall not thereafter be reestablished, and such structure or property shall not again be devoted to the original non-conforming use. The term abandonment shall mean the voluntary discontinuance of a use, including but not limited to, an intent not to reestablish such use by the owner.
 - .2 Any one of the following shall constitute prima-facie evidence of permanent intent-to-abandon, which prima-facie evidence may be rebutted by the owner:
 - .1 Approval of a site plan application or Special Permit which changes, reduces or eliminates the overall non-conformity of the use, structure or property.
 - .2 Intentional discontinuance of the non-conforming use for 12 consecutive months, or for a total of 18 months during any 3-year period.
 - .3 Shorter, temporary interruptions or suspensions of a nonconforming use, with or without substitution of a conforming use, do not terminate the right to resume such non-conforming use.

- 4.9 Construction Approved Prior to Ordinance.**
Nothing herein contained shall require any change in plans, construction or designated use of a building for which a building permit has been issued, provided the entire building shall be completed according to such plans as filed within two years from the date of the adoption of these regulations, except as otherwise provided by the General Statutes of Connecticut.
- 4.10 Building Expansion.**
No building which does not conform to the requirements of these regulations regarding building height limit, area and width of lot, percentage of lot coverage and required yards shall be enlarged unless such enlarged portion conforms to the regulations applying to the applicable district; except that vertical and lateral extensions of existing buildings shall be permitted so long as any lateral extension or extensions do not extend beyond the outmost dimensions of the existing structure.
- 4.11 Unlawful Use Not Authorized.**
Nothing in these regulations shall be construed as authorization for or approval of the continuance of the use of a building or lot in violation of the zoning ordinance in effect at that time.
- 4.12 Certificate of Zoning Compliance.**
No use of land or buildings, the use of or area or construction of which has been changed, extended, enlarged or altered after the adoption of these regulations, shall be occupied or used in whole or in part until a certificate of occupancy shall have been issued showing compliance with the provisions of these regulations.
- 4.13 District Changes.**
Whenever the boundaries of a district shall be changed so as to transfer an area from one district to another district of a different classification, the foregoing provisions shall also apply to any non-conforming uses existing therein.

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4.14 Accessory Buildings.

- 4.14.1 Except as hereinafter specifically provided for, buildings accessory to a permitted farm or agricultural use and detached accessory buildings not used for human habitation shall be located not nearer than ten feet to any lot line when located in the rear yard, and shall otherwise observe all front and side yard requirements.
- 4.14.2 Accessory building on through lots. No accessory buildings shall be located in any required yard.
- 4.14.3 Time of erecting accessory building. No accessory building shall be erected prior to the erection of the principal building on the lot except that this provision shall not prohibit the completion and occupancy of an accessory building before the completion of the principal building then under construction on the same lot.
- 4.14.4 When accessory building part of principal building. A building attached to a principal building by a roofed structure at least three feet wide shall be considered as an integral part of the principal building.

4.15 Fences.

The yard requirements of these regulations shall not be deemed to prohibit any wall or fence provided that no wall or fence shall exceed six feet in height above the finished grade for any required yard nor be located nearer than six inches to any lot line, subject to the limitation of section 4.15 hereof. See also the Connecticut Coastal Management Act, Chapter 444 of the Connecticut General Statutes.

4.16 Swimming Pools.

Swimming pools may be installed in any district as an accessory use. When such use is accessory to a dwelling, it shall be installed in the rear or side yard of the lot, if located outside the dwelling

4.17 Prohibited Uses.

The following uses are prohibited in all zoning districts:

- 4.17.1 Garbage and refuse incinerations not originating on the lot of a principal building except by the City of Norwich.
- 4.17.2 The distillation of bones, rendering of fat or reduction of animal matter.
- 4.17.3 Oil refining.
- 4.17.4 Slaughterhouses, stockyards or feeding pens.
- 4.17.5 Storage or treatment of ash or other similar material causing dust.
- 4.17.6 Any use that is dangerous by reason of fire or explosion hazard, injurious, noxious or detrimental to the community or neighborhood by reason of the emission of dust, odor, fumes, smoke, wastes, refuse matter, noise, vibration, or because of any other objectionable feature that is offensive to an extent equal to or greater than the enumerated permitted uses, special uses or Special Permits in the applicable zoning district.

CHAPTER 5 BASIC STANDARDS

5.1 Off-street parking.

5.1.1 Purpose.

- .1 This section is intended to provide adequate parking and loading facilities to serve all existing and proposed uses and activities. It is the goal of this section to assure that parking spaces and loading spaces are provided off the street in such number and location and with suitable design and construction to accommodate the motor vehicles of all persons normally using or visiting a use, building or other structure at any one time.
- .2 It is the goal of the Norwich Commission on the City Plan to weigh the need for parking against the potential impact of stormwater from impervious surfaces required for off street parking.

5.1.2 Applicability. These parking standards shall apply to any development in Norwich.

5.1.3 Required off-street parking and loading facilities.

- .1 Bicycle parking and racks.
 - .1 Bicycle parking facilities shall be provided as part of new multi-family developments of 4 dwelling units or more, new retail, office and institutional developments greater than 10,000 square feet, and all transit transfer stations and park-and-ride lots.
 - .2 Bicycle parking requirements shall apply to new construction, changes of use, or substantial improvement.
 - .3 Bicycle parking spaces shall:
 - (i) Provide a convenient place to lock a bicycle, and shall be at least 6 feet long, two 2 feet wide, and shall provide at least 7 feet of vertical clearance, unless a bicycle locker is provided;
 - (ii) Be capable of locking the bicycle and supporting the bicycle in an upright position and
 - (iii) Be securely anchored to a supporting surface.
 - .4 Bicycle parking shall not interfere with pedestrian circulation and shall be separated from automobile parking.
 - .5 For any use where bicycle parking is required, if the vehicular parking is covered or partly covered the bicycle parking will be covered at the same ratio.
 - .6 Bicycle racks shall be located at each main building entrance, and placed in an area that is highly visible.
- .2 Motor vehicles. The following chart specifies the minimum parking requirement for each land use. Parking shall be located on the same lot as the use it serves unless the Commission approves off-site parking as part of a site plan or Special Permit application in accordance with these Regulations.

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USE/ACTIVITY SERVED ^A	MINIMUM PARKING SPACES REQUIRED	LOADING SPACES
RESIDENTIAL USES		
Accessory apartment	1 space per unit, plus spaces required for the principal unit	
Elderly housing	1 space per unit	
Home-based Business	1 space per visitor / client at peak + 1 space per employee at peak	
Multi-family dwellings	Efficiency and 1 bedroom unit: 0.75 spaces per unit 2+ bedrooms: 1.5 spaces per unit	1 off-street loading space per 40,000 sq. ft. of building area
Rooms for rent (let) / Bed and breakfast	1 additional space per guest bedroom or rooming unit	
Single-family dwelling	2 spaces per unit	
Two-family dwelling	2 spaces per unit	

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USE/ACTIVITY SERVED ^A	PARKING SPACES REQUIRED (PER SF OF GFA ^D)		LOADING SPACES (PER SF OF GFA ^D)
	MINIMUM	MAXIMUM	
BUSINESS USES			
OFFICES			
Medical & dental offices, veterinary hospitals	1 space per 165 SF		
Other offices	1 space per 200 SF		
Public financial institution Area with teller windows	1 space per 165 SF		
INDUSTRIAL			
Warehouse, wholesale business, terminals and distributors	1 space per 750 SF or 1.1 space per employee, whichever is greater		1 off-street loading space for each 40,000 SF, or fraction thereof, excluding basements
Research laboratories	1 space per 400 SF or 1.1 space per employee, whichever is greater		
Manufacturing, processing and assembling plants	1 space per 500 SF or 1.1 space per employee, whichever is greater		
Data centers	1 space per 500 SF		
SALES			
Retail stores	1 space per 250 SF	1 space per 150 SF	1 off-street loading space for each 40,000 SF, or fraction thereof, excluding basements
Shopping center ^B (4+ retail stores, or > 100,000 sf)	1 space per 300 SF	1 space per 200 SF	
OTHER USES			
Restaurant	1 space per 75 SF patron floor area		
Hotels / inns	1.2 spaces per sleeping room		1 off-street loading space for each 40,000 sq. ft. of gross floor area, or fraction thereof, excluding basements
Hospitals and skilled nursing homes	1 space per 3 beds plus 1 per employee on largest shift		
Motor vehicle service and repair garages	10 spaces plus 5 for each garage bay in excess of 2		

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USE/ACTIVITY SERVED ^A	PARKING SPACES REQUIRED (PER SF OF GFA ^D)		LOADING SPACES (PER SF OF GFA ^D)
	MINIMUM	MAXIMUM	
BUSINESS USES			
Motor vehicle refueling station and car washing facilities	2 spaces		One (1) off-street loading space
Funeral homes	15 spaces per chapel or viewing room		
Bowling alleys	5 spaces per alley		
Marinas and slip basins	0.5 space per occupied boat mooring		
Churches and places of worship, theaters, assembly halls, stadia, and social clubs	1 space per 4 seats of total seating capacity		
Group day care homes and day care centers	1 space per employee plus 1 space for every 6 children enrolled		
Self-storage	1 space per 600 square feet of office space and 2 spaces per 100 units		

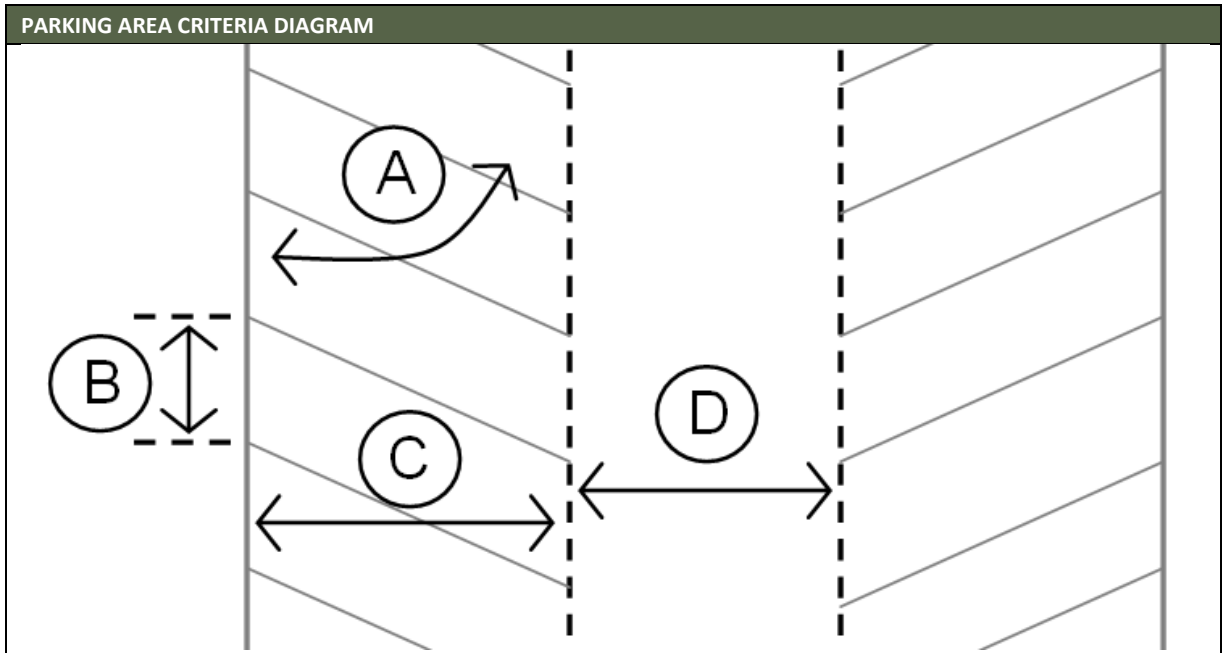
TABLE NOTES

- A. Other uses not covered in this section. The Commission shall determine the number of parking spaces required based on the requirements applicable to comparable uses, reliable documentation provided by the applicant or others and / or national standards.
- B. Shopping center. The parking requirements for a Shopping Center shall be computed on the basis of the overall "gross floor area" built therein, without regard to the specific use of each store, bay, or other leasable unit contained therein.
- C. SF= square feet
- D. GFA = gross floor area

.3 Handicapped Parking

- .1 Parking spaces for handicapped persons shall be required in accordance with CGS § 14-253a and the Connecticut Building Code, with regard to location, size, marking, signage, and required number of handicapped accessible spaces based on use and size of parking lot.
- .2 Parking spaces for the handicapped shall be as close as possible to a building entrance or walkway leading directly to a building entrance and shall be adjacent to curb cuts or other unobstructed methods permitting sidewalk access to a handicapped person.
- .3 Van Parking. Where handicapped accessibility is required, a minimum of 1 van parking space shall be provided, and additional van spaces shall be provided at a rate of 1 van space for every 6 handicapped accessible parking spaces required. The van parking space shall be of such size as to accommodate a van designed for wheelchair elevation and transport. Each public parking garage or terminal shall have a minimum of two van- accessible parking spaces complying with this section.
- .4 Chelsea Central District. The required off-street parking and loading facilities for motor vehicles (Section 5.1.3.2) do not apply for existing buildings in the Chelsea Central District.

5.1.4 Dimensions of parking space. Required off-street parking spaces and aisles shall be installed and maintained as follows:



PARKING AREA CRITERIA TABLE	A - PARKING ANGLE				
	PARALLEL 0°	30°	45°	60°	PERPENDICULAR 90°
B – STALL WIDTH	20'-0"	18'-0"	12'-9"	10'-5"	180 square feet (9'x20' or 10'x18')
C - STALL DEPTH	22'-0"	16'-6"	19'-10"	20'-0"	
D - VEHICULAR AISLE WIDTH – TWO-WAY CIRCULATION	24'-0"	24'-0"	24'-0"	24'-0"	24'-0"
D - VEHICULAR AISLE WIDTH – ONE-WAY CIRCULATION	12'-0"	12'-0"	13'-0"	18'-0"	24'-0"

5.1.5 Dimensions of loading berth. A required loading space shall not be less than ten feet wide, 25 feet long, and 15 feet high, exclusive of access.

5.1.6 Location of parking facilities. Required parking facilities shall be provided on the same lot as the building they serve or on a lot within 600 feet from such building.

5.1.7 Common / shared spaces.

.1 Nothing in this section shall be deemed to prohibit a cooperative action on the part of any group designed to provide in common the parking spaces required for the individual members of the group, provided that the area or a sufficient portion thereof, is located within 600 feet of the building which it serves.

.2 Access. Common spaces of two or more parking facilities on adjoining lots, if designed for use as a single parking area, may use the same means of access.

5.1.8 Mixed uses. In the case of mixed uses, the parking facilities required shall be the sum of the requirements for the various uses, computed separately. The Commission may modify this requirement based upon parking demands for different uses at different times.

5.1.9 Fractions of spaces. When the number of calculated parking spaces results in the requirements of a fractional space, any fraction under one-half may be disregarded, and any fraction over the one-half shall be construed as requiring a full space.

5.1.10 Municipal parking facilities. Subject to a special permit and site plan review, the Commission may waive the minimum off-street parking requirements for any commercial or industrial use hereafter

constructed, reconstructed, or enlarged if said use can be reasonably served by an existing off-street municipal parking facility.

- .1 The Commission shall refer said application to the city parking commission who shall review and to the commission within 30 days as to the adequacy of the existing off-street municipal parking facility for handling the contemplated additional users at the time of application.
- .2 Subject to a favorable review from the city parking commission, the minimum required off-street parking spaces for the use in question may be reduced by the Commission on the City Plan in accordance with the following schedule:

WALKING DISTANCE*	REDUCTION FACTOR (PERCENT)
0 – 250 feet	100
251 – 500 feet	75
500 – 600 feet	50
Over 600 feet	0

TABLE NOTES

*The walking distance shall be measured in straight lines along public right-of-way or established pedestrian access ways extending between the nearest entrance of the proposed building and the nearest vehicular or pedestrian entrance to the existing off-street municipal parking facility.

5.1.11 Parking lot layout. All off-street parking and loading facilities shall be designed with appropriate means of vehicular access to a street as well as maneuvering areas. Detailed plans shall be submitted to the city director of public works and where appropriate to the state highway department for approval of all curb cuts or driveway openings before a permit may be obtained therefor.

- .1 All parking spaces, loading facilities and access roadways shall have adequate all-weather surfacing treated to inhibit dust, adequate drainage, and shall allow free and safe movement of all vehicles customarily using the facility.
- .2 Any parking area designed for three or more vehicles located adjacent to any public sidewalk or area reserved for a public sidewalk shall be separated from such sidewalk or reserved area by a suitable barrier so placed as to prevent the encroachment or parking of vehicles on such public sidewalk or reserved area.
- .3 The light, including illuminated signs, on any parking area or driveway shall be located and arranged to reflect away from residential areas and public streets.
- .4 Pedestrian safety. All off-street parking areas shall be designed to provide for the safe and convenient movement of pedestrians through such areas.

5.1.12 Parking lot construction. Parking layout construction shall be in accordance with the following parking specifications:

- .1 Parking Surface. The parking surface shall be treated with bituminous pavement products unless the Commission approves an alternative surface.
- .2 Alternative Parking Surface.
 - .1 The Commission may allow an alternate surface if the use is a low traffic generator and the Commission is satisfied with the maintenance provisions.
 - .2 Use of porous pavement, specially designed brick or block should be considered to increase on-site water retention for plant material and groundwater recharge and to reduce problems related to runoff.

5.1.13 Landscaping. Parking lots in commercial and industrial districts shall have, in addition to required landscaped buffer strips, at least 18 square feet of green space, seeded to grass and planted with trees and shrubs, within the parking lot, for each parking space. In all parking lots of more than 50 spaces, a landscaped divider strip at least 6 feet wide planted to trees and evergreen shrubs, shall be provided not more than 150 feet on center.

5.1.14 Deferred Installation. With respect to the installation of parking spaces required by this Section, the Commission may, upon request by any property owner or other applicant, defer the immediate installation of a portion of the required number of parking spaces upon the following conditions:

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- .1 That the parking plan submitted to the Commission show the layout for the full parking requirement and identify those spaces for which deferral of immediate installation is requested;
- .2 That the Commission find the reduced number of parking proposed to be installed will adequately serve the proposed development;
- .3 That the owner file with the Commission, and note on the parking plan, an agreement obligating the owner, his heirs or successors and assigns to install such remaining parking spaces within 6 months after the date of any request by the Commission to do so; and that such agreement be incorporated by reference as a condition of any Special Permit, the parking for which is affected by this subparagraph, and be so recited in the document evidencing such Special Permit recorded on the land records.

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5.1.15 Existing off-street parking and loading facilities.

- .1 Where, as of the effective date of this Section, off-street parking facilities and off-street loading spaces are provided conforming in whole or in part to the provisions of this section, such off-street parking facilities and off-street loading spaces shall not be altered or reduced in area below the requirements set forth herein.
- .2 In the event, however, that there shall be an enlargement or alteration of any building served by such off-street parking facilities or off-street loading spaces or a new or changed use of the property requiring additional off-street parking facilities or off-street loading spaces under the provisions of this section, such additional off-street parking facilities or off-street loading spaces shall be provided as required herein.

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5.1.16 Uses with nonconforming parking. A legally-established use of a lot which does not meet the requirements for vehicular parking, bicycle parking or loading area established by this section is nonconforming with respect to parking and loading and shall be governed by the following:

- .1 Continuation. Uses which have nonconforming parking or loading may be continued indefinitely subject to the provisions of this section.
- .2 Enlargement or Intensification of Uses located in the CC district, or the Adaptive Reuse Overlay. Enlargement of any existing structure or use, or any change of occupancy or manner of operation that would increase the number of parking, loading or bicycle spaces required by 50% or more shall require improvements to parking layout, loading, circulation, lighting or landscaping, but no additional parking spaces shall be required.
- .3 Enlargement or Intensification of Uses in all other districts. Enlargement of any existing structure or use, or any change of occupancy or manner of operation that would increase the number of parking, loading or bicycle spaces required shall require improvements to parking layout, loading, circulation, lighting or landscaping. Additional parking spaces shall also be required for the enlargement or change. Where numbers of parking spaces for the existing structure or use are deficient, additional parking spaces may also be required where feasible.
- .4 Change of Use in all districts. Any change in a use which requires more off-street parking and / or loading than the most recent legally-established use shall provide parking and/or loading in accordance with the current parking requirements for the changed use minus the number of parking spaces by which the previous use was legally deficient.
- .5 Determination of Improvements. Determination of the amount of parking improvements required to upgrade or improve existing parking conditions shall be made by the Director of Planning and Neighborhood Services.
- .6 Changes to Parking Area. Any changes to a parking area layout, loading area, circulation aisles, access, lighting or landscaping may only be changed when the change reduces or corrects an existing substandard condition. Any such proposed change must be approved by the city.
- .7 Process. Applicants proposing to change a parking area shall prepare a parking plan, which shall be reviewed and approved by the Director of Planning and Neighborhood Services prior to any modifications. The Director of Planning and Neighborhood Services may refer the plan to the Director of Public Works, or his/her appointee.

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5.1.17 Policing of Parking Spaces. Nothing contained in this section shall be construed to prohibit the owner or owners of the land on which such off-street parking facilities are located from policing the same and from forbidding the parking of motor vehicles thereon when the owner or user of such motor vehicle is not making use of the facilities, uses or buildings for which such parking area is provided.

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5.2 Signs

- 5.2.1 Procedure. After the adoption of these regulations as amended and except as otherwise provided herein, no person shall erect, structurally alter, or relocate any sign without first obtaining approval for a permit as required in each zoning district.
- 5.2.2 Measurement of sign area. The area of a sign shall be considered to be that of the smallest rectangle or triangle which encompasses all lettering, wording, design, or symbols. If attached to or located on a wall, the area of the sign shall include any background different from the balance of the wall if such background is designed as an integral part of and obviously related to the sign.
- .1 The area of a sign which is designed to be seen from more than 1 side shall be considered to be that of the aggregate of the largest rectangle or triangle which encompasses all lettering, wording, designs, or symbols together with any background on 1 side of the sign.
 - .2 The supports which affix a sign to the ground or to a building shall not be included in the area of the sign unless such supports are obviously designed to be part of the sign.
- 5.2.3 Sign location. Signs attached to buildings shall project no more than 36 inches from the face of the building unless otherwise outlined in these regulations.
- .1 A business sign permitted in any commercial or industrial district may be displayed on the front or sides of a building. No sign may be placed on the rear of a building that is located within a distance of 100 feet from a residence district unless it is shielded from view with a permanent physical barrier which is located within the same zone as the sign.
 - .2 Commercial and industrial buildings which abut and possess public entrance on more than one street shall be deemed to have more than one front and may display signs in accordance with section .1 above.
- 5.2.4 Height of sign. Ground business signs, including supports, and signs used in conjunction with or accessory to gasoline service stations, shall not exceed a height of 12 feet in a residence district, or 24 feet in a commercial or industrial district, above the surface of the ground where located. Signs attached to buildings shall project not more than ten feet above the top of the exterior wall or roof of such building (except that in an industrial district, a sign may project up to 10 feet above the top of the exterior wall of such building), provided the sign is not within 200 feet of the boundary of a residence district or street.
- 5.2.5 Illuminated and moving signs. A sign may be illuminated if the illumination is consistent in intensity and is confined to or directed to the surface of the sign. No flashing or intermittent illumination shall be permitted except signs indicating time and / or temperature by means of white, intermittent lighting, provided the longest dimension of such a sign does not exceed 5 feet.
- .1 No sign or any part thereof shall be permitted to be mechanically rotated or moved except traditional signs of barber shops, provided the longest dimension of such signs does not exceed three feet.
 - .2 The light sources of signs shall be so designed and shielded that it will not create a glare, except that signs with exposed neon or fluorescent tubes shall be permitted in all commercial and industrial districts.
- 5.2.6 Construction of signs. All signs shall be constructed of sound weatherproof materials, firmly supported and maintained in good condition and repair. Permits for signs may be revoked by the zoning enforcement officer if such sign is not maintained in good condition.

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Signs in residence districts. Unless otherwise specified, one sign per lot shall be allowed in residence districts and shall be located at least 20 feet back of the street line. The following signs shall be allowed in all residence districts:

SIGN TYPE	DESCRIPTION
Permanent Sign	1 freestanding sign provided such sign may not exceed 12 square feet and an overall height of 6 feet.
Temporary Sign	1 freestanding sign provided such sign may not exceed 32 square feet and an overall height of 6 feet.

5.2.7 Signs allowed in business districts:

SIGN TYPE	DESCRIPTION		
	REQUIREMENTS	CC AND NC	OTHER ZONES
Free-Standing 	Permitted Number Maximum Size Maximum Height Above Ground Minimum Height Above Ground	1 for each three (3) acres of lot area 40 square feet 10 feet n/a	 300 square feet within street line setback; Outside street line setback up to 300 square feet 24 feet 10 feet
Building Mounted 	Size Determination Increased Size Provision Maximum Extension from Wall Maximum Height Setback from property line Notes: <ul style="list-style-type: none"> Signs attached to a wall of a building plus signs mounted to the roof of a building and designed to viewed from the same side of the building as such wall sign shall not have an aggregate area greater than 1.5 square feet for each horizontal foot of such wall. There are no restrictions on the number of wall signs. 	2 square feet per linear foot of wall For each 5 feet of setback beyond the street line, an additional 5 percent of sign area shall be permitted but in no case shall the square footage of such sign exceed 3 times the lineal frontage of the building. 12 inches 8 feet of vertical clearance from the sidewalk 4 feet above top of wall of a building Signs mounted flush to the wall may project into the area required for setbacks provided the sign does not project more than 12 inches from the wall of the building it is mounted on	 12 inches
Projecting 	Permitted Number Maximum Size Maximum Projection from Wall Setback from Property line	1.5 square feet per linear foot of wall 6 square feet Not more than 4 feet provided the projection does not occur within 8 feet of vertical clearance of the ground Projecting signs may project into the area required for setbacks provided the sign does not project more than 12 inches from the wall of the building it is mounted on	 12 square feet

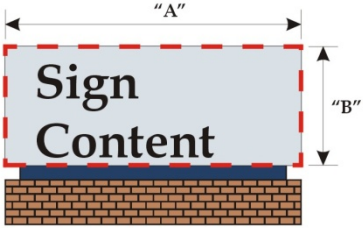
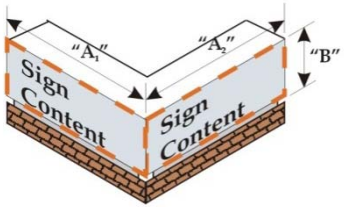
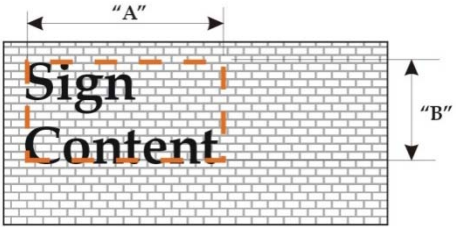
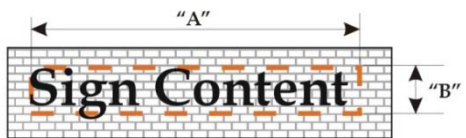
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SIGN TYPE	DESCRIPTION		
	REQUIREMENTS	CC AND NC	OTHER ZONES
Temporary / Special Event	Permitted Number	Any number of signs, provided the total amount of sign face does not exceed 50 SF	Any number of signs, provided the total amount of sign face does not exceed 100 SF
	Maximum Size (any 1 sign)	32 SF	32 SF
	Maximum Duration	60 days in any calendar year Special advertising devices for new businesses such as banners, pennants and streamers are permitted for not more than 30 days.	
Off-premises (billboards)	Permitted Number	0	1, where authorized in the zone
	Maximum Size	n/a	500 SF
	Maximum Height	n/a	24'
Variable message and electronic variable message boards	Must comply with off-premises sign requirements.		

5.2.8 Signs within the Chelsea Central district (CC). In order to enhance the aesthetic value of the Chelsea Central district and encourage harmonious and creative development of signs within the CC, the following criteria shall apply to all signs within the CC.

- .1 Perpendicular signs may be attached to a building provided that the base of the sign is a minimum of eight feet from the ground level and shall not extend above the sill of windows on the second floor (this does not include braces necessary for the attachment of the sign to the building). Such signs shall be located not less than 12 inches from the face of the building, and all such signs shall be double-faced. No such sign shall exceed 30 square feet in area per side and shall not extend beyond six feet from the building.
- .2 Awnings and canopies are permitted within the CC provided they are ground supported and / or adequately secured to the building. An awning or canopy shall be a minimum of eight feet to ground level so as not to obstruct pedestrian access along the sidewalk and shall not exceed beyond the curb line of the sidewalk.
- .3 Painted murals are permitted provided approval is obtained by the Director of Planning and Neighborhood Services.
- .4 Neon signs. Neon signs are permitted, provided they are in compliance with the maximum sign size requirements in these regulations.
- .5 The Director of Planning and Neighborhood Services shall approve the design of all signage prior to the issuance of a zoning permit by the zoning enforcement officer. Items to be considered for review are as follows:
 - .1 Materials used shall be durable. Wood-carved signs are preferable.
 - .2 Color schemes should be harmonious to the Chelsea central district. Historic color schemes are recommended but not required.
 - .3 Architectural design and details of building shall be considered in location of the sign on the building.
 - .4 Letter size shall be proportionate to the sign frieze and the building facade; in general the size of the letters should not exceed 18 inches in height.

- 5.2.9 Multi-Tenant Sign Program. Multiple tenant commercial and industrial buildings shall submit a sign program to the Director of Planning and Neighborhood Services for approval before permits for new signs are issued at the property.
- .1 Program Scope. Such sign program shall address size, materials, placement, illumination, and other information as may be required for the Commission to evaluate all attached and detached signs which may be installed on a given site.
 - .2 Approved Program. Such approved sign program shall guide the owner, tenants, Commission, and Zoning Enforcement Officer in the application for and issuance of any permits required by these Regulations.
 - .3 Existing Sites. A Multi-Tenant Sign Program is required when a property owner can not demonstrate compliance with the standards listed above.
 - .4 Modifications to existing signs and temporary signs shall be reviewed and approved by the Commission's staff unless said staff believes the proposal needs to be referred to the Commission for their action.
 - .5 No sign shall be erected, relocated, or altered, except for normal maintenance, without the proper permits being issued by the Commission or its staff.
- 5.2.10 Illustration of sign types.

SIGN ILLUSTRATIONS	
Sign with Background Panel	Sign With Multiple Faces
 <p>Sign Area = "A" x "B"</p>	 <p>Sign Area = ("A₁" x "B") + ("A₂" x "B")</p>
Sign With No background or Panel (letters on building wall)	Sign with No Background or Panel (letters on stone wall)
 <p>Sign Area = "A" x "B"</p>	 <p>Sign Area = "A" x "B"</p>

- 5.2.11 Prohibited Signs.
- Prohibited signs. The prohibitions contained in this section shall apply to all signs, all artificial lighting and all districts regardless of designation.
- .1 No sign or other object shall be erected, used or maintained which in any way causes obstruction of official, directional or warning signs to be erected or maintained by the state or municipality or by any railroad or public utility or similar agency concerned with the protection of the public health or safety.
 - .2 No sign shall be erected or maintained at the intersection of streets in such a manner as to obstruct free and clear vision of the intersection.
 - .3 Any sign which uses a series of 2 or more freestanding signs placed in a line parallel to a street, or in similar fashion, is prohibited.

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- .4 In no event shall an illuminated sign or lighting device be so placed or directed so as to permit the beams and illumination there from to be directed or beamed upon a public street, highway, sidewalk or adjacent lot so as to cause glare or reflection that may constitute a traffic hazard or nuisance.
- .5 In addition, the following types of signs are prohibited:

SIGN TYPE	DESCRIPTION
Portable	Sandwich board, A-frame signs and mobile reader board signs which are moveable and not permanently attached to a structure or ground.
Banners, pennants, balloons, aerial and inflatable devices	A temporary sign (banner) made of material that can be easily folded or rolled, not specifically authorized in these regulations.
	A balloon or other airborne flotation device which is tethered to the ground or to a building or other structure.
	A sign (pennant) with or without a logo made of flexible materials suspended from one or two corners, used in combination with other such signs to create the impression of a line.
	A sign (inflatable) that is either expanded to its full dimensions or supported by gases contained within the sign, or sign parts, at a pressure greater than atmospheric pressure.

- 5.2.12 Nonconforming signs. A nonconforming sign, once removed, shall not be replaced except in accordance with the provisions of these regulations.
- 5.2.13 Conflict. Where there is a conflict between the provisions of these regulations and any building code regulations, the more restrictive provision shall apply.

5.3 Landscaping

- 5.3.1 Buffer screening of commercial and industrial districts.
- .1 Where any lot or part thereof in a commercial or industrial district adjoins or fronts on a street opposite a residential district, a landscaped buffer strip 50 feet wide shall extend the length of such district boundaries and / or street frontage of which 12 feet in width shall be planted to evergreen shrubs and trees at least six feet high, of a density sufficient to obscure lights and other visually objectionable items, satisfactory to the Commission as will safeguard the residential character of the adjoining properties.
 - .2 The Commission may reduce the requirements for part of such landscaped buffer strip, where topography, permanent natural features, public lands or building design accomplish the purpose of separation and screening of commercial and industrial districts from residential districts. In no case shall the landscaped buffer strip be reduced to less than 20 feet.
 - .3 Where a building exceeds 25 feet in height, an additional one foot of landscaped buffer strip shall be required for each additional foot of building height in excess of 25 feet.
 - .4 Where any lot or part thereof abuts on a major water course, the landscaped buffer strip 50 feet wide, as described above, shall be provided adjacent to such major water course in addition to any required side or rear yards. Said 50-foot buffer may be reduced in the waterfront development (WD) district if permanent public access to and along a waterfront is provided in the form of an easement at least ten feet wide.
- 5.3.2 Maintenance of buffer strips and recreation areas. Failure to maintain any required landscaped buffer strip or usable recreation area, or improvements thereon, shall constitute a violation of the provisions of these regulations.

5.4 Erosion, Sediment, and Stormwater Runoff Control Plan.

- 5.4.1 When submission of plan required. A soil erosion, sediment, and stormwater runoff control plan shall be submitted for any development or redevelopment when the disturbed area of such development is cumulatively more than one-half acre. The purpose of this plan is to prevent or minimize water quality impacts during construction and to provide for the operation and maintenance of post-construction facilities.
- 5.4.2 Exemptions. A lot proposed to be developed for a single-family dwelling that is not part of a subdivision. This exemption is applicable to land disturbed solely for the development of the single-family dwelling and the necessary amenities such as septic systems at sites where the proposed land disturbance is less than 1 acre.
- 5.4.3 Activities requiring a soil erosion, sediment, and stormwater runoff control plan. Projects where site disturbance:
- .1 Is cumulatively more than ½ acre;
 - .2 Would result in excavation or filling involving 500 cubic yards or more of earth materials;
 - .3 Is within 100 feet of critical coastal resources; or
 - .4 Involves slopes greater than 15 percent.
 - .5 This plan may be incorporated into other documents associated with Site Plan and Special Permit applications.
- 5.4.4 Permit Requirement. If more than 500 cubic yards of material is to be disturbed, the soil erosion, sediment, and stormwater runoff control plan shall be certified by a professional engineer licensed in the State of Connecticut.
- .1 The applicant may request a waiver for certification by a professional engineer. The Commission shall determine if a waiver is acceptable based on the size and scope of the proposed development.
 - .2 Said plan shall then be submitted to and certified by the Commission on the City Plan.
 - .3 Where a site plan is not required and more than ½ acre of land will be disturbed, a soil erosion, sediment, and stormwater runoff control plan must be submitted to the Commission for certification.
 - .4 This includes all municipal projects that disturb over ½ acre of property.
- 5.4.5 Principles, methods and practices for certification. To be eligible for certification, a soil erosion, sediment, and stormwater runoff control plan shall contain proper provisions to adequately control accelerated erosion and sedimentation, prevent downstream flooding or sedimentation and reduce the danger from stormwater runoff on the proposed site based on the best available technology. Such principles, methods and practices necessary for certification are found in the "Connecticut Guidelines for Soil Erosion and Sediment Control," as amended. Alternative principles, methods and practices may be used with approval of the Commission. Both structural and non-structural post-construction facilities are acceptable, provided the facility serves the necessary purpose. In the event that structural stormwater management facilities are called for, the applicant will coordinate with the public works director to determine which facilities best serve the proposed development.
- 5.4.6 Plan requirements. Said soil erosion, sediment, and stormwater runoff control plan shall include, but not be limited to, the following:
- .1 A narrative describing:
 - .1 The development;
 - .2 The schedule for grading and construction activities including:
 - (i) Start and completion dates;
 - (ii) Sequence of grading and construction activities;
 - (iii) Sequence for installation and / or application of soil erosion and sediment control measures;
 - (iv) Sequence for final stabilization of the project site;
 - .3 The design criteria for proposed erosion and sediment control measures and post-construction stormwater management facilities. All structural stormwater management facilities, except for those facilities regulated by the Connecticut Department of Environmental Protection, shall be designed for the twenty-five-year storm and shall be designed to ensure non-erosive velocities of stormwater runoff. Any detention facility whose failure could cause significant damage or loss of life shall be regulated as a dam

- pursuant to CGS §§ 22a-401 through 22a-409. Copies of all stormwater runoff calculations shall be submitted with the plan.
- .4 The construction details for the proposed soil erosion and sediment control measures (and post-construction stormwater management facilities);
 - .5 The operations and maintenance program for proposed soil erosion and sediment control measures (and post-construction stormwater management facilities) shall provide for the periodic inspection no less than two times per year, removal of foreign materials from the system, silt removal (when needed to ensure that neither the storage volume nor the outlet capacity is reduced by more than twenty-five percent), and the general repairs to the facility. In addition, the submitted plan shall include:
 - (i) The proposed operating plan for the stormwater management facilities;
 - (ii) The proposed schedule of maintenance for the stormwater management facilities;
 - (iii) The person or organization responsible for said operation and maintenance.
 - .2 A site plan map at a sufficient scale (1:40) to show:
 - .1 Location of the proposed development and adjacent properties;
 - .2 The existing and proposed topographic conditions including soil types, wetlands, watercourses and water bodies;
 - .3 The existing structures on the project site, if any;
 - .4 The proposed area of alterations, including cleared, excavated, filled or graded areas and proposed structures, utilities, roads and, if applicable, new property lines;
 - .5 Location of and design details for all proposed soil erosion and sediment control measures (and post-construction stormwater management facilities);
 - .6 The sequence of grading and construction activities;
 - .7 The sequence of installation and / or application and maintenance of soil erosion control measures;
 - .8 The sequence for final stabilization of the development site.
 - .3 Any other information deemed necessary and appropriate by the Commission.
- 5.4.7 Minimum acceptable standards.
- .1 Plans for soil erosion, sediment, and stormwater runoff control shall be developed in accordance with these regulations using the principles as outlined in the current "Connecticut Guidelines for Soil Erosion and Sediment Control," as amended. Soil erosion, sediment, and stormwater runoff control plans shall result in a development that: minimizes erosion and sedimentation during construction, is stabilized and protected from erosion when completed, and does not cause off-site erosion and / or sedimentation.
 - .2 The minimum standards for individual measures are those in the "Connecticut Guidelines for Soil Erosion and Sediment Control," as amended. The Commission on the City Plan may grant exceptions when requested by the applicant if technically sound reasons are presented.
 - .3 The appropriate methods from the "Connecticut Guidelines for Soil Erosion and Sediment Control," as amended, shall be used in determining peak flow rates and volumes of runoff unless an alternative method is approved by the Commission on the City Plan.
- 5.4.8 Issuance or denial of certification.
- .1 The Commission on the City Plan shall either certify that the soil erosion, sediment, and stormwater runoff control plan, as filed, complies with the requirements and objectives of this regulation or deny certification when the development proposal does not comply with these regulations.
 - .2 Nothing in these regulations shall be construed as extending the time limits for the approval of any application under CGS Chapter 124, 124A or 126.
 - .3 Prior to certification, any plan submitted to the municipality may be reviewed by the county soil and water conservation district which may make recommendations concerning such plan, provided such review shall be completed within 30 days of the receipt of such plan.
 - .4 The Commission may forward a copy of the development proposal to the conservation commission or other review agency or consultant for review and comment.
- 5.4.9 Conditions relating to soil erosion and sediment control.
- .1 The estimated costs of measures required to control soil erosion and sedimentation, as specified in the certified plan, may be covered in a performance bond or other assurance acceptable to the Commission.

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- .2 Site development shall not begin unless the soil erosion, sediment, and stormwater runoff control plan is certified and those control measures and facilities in the plan scheduled for installation prior to site development are installed and functional.
- .3 Planned soil erosion and sediment control measures and facilities shall be installed as scheduled according to the certified plan.
- .4 All control measures and facilities shall be maintained in effective condition to ensure the compliance of the certified plan.

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5.4.10 Inspection. Inspections shall be made by the Commission or its designated agent(s) during and after development to ensure compliance with the certified plan and that control measures and facilities are properly performed or installed and maintained. If private land must be entered to inspect facilities, the designated agent, after showing proper credentials, shall not be refused access. The Commission may require the permittee to verify through progress reports that soil erosion and sediment control measures and facilities have been performed or installed according to the certified plan and are being operated and maintained in accordance with the certified plan.

3

.1 If during construction, said measures are found to be ineffective, the Commission or its designated agent shall notify the applicant in writing. All earth moving related work on site shall cease until a revised plan has been submitted and approved by the Commission or its designated agent.

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.2 If said measures and facilities are found to not be in compliance with the certified plan, the plan shall become invalid:

- .1 If construction has not yet been completed, all earth moving related work on site shall cease until the site is in compliance with the plan and any damage resulting from non-compliance has been repaired. If necessary, the Commission or its designated agent may issue a stop-work order until the site is in compliance with the plan.
- .2 If the construction has been completed, the responsible party shall be served a notice of violation and will be given ten days to return the site to plan compliance. If, after 20 days, the responsible party has not returned the site to plan compliance, the city, or its designated agent, may perform the necessary corrective action and bill the responsible party for all associated costs.
- .3 If emergency action is required due to an imminent and substantial danger to public health, safety, welfare or natural resources, the city, or its designated agent, may perform any and all necessary work to bring the site into plan compliance. The responsible party will be billed for all costs associated with the emergency action.

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Also see Chapter 18.5 of the City Ordinances concerning excavations.

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5.5 Outdoor Lighting.

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5.5.1 Purpose. These Regulations provide standards for the responsible use of exterior lighting within the community- with regards to the lighting's effectiveness, energy efficiency and its impact to the residents, wildlife and to the environment.

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5.5.2 Applicability. The standards herein shall apply to all new and renovated exterior lighting where a Site Plan or Special Exception application is required. The standards herein will also apply to exterior lighting on city municipal buildings, facilities and structures and public parks.

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5.5.3 Exterior Lighting Use Standards. These requirements apply to all exterior light fixtures mounted on: buildings, signs, structures, poles, bollards, and ground surfaces.

- .1 To control glare and uplight. All exterior light fixtures that use a light source(s) rated at 900 lumens or higher must be
 - .1 a full cutoff type, or
 - .2 provide equivalent performance to full cutoff type through proper shielding, or mounting.
 - .3 Refer to Appendix for examples.
- .2 To control light trespass. All exterior light fixtures shall be mounted, installed or aimed so that no direct light is visible from within the property boundaries of all surrounding properties.
- .3 To control over-lighting. Refer to Appendix for illuminance level requirements for site lighting, listed by site size, type and lighting zone.

- .4 To limit sky glow and interference with nocturnal life and bird migration. Decorative uplighting is prohibited. This prohibition includes exterior lighting used to uplight trees, flora, building facades, commercial icons, statues and monuments. Uplighting of small scale signs is permitted with limitations – see Sign Lighting.
 - .5 To promote visibility and boater safety along waterways. All exterior light fixtures installed adjacent to city waterways shall be mounted, installed or aimed so that, to the greatest extent possible, no direct light is visible from the waterway.
 - .6 To promote energy conservation. All non-essential exterior lighting shall be required to be turned off after business hours, leaving only lighting deemed essential for building security. (“Non-essential” can apply to: display, aesthetic, parking and sign lighting)
 - .7 Pole-mounted lighting requirements. For all exterior light fixtures mounted on poles within a site: the height of the pole shall be limited to the highest elevation where it does not produce direct light into properties adjacent to the site.
- 5.5.4 Other Lighting Use Standards.
- .1 Lighting of Small Scale Sign (less than 8 feet in height and less than 40 square feet in size.)
 - .1 For exterior signage illuminated by ground-mounted light fixtures:
 - (i) Limits: 2 fixtures per sign in Zone 1, 4 fixtures per sign in Zone 2
 - (ii) Each light source shall not exceed 900 lumens
 - (iii) All sign light fixtures must be shielded to:
 - (iv) Prevent direct light from shining into adjacent roadways and properties
 - (v) Contain the illumination, to the greatest extent possible, onto the sign surface area
 - .2 For internally lighted signs (back-lit signs). To reduce light trespass from the translucent sign surface, the sign shall consist of a dark colored background with light-colored lettering, logos or symbols.
 - .2 Lighting of Large Scale Sign (greater than eight feet in height or greater than 40 square feet in size.)
 - .1 For exterior signage illuminated by light fixtures. The sign surface shall be lit from the top of the sign and shine downward. All sign light fixtures must be shielded to:
 - (i) Prevent direct light from shining into adjacent roadways and properties,
 - (ii) Contain the illumination, to the greatest extent possible, onto the sign surface area.
 - .2 For internally lighted signs (back-lit signs). To reduce light trespass from the translucent sign surface, the sign shall consist of a dark colored background with light-colored lettering, logos or symbols
 - .3 Flag Lighting. Lighting to illuminate the American flag at night may be used (American flags only), provided the light fixture meets the following requirements: The light fixture:
 - .1 Is mounted at, or below ground level within a 7 foot radius of the pole,
 - .2 Is rated at no more than 7,000 lumens,
 - .3 Is designed to cast a narrow beam focused directly at the flag, and
 - .4 Is fully shielded to prevent glare or light trespass to surrounding areas.
 - .4 Outdoor Sports Lighting. Lighting used for outdoor sports fields and outdoor playing courts must be, to the greatest extent possible, contained to the field/court property area. All exterior light fixtures shall be shielded, installed or aimed so that no direct light is visible from within the property boundaries of all surrounding properties. All sport field / court lighting shall be turned off after use, or no later than 1 hour after the end of a sporting event.

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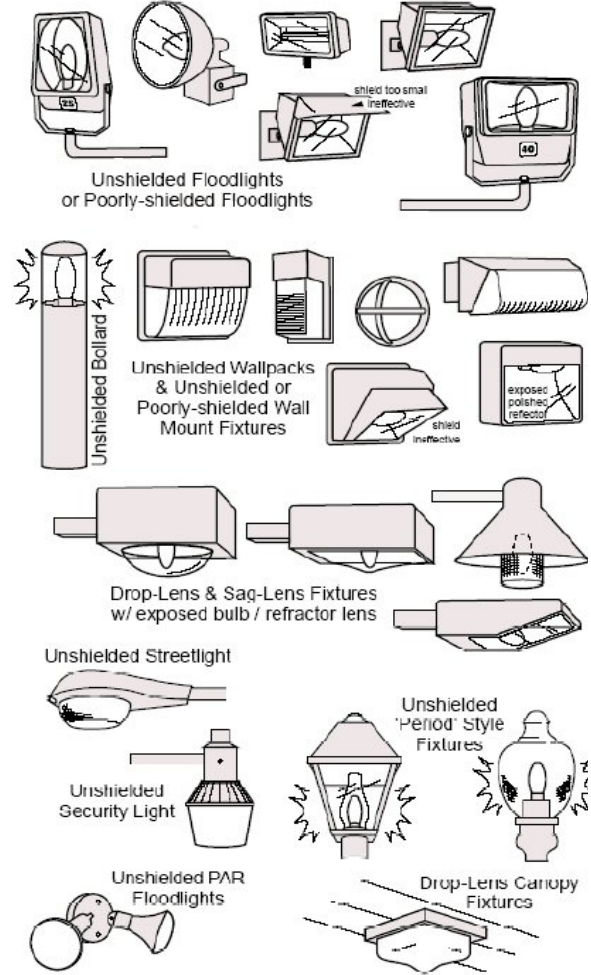
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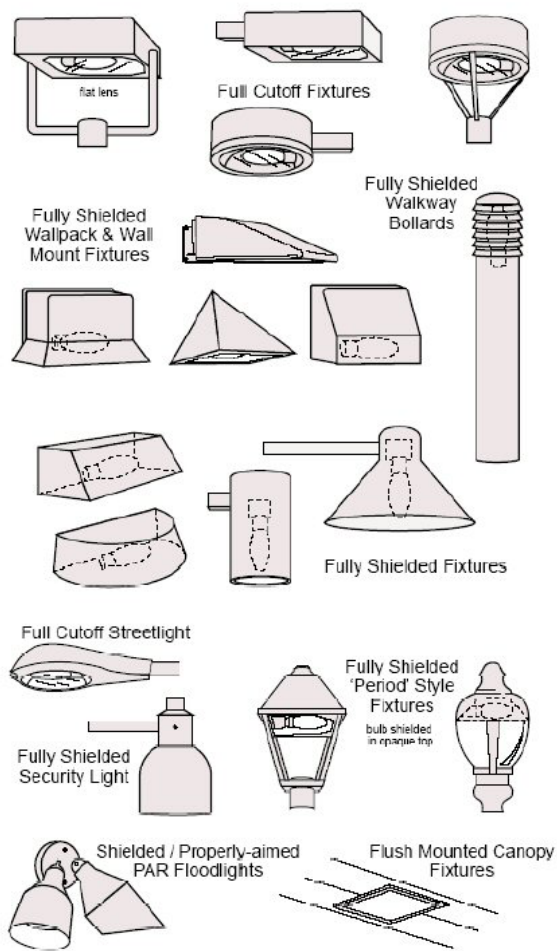
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LIGHT FIXTURE DIAGRAM

Fixtures Which Might Produce Glare or Light Trespass



Fixtures Which Might Not Produce Glare or Light Trespass



CHAPTER 6 USE REQUIREMENTS

6.1 Home-Based Businesses.

Where authorized, home-based businesses shall have the following additional requirements:

- 6.1.1 Home Office / Studio. The use of a residence for occasional business use (as part of employment typically occurring elsewhere) or a home-based business involving no non-residents employees and no regular visitors to the business. Nothing in these Regulations shall restrict the use of a residence by the occupant for business purposes where:
- .1 No business is conducted on the premises except by computer, mail, telephone or future communication technology.
 - .2 No persons other than members of the family are employed.
 - .3 No external evidence of the business is visible.
 - .4 No business signs are erected.
 - .5 No pedestrian or automobile traffic other than that which is normally generated by a residence.
- 6.1.2 Minor Home Occupation. The accessory use of a single-family dwelling as follows:
- .1 A "Minor Home Occupation" is a home-based business where such business is located on the same lot used by such person as his or her primary residence provided that:
 - .1 The area devoted to such accessory use (including storage of any supplies or materials) shall not exceed 25 percent of the total square footage of the dwelling (exclusive of garage, attic and basement);
 - .2 Not more than 1 nonresident person shall be employed on the premises;
 - .2 A "Minor Home Occupation" shall:
 - .1 Be conducted entirely within the principal dwelling by the resident occupant,
 - .2 Clearly be incidental and secondary to the use of the dwelling for living purposes,
 - .3 Not change the exterior residential appearance or character of the building or be noticeable from the exterior of the building,
 - .4 Not materially change the traffic characteristics of the neighborhood,
 - .5 Not have any outside storage or display of merchandise, equipment, or machinery relative to the use,
 - .6 Not include the keeping of stock in trade nor the sale or rental of any goods not produced within the premises,
 - .7 Not involve the display of signs or products in, on, or about the premises except for a sign as permitted by these Regulations,
 - .8 Not involve retail sales at the premises, and
- 6.1.3 Major Home Occupation. A "Major Home Occupation" is any home-based business that cannot or does not comply with the requirements of Section 6.1.2., provided it is an accessory to a single-family dwelling and does not exceed 50 percent of the single-family dwelling gross floor area. When a special permit is required for a Major Home Occupation, the applicant shall provide abutter notification in accordance with section 7.11.7.
- 6.1.4 For Minor and Major Home Occupations, parking shall be provided in accordance with section 5.1.3.2, excepting that on street parking may be provided if such on-street parking does not create safety or traffic concerns or hazard as determined by the director of public works, the police chief and the Commission on the City Plan. It is the intent of this regulation to maintain yards and landscaping and the integrity of the neighborhood while providing for parking that meets the needs of the home occupation, including professional offices and workspaces; therefore, the Commission on the City Plan may waive the parking design standards listed in section 5.1.11 if it is determined by the Commission that the parking is consistent with the intent of the regulations and will meet the needs of the proposed home occupation. Off-street loading shall not apply to a home based business.
- 6.1.5 Signs pertaining to home based businesses must conform to regulations listed in section 0.
- 6.1.6 For properties where the operator of the home based business is not the property owner, the applicant shall submit a written statement, signed by the property owner, outlying their knowledge and consent to the operations.

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6.2 Sale of Alcoholic Beverages.

Uses involving the sale and / or dispensing of alcoholic beverages, for on- or off-premises consumption, pursuant to a permanent permit issued by the Connecticut Department of Liquor Control, shall also comply with this section for the following activities.

6.2.1 A package store selling beer and / or liquor, a drugstore selling beer and / or liquor or a grocery store selling beer shall not be permitted, if any part of said building or premises is situated on any part of a lot within a 1,500-foot radius in any direction of any lot upon which is located a building or premises used for the purposes of a package store selling beer and / or liquor, a drugstore selling beer and / or liquor, or a grocery store selling beer.

6.2.2 The foregoing provisions shall not be deemed retroactive, except if an alcoholic beverage use is discontinued and / or the permit surrendered for a period of 60 days, such use shall not be resumed except in conformity with this section.

6.3 Garages and Filling Stations, Motor Vehicle Sales and Repair.

Where authorized, garages and filling stations, motor vehicle sales and repair shall have the following additional requirements:

6.3.1 Certificate of approval of location for dealing and / or repairing of motor vehicles, and / or for gasoline and motor oil sales. No certificate of approval shall be issued unless the Commission finds, after conducting a public hearing in accordance with section 6.3.2 of these regulations, that the location is suitable for the use intended, with due consideration having been given to the proximity of schools, churches, intersecting streets, traffic conditions, width of highway and the effect of public travel, and that such location will not imperil the safety of the public.

.1 No new garages for the repair of motor vehicles as a primary activity, or a new gasoline filling station, either as a primary or secondary activity, shall be erected near any building or lot used for such purpose on any part of a lot within 1,000 feet on a straight line measurement from the nearest portion of any lot used or proposed to be used for the within stated purposes.

.2 No gasoline pump or filling appliance shall be located within 25 feet of any lot line.

6.3.2 Public hearing. In accordance with CGS § 14-54 and / or CGS § 14-321, the Commission on the City Plan shall hold a public hearing within 65 days of receipt of application for a certificate of approval or of location. Notice of time and place of the hearing shall be published in a newspaper having a general circulation in the City of Norwich at least twice, at intervals of not less than two days, the first not more than 15, nor less than ten days, and the last not less than two days before the date of the hearing. Notice shall be sent by certified mail to the applicant of not less than ten days before the date of the hearing informing the applicant of the date and time of the scheduled public hearing. The decision on such certificate of approval shall be rendered within 65 days of the hearing. The applicant may consent to one or more extensions of any period specified in this section, provided the total extension of any such period shall not be for longer than the original period as specified in this section. Notice of the decision shall be published in a newspaper having a general circulation in the City of Norwich and sent by certified mail to the applicant within 15 days after the decision has been rendered. The reasons for granting or denying such application shall be stated by the Commission on the City Plan.

6.3.3 Misrepresentation or fraud. If it is ascertained that a certificate of approval was procured by misrepresentation or fraud, the Commission may, after a hearing, revoke the certificate. Notice of revocation of the certificate of approval should be forwarded to the commissioner of the department of consumer protection.

6.3.4 Fee. All applications for a certificate of approval of location shall be accompanied by a fee of \$300.00 to cover the costs of publication and the expenses of the hearing. Said fee shall be paid at the time of filing the application.

6.4 Multi-Family Dwellings.

Where authorized, multifamily dwellings shall have the following additional requirements:

6.4.1 Special Bulk Requirements.

REQUIREMENT	ZONE				HIGH RISE
	MF	NC / WD	GC / PC	CC	
Maximum Height	35'	35'	35'	105'	105'
Maximum Stories	2.5	2.5	2.5	7	7
Maximum Density (dwellings per lot area)	1/5000 SF	1/5000 SF	1/8000 SF	1/300 SF	1/3000 SF
Minimum Site Area	NONE	NONE	1 Acre	None	1 Acre
Minimum Distance Between Buildings	30'	30'	30'	0'	30'
Minimum Front Yard	25'	25'	30'	0'	30'
Minimum Side Yard	15'	15'	30'	0'	30'
Minimum Rear Yard	30'	30'	30'	0'	35'
Minimum Useable Recreation Area (square feet per unit)	450 SF	450 SF ^A	450 SF	0 SF	450 SF

TABLE NOTES

A. Usable recreation space may be provided at an adjacent recreation facility (e.g., public park) provided said park is located within a 1,500 foot distance. The distance is measured as the walking distance along city streets where sidewalks are provided).

6.4.2 Garden Apartment Design. Grouping of buildings. Buildings shall be so grouped that each front facade shall face its full length upon a street or upon an open space.

6.4.3 High Rise Design. Angle of light obstruction. No building hereafter erected or altered shall extend above an inclined plane established by an angle of light obstruction of 45 degrees along any abutting street, any rear lot line, or any side lot line. Such plane shall be interpreted for the street side as intersecting a horizontal plane at the center line of any point on a wall of the building facing on each such street; for other boundaries, it shall be interpreted as intersecting a horizontal plane at the natural ground level along the required rear yard line of the adjacent lot to the rear and the required side yard line of the adjacent lot to the side at the nearest point on the rear or side wall of the building.

6.4.4 Chelsea Central Design.

- .1 No residential uses shall be permitted on the first floor unless the Commission determines by a two-thirds vote of the members of members present and voting that the first floor or any portion thereof of any structure for which a special permit is sought is not reasonably conducive to the uses listed Chelsea Central district and also determines that permitted residential use of all or a portion of the first floor of the structure is a more viable use. The foregoing notwithstanding, no residential use shall be permitted on the first floor or any portion thereof of any structure that immediately abuts a public street or sidewalk.
- .2 All applications for conversion of the structure shall include the submission of architectural plans prepared by a licensed architect showing the proposed area(s) to be converted to residential use. The Commission shall forward plans to the building and housing inspectors, fire marshal, zoning enforcement officer and health inspector; reports shall be submitted to the Commission prior to the close of the public hearing.

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6.4.5 Usable Recreation Area Design.

- .1 The minimum width of such recreation areas shall be 30 feet. Where required by the Commission, facilities such as playground apparatus, benches and tables shall be provided, and recreation areas shall be graded, provided with topsoil and seeded with a perennial grass.
- .2 The Commission may require up to 35 percent of the recreation area to be graded to a slope of two percent or less. In the event such areas lack trees, the Commission may require that the developer plant one tree not less than four feet high for each 1,000 square feet of lot area.
- .3 Where considered necessary, the Commission may require that such recreation areas be enclosed with fences up to six feet in height.
- .4 No part of any required yard, sidewalk, driveway, or parking area shall be included as part of any such recreation area.
- .5 No certificate of occupancy shall be issued, until the usable recreation area has been provided and developed as required so it is available for the use of the occupants of the dwelling units.

6.4.6 Landscaping Design.

- .1 A landscaped buffer strip, at least 15 feet wide, seeded to grass and planted with evergreen trees and shrubs at least six feet in height and capable at all times of the year of satisfactorily obscuring sight, sound and illumination from adjacent property, shall be placed along the boundary line of any rear, side or front yard, when a parking lot is placed within 15 feet of said boundaries.
- .2 This requirement may be altered by the Commission on the City Plan when conditions so warrant and would be in harmony with the intent to effectively screen vehicular parking from adjacent residences, but in no case shall the landscaped buffer strip be less than five feet wide.
- .3 It is the intent of this provision to effectively screen garden apartments, townhouses and residential group buildings from adjacent commercial and industrial development and usage. For this reason, a landscaped buffer strip in no case less than 25 feet wide, seeded to grass and planted with evergreen shrubs and trees a minimum of six feet in height, and capable at all times of the year of obscuring sight, sound and illumination from adjacent property, shall be placed and maintained along that part of the boundary line of a lot which adjoins a commercial or industrial district or use or fronts on a street opposite a commercial or industrial district or use.
- .4 Where a building exceeds 25 feet in height an additional one foot of landscaped buffer strip shall be required for each additional foot of building height in excess of 25 feet. Driveways and parking areas shall not be located within any part of such landscaped buffer strip.
- .5 The entire area of the lot not used for buildings, driveways, and parking areas shall be landscaped with lawn and with trees and/or shrubs or shall be left undisturbed as natural terrain.
- .6 Fences, walls, earth berms, and/or closely planted evergreens, trees, hedges or shrubs shall be used to screen parking areas to a height of four (4) feet from streets, adjoining properties, recreation areas or maintenance areas.

6.4.7 Sanitary requirements. All such buildings shall be connected to public water and public sanitary sewerage systems, or to private water and sewerage systems, which meet the minimum requirements of the city and state departments of health.

6.4.8 Vehicular Accessways.

- .1 Driveways serving up to 3 dwelling units: A minimum driveway width of 15 feet with a 2½ inch bituminous concrete layer over 8 inches of processed gravel shall be provided. Slopes shall not exceed 12 percent grade at any point. Construction plans and profiles prepared by a Connecticut-licensed professional engineer are to be provided by the applicant. The Commission may allow an alternate surface if the Commission is satisfied with maintenance provisions. Alternate surface means crushed stone, gravel, or other materials deemed appropriate to the use.
- .2 Drives serving 4 or more units. A minimum driveway width of 20 feet with a 2½ inch bituminous concrete layer over eight (8) inches of processed gravel shall be provided. Slopes shall not exceed 10 percent grade at any point. Construction plans and profiles prepared by a Connecticut-licensed professional engineer are to be provided by the applicant.
- .3 Ownership and Maintenance for Common Interest Ownership Communities. Common / shared driveways shall be owned and maintained by a homeowner's association of the dwelling units

within the development. Maintenance shall be permanently guaranteed by such association which shall provide for mandatory assessments for maintenance expenses to each lot. Each individual deed, and the deed, trust or articles of incorporation, shall include provisions designed to effect these provisions. Documents creating such association shall be submitted to the Commission for approval, and shall thereafter be recorded on the Land Records. The following note should be added to the deed: "City services will not be provided for common / shared drives."

6.5 Mixed Residential / Commercial Use.

Where authorized, mixed residential / commercial use shall have the following additional requirements:

- 6.5.1 No commercial building shall be constructed on any lot whereon there exists a building originally constructed or presently used for residential purposes.
- 6.5.2 No building with a mixed residential and commercial use shall have residential uses allowed on, below or beneath the first floor, except that residential storage shall be permitted in a basement and / or cellar.
- 6.5.3 No garage or filling station as prescribed in section 6.3 hereof shall be used for residential purposes.
- 6.5.4 Each residential dwelling unit shall contain its own designated kitchen and bath facilities.
- 6.5.5 The square footage in residential use shall not exceed the square footage in commercial use. The square footage of any basement, cellar, attic, accessory use or accessory building shall not be included in the computation.
- 6.5.6 There is no minimum number of dwelling units.

6.6 Conservation Residential Developments.

Where authorized, conservation residential developments shall comply with the following requirements:

- 6.6.1 Purpose. The Commission may establish a conservation residential development involving modification of lot area, shape and setback requirements if it finds that this alternate development scheme will accomplish 1 or more of the following purposes:
 - .1 To preserve land as unsubdivided and undeveloped open space, which preserves or enhances the appearance, character and natural beauty of an area.
 - .2 To preserve land for park and recreation purposes.
 - .3 To preserve land for purposes of conserving natural resources.
 - .4 To preserve and protect particular areas and terrain having qualities of natural beauty or historic interest.
 - .5 To protect streams, rivers and ponds so as to avoid flooding, erosion and water pollution.

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6.6.2 Development Standards. conservation residential developments are subject to the dimensional standards shown in the “Supplemental Area and Bulk Requirements” table below, with the following provisions:

SUPPLEMENTAL AREA AND BULK REQUIREMENTS		R-80	R-40	R-20
MINIMUM	Overall Site Area ^{A, B}	15 Acres		
	Overall Site Setbacks	100 feet	50 feet	
	Front	30 feet	30 feet	40 feet
	Side	15 feet	15 feet	15 feet
	Rear	30 feet	30 feet	30 feet
	Unit Lot Area Per Dwelling Unit	20,000 square feet	10,000 square feet	5,000 square feet
	Square	80 feet	100 feet	125 feet
	Contiguous Open Space Per Unit	20,000 square feet	10,000 square feet	5,000 square feet
Maximum Building Height		Same as underlying zone		

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- A. The acreage may be less than 15 acres if the open space land proposed consists of 5 acres or more, is adjacent to existing permanently designated open space land outside the area covered by the application, or would provide especially valuable open space resources.
- B. At least 85 percent of the overall site area covered by the proposed conservation residential development plan shall be located within the R-80, R-40, or R-20 district. Up to 15 percent of the total area may be located in contiguous districts.

6.6.3 Number of Units. The total number of dwelling units shown on the conservation residential development plan shall not exceed the number of lots allowed under these Regulations.

6.6.4 Types of Units. Units may be single-family or two-family type units.

6.6.5 No improvements of any kind other than landscaping shall be permitted in any required setback area except for access drives as approved by the Commission.

6.6.6 Determination of Development Yield. The maximum number of units shall be determined by using a density factor. The requirements in the following table shall be deemed the maximum number of units per acre in a conservation residential development.

	ZONE		
	R-80	R-40	R-20
DENSITY FACTOR	0.4	0.8	1.5

6.6.7 Development Yield Formula: The Density Factor is multiplied by the overall site area (area determined by a Class A-2 Survey prepared by a Connecticut-licensed land surveyor), after areas classified as Inland Wetlands and Watercourses in CGS §§ 22a-36 to 22a-45, as identified by a Certified Soil Scientist and steep slopes (slopes greater than 25 percent) have been subtracted.

$$(GSA - IWW - SS) = NSA$$

$$NSA \times DF = \text{Number of Units}$$

GSA	Gross Site Area (square feet as determined by a Class A-2 Survey)
IWW	Inland Wetland and Watercourses
SS	Steep Slopes
NSA	Net Site Area
DF	Density Factor for the zone (see section 6.6.6)

- 6.6.8 Preliminary Action. Before taking preliminary action on the application, the Commission may require the applicant to submit such additional information as it deems necessary to make a reasonable decision on the application.
- .1 The Commission may give preliminary approval to the application if the Commission finds that 1 or more of the purposes specified in this Section will be accomplished, that all other applicable standards of the Subdivision and Zoning Regulations have been met, and that the proposed conservation residential development plan will not be detrimental to the health, safety and property values of the neighborhood. Preliminary approval shall not constitute final approval of the application and shall only constitute authorization to the applicant to submit a final conservation residential development plan as part of the application.
 - .2 Notwithstanding the preliminary approval process as set forth above, the applicant may submit simultaneously with the initial application, and the Commission may approve, a Final conservation residential development plan in accordance with the provisions and procedures set forth below.
- 6.6.9 Final Action. After preliminary approval, the applicant shall submit final development plans in conformance with and including all the information required by the preliminary approval, all information necessary to document compliance with conditions of preliminary approval, and final plans for Development Option 1 or Development Option 2 as applicable. If Development Option 1 is approved, the applicant must submit a mylar and record subdivision map.
- .1 Final development plans may be submitted in stages or sections, but any open space land and/or scenic easements proposed and given preliminary approval shall be established in the first stage or section submitted including suitable access to such land.
 - .2 Once Final Plans are approved, the Final Plans must be submitted within 24 months of approval. The Approval shall become null and void if the Final Plans not filed within that timeframe.
- 6.6.10 Development Options.
- .1 Development Option 1 – Subdivision of Land. The Commission on the City Plan may permit a conservation residential development wherein the individual units are subdivided into individual lots.
 - .2 Development Option 2 – Common-Interest Community. The Commission on the City Plan may permit a conservation residential development wherein the land and common facilities shall be under single common ownership.
- 6.6.11 Open Space Land. The conservation residential development plan shall result in the preservation of open space land with suitable access, shape, dimension, character, location and topography to accomplish the purposes of this Section.
- 6.6.12 Disposition. Any open space land shown on a conservation residential development plan shall be labeled in a manner approved by the Commission to assure that any and all uses of such land are subject to Special Exception approval and that such land is not to be used for building lots. The method of preservation and disposition of the open space land shall accomplish the open space purposes and shall be subject to the approval of the Commission. The method used may include, but is not limited to, the following:
- .1 Establishment of a neighborhood association to own and maintain the land for the open space purposes intended. The establishment of a conservation easement in favor of the City of Norwich is required;
 - .2 Transfer of the land to an institution, person, organization or other entity to own and maintain the land for the open space purposes intended. The establishment of a conservation easement in favor of the City of Norwich is required; or
 - .3 Offer and transfer of the land to the City of Norwich, Connecticut, subject to agreement by the Town to accept the land.
- 6.6.13 Open Space Land. The open space land shown on an approved conservation residential development plan may, upon the approval of a Special Permit, be used for buildings and other structures for recreation and other purposes that are consistent with the approved open space purposes and permitted in the district, provided that such buildings and structures comply with all coverage and setback requirements, which shall be determined as though the open space area were a building lot.

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6.7 Accessory Apartments.

Where authorized, accessory apartments shall have the following additional requirements:

- 6.7.1 No more than one accessory apartment shall be allowed per lot.
- 6.7.2 The accessory apartment may be located either within the principal dwelling unit or within an accessory structure located on the same lot as the principal dwelling unit.
- 6.7.3 The owner(s) of the principal dwelling unit shall occupy at least 1 of the dwelling units on the premises.
- 6.7.4 If the accessory apartment is located within the principal dwelling unit, the accessory apartment shall be designed so that, to the degree reasonably feasible, the exterior of the building continues to look like a single-family residence. In general, any new entrance shall be located on the side or in the rear of the building.
- 6.7.5 The lot on which the accessory apartment is located shall be of sufficient size and shape to accommodate parking and other normal requirements of residential uses without compromising the character of the neighborhood.
- 6.7.6 At least three off-street parking spaces shall be provided.
- 6.7.7 No accessory apartment shall have a gross floor area of more than 900 square feet or more than 30 percent of the gross floor area of the principal dwelling unit, whichever is less.
- 6.7.8 In order to encourage the development of housing units for persons with disabilities, the Commission may allow reasonable deviation from the stated conditions, where necessary, to install access and/or other facilities for disabled persons.
- 6.7.9 In order to encourage preservation of historic buildings and efficient use of existing housing stock, the Commission may allow reasonable deviation from the stated conditions where necessary to create an accessory apartment with workable proportions, provided that the original structure has been in existence for more than 50 years.
- 6.7.10 The Commission may require additional conditions deemed necessary to protect public health, safety, and welfare and the single-family residential character of the neighborhood.
- 6.7.11 The owner of the accessory apartment property must file a deed restriction on the land records requiring that the unit, if rented, be rented at or below prices that would qualify the apartment as "affordable housing," as defined in CGS § 8-39a.

6.8 Bed and Breakfast Inns.

Where authorized, bed and breakfast inns shall have the following additional requirements:

- 6.8.1 It is the intent of this section to allow for the offering of overnight accommodations and alternate lodging within residential zones; to provide for a more flexible use of the larger, historic and architecturally unique residences; to support the city's efforts to promote tourism; to preserve the city's historic character; and to protect the residential integrity of neighborhoods.
- 6.8.2 The following is set forth as the standard and criteria for bed and breakfast inns:
 - .1 Site plan approval shall be obtained in accordance with section 7.5 of these regulations.
 - .2 A proposed floor plan of the entire dwelling shall be submitted as part of the site plan application. It shall include, but not be limited to, the following information: dimensions and square footage of all rooms in the structure; proposed area to be dedicated to guest accommodations; proposed area to be dedicated to owner's private residential use. The Commission may require such plan to be prepared and sealed by an architect licensed in the State of Connecticut.
 - .3 Guest rooms shall contain a minimum of 120 square feet.
 - .4 Bed and breakfast inns shall be owner-operated.
 - .5 Bed and breakfast inns shall be conducted entirely within the principal dwelling.
 - .6 Parking shall be provided on-site.
 - .7 Landscaping shall be provided in accordance with section 5.3 of these regulations, with the exception that in no case shall the buffer strip be reduced to less than ten feet in width. The intent of this provision is to enhance and maintain the residential character of the neighborhood.
 - .8 No more than one freestanding and / or building-mounted sign shall be permitted to identify the property and use thereon; such sign shall meet the requirement of section 5.2 of these regulations. No lighting, other than indirect spotlighting, shall be permitted. Such signage shall be subject to review and approval as part of the site plan application for its consistency and

- compatibility with the historic integrity of the neighborhood in which said bed and breakfast inn is located. Wood-carved signs are preferable.
- .9 The Commission on the City Plan may refer the application to the historic district commission, the city historian or any other qualified historian as deemed necessary by the Commission for a recommendation.
 - .10 Upon approval of the bed and breakfast inn by the Commission, the applicant shall obtain a conversion permit (zoning permit) in accordance with section 7.2 of these regulations. Any other review or approval, required by other city agencies, shall be obtained by the applicant, prior to the submission of the conversion permit application.
 - .11 Violation. Whenever the Commission or its agents find that any of the terms, conditions or restrictions upon which such approval was granted are not being complied with the Commission may revoke such approval and permit.
- 6.8.3 The Commission shall consider the following criteria for all such special permits:
- .1 Whether the bed and breakfast inn meets the intent of these regulations. In making such determination, the Commission shall consider whether the residential structure, the parking area, lot configuration and layout, and any accessory building locations are designed to preserve the historic and residential appearance of the property in question as well as the character and integrity of the neighborhood in which said property is located. If, in the opinion of the Commission, said bed and breakfast inn does not meet the intent of these regulations, the Commission shall deny said application.
 - .2 Impact on the historic and residential integrity of the neighborhood.
 - .3 Impact on surrounding property values.
 - .4 Impact on traffic.
 - .5 The Commission may require any of the following additional conditions and safeguards in order to eliminate the impact on the historic and residential character of the surrounding area:
 - .1 Additional screening and landscaping.
 - .2 Modifications to the exterior features or appearance of any structure where necessary to be in harmony with the surrounding area.
 - .3 Limit the size, number of occupants, method or time of operation or extent of facilities.
 - .4 Regulate the number, design and location of access drives or other traffic features including pedestrian ways.
 - .5 Regulate the parking or other special features and design of such beyond the minimum required by these regulations.
 - .6 Regulate the number, type and location of outdoor lighting.
- 6.9 **Wireless telecommunication facilities.**
Where authorized, wireless telecommunications facilities shall have the following additional requirements:
- 6.9.1 Purpose. The intent of this section is to provide for the location of wireless communication antennas and facilities while protecting neighborhoods and minimizing the adverse visual and / or operational effects through careful design, siting and screening. This section of the zoning regulations is consistent with the Telecommunications Act of 1996 in that it does not discriminate among providers of functionally equivalent services, prohibit or have the effect of prohibiting the provision of personal wireless services, or regulate the placement, construction and modification of personal wireless service facilities on the basis of environmental effects of radio frequency emissions to the extent that such facilities comply with FCC regulations concerning such emissions. This section does not regulate wireless communications towers which are within the exclusive jurisdiction of the Connecticut Siting Council.
 - 6.9.2 Siting preferences. The purpose of this section is to encourage the use of nonresidential buildings and structures such as water storage tanks, encourage joint use / co-location of facilities, accommodate the need for wireless communication antennas while regulating their location and number, protect historic and residential areas from potential adverse impacts of wireless communication facilities, encourage suitable siting measures, minimize adverse visual effects of wireless communication facilities, and reduce the number of antennas needed in the future.
 - 6.9.3 Permitted uses. The following uses generally pose a minimum adverse visual effect and shall be deemed permitted uses in all zoning districts, excepting parcels within a designated national or local

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historic district and / or listed on the National Register of Historic Places, subject to the standards in these regulations and the issuance of a permit by the Commission on the City Plan or its designated agent.

.1 Wireless telecommunication facilities where the antenna is mounted on the rooftop or facade of a nonresidential building, provided the following standards are met:

- .1 No change is made to the height of the building.
- .2 Panel antennas shall not exceed 60 inches in height by 24 inches in width; whip antennas shall not exceed 48 inches in height; dish antennas shall not exceed 36 inches in diameter.
- .3 Equipment cabinets and sheds shall meet the requirements of these regulations.
- .4 Facilities shall be of a material or color which matches the exterior of the building and shall blend into the existing architecture to the extent possible.
- .5 Facade mounted antennas shall not protrude above the building structure, shall not project more than 3 feet beyond the wall or facade and shall blend in with the building to the extent possible.
- .6 Roof mounted antennas shall not exceed the highest point of the rooftop more than 10 feet and shall not adversely impact scenic vistas.
- .7 Roof mounted antennas shall be set back from the roof edge a minimum of 10 feet or 10 percent of the roof width, whichever is greater.
- .8 Roof mounted antennas shall not occupy more than 10 percent of the roof area.

.2 Wireless telecommunication facilities where the antenna is mounted on existing towers, water towers / tanks, electrical transmission towers, steeples, clock or bell towers, bridges and silos, provided the following standards are met:

- .1 No change is made to the height of the structure.
- .2 Panel antennas shall not exceed 60 inches in height by 24 inches in width; whip antennas shall not exceed 48 inches in height; and dish antennas shall not exceed 36 inches in diameter.
- .3 Equipment cabinets and sheds shall meet the requirements of these regulations.
- .4 Facilities shall be of a material or color which matches the exterior of the structure and shall blend into the existing architecture of the structure to the extent possible.
- .5 Antennas proposed to be mounted on steeples, clock or bell towers must be internally installed in order to reduce visual impacts to the extent possible.

6.9.4 Special permit requirements. Wireless telecommunication facilities which do not meet the criteria contained in section 6.9.3, shall be subject to special permit requirements in accordance with section 7.7 of the zoning regulations, (excepting section **Error! Reference source not found.** entitled, "Exceptions from site plan review", shall not be applicable).

.1 In addition to the special permit requirements found in these regulations, the following documentation, as applicable, shall be submitted:

- .1 A map indicating the service area of the proposed wireless telecommunications site.
- .2 A map indicating the extent of the provider's existing and planned coverage within the City of Norwich and the search radius for the proposed wireless telecommunications site, including the location of structures of similar height within one quarter mile of the proposed site.
- .3 A report from a telecommunications systems engineer licensed in the State of Connecticut indicating why the proposed site location is necessary to satisfy its function in the applicant's proposed wireless telecommunication system.
- .4 A plan showing where and how the proposed antenna will be affixed to a particular building or structure, certified by a structural engineer licensed in the State of Connecticut.
- .5 Details of all proposed antenna and mounting equipment including size and color.
- .6 Elevations of all proposed shielding and details of material, including color.
- .7 An elevation of all proposed equipment buildings, boxes or cabinets. Details of all proposed fencing, including color.
- .8 A report from a telecommunications engineer licensed in the State of Connecticut, indicating that the proposed wireless telecommunication facility will comply with FCC radio frequency emission standards and that the installation will not interfere with public safety considerations.

- .9 A proposed landscaping plan with a list of plant materials, including minimum number and size.
 - .10 Proposed access to the site.
 - .11 A view shed analysis showing all areas from which the antenna would be visible, and if requested by the Commission, a simulation of the proposed site in order to assist the Commission to determine the visual impacts associated with the proposal.
 - .12 Documentation prepared by a telecommunication systems engineer licensed in the State of Connecticut, that no existing or planned tower or other structure can accommodate the applicant's antenna. For similar tall structures located within ¼-mile radius of the proposed site, documentation that the owners of these locations have been contacted and have denied permission to install the antenna on these structures for other than economic reasons.
 - .13 A plan showing the nature of uses and existing structures on properties within 1,000 feet of the proposed site.
 - .14 Surrounding topography within 1,000 feet of the proposed site at contour intervals not to exceed ten feet.
 - .15 Design of the antenna with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness.
- 6.10 Wineries.**
Where authorized, wineries shall have the following additional requirements:
- 6.10.1 Minimum lot size: 10 acres
 - 6.10.2 Wineries of any production capacity, including growing, processing, storing, bottling, tasting and retail sales allowed by right, provided tasting retail area accessible by visitors does not exceed 50% of the floor area of processing facility. Incidental service of cold food prepared off-site is permissible.
 - 6.10.3 The following accessory uses may be authorized as part of the application review process, and requested by the applicant:
 - .1 Tasting facilities.
 - .2 Wholesale and retail sales of wine.
 - .3 Retail sales of merchandise and art.
 - .4 Public tours.
 - .5 Picnic areas.
 - .6 Marketing events.
 - 6.10.4 Promotional Events. The application shall include the following information:
 - .1 Number of annual events.
 - .2 Estimated number of participants.
 - .3 Description of parking and circulation.
 - .4 Sanitation provisions.
 - 6.10.5 A Parking / Event Plan: consisting of a survey, site plan and / or aerial view of the subject property that includes the locations of on-site parking, sanitary facilities, and tents or other temporary structure(s).
 - 6.10.6 For events with 300 or more people. A request must be made in writing to the Commission, and specifically approved. No request shall be approved by the Commission until:
 - .1 The applicant has submitted a traffic control plan acceptable to the City Traffic Authority (Police Department) and a qualified traffic controller must be provided at the event.
 - .2 The applicant shall provide abutter notification in accordance with section 7.11.7.
- 6.11 Convalescent Homes.**
Where authorized, convalescent homes shall have the following additional requirements:
- 6.11.1 Minimum lot area:
 - .1 Served by an on-site septic system: 4,500 square feet for each person accommodated, including patients and employees, except that where such facility is connected to a public sanitary sewer system the minimum lot area requirement shall be reduced to
 - .2 Served by municipal sanitary sewer: 1,500 square feet for each person so accommodated; and no building is located closer than 50 feet to an existing or proposed residence.
 - 6.11.2 Landscaped Areas.

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- .1 Suitable recreation facilities, appropriate in function and area shall be provided. Drives and access and egress points.
- .2 Internal circulation shall provide for easy movement of vehicular and pedestrian traffic and the convenient access of emergency vehicles.

6.12 Hospitals and Sanitariums.

Where authorized, hospitals and sanitariums shall have the following additional requirements:

- 6.12.1 Maximum lot coverage: 20 percent
- 6.12.2 Minimum lot area: 20 acres
- 6.12.3 Maximum Height: 7 stories.
- 6.12.4 Accessory uses such as day care centers, professional offices, out-patient treatment centers and such other uses as are commonly associated with and maintained in conjunction with the principal use, provided the total area devoted to accessory uses shall not exceed 35 percent of the total floor area of the entire facility may be conducted on the lot.

6.13 Hotels / Inns

Where authorized, hotels and inns shall have the following additional requirements:

- 6.13.1 Multiple structures may be constructed provided all structures are architecturally compatible and are part of comprehensive planned development.
- 6.13.2 The facility shall provide a separate lobby and a separate sitting area and amenities such as tennis courts, swimming pools, spas, health and / or fitness rooms.
- 6.13.3 Exterior of structure shall be brick, stone, wood clapboards or wood shingles. Color schemes for the project must be complementary to the architecture as determined by the Commission.
- 6.13.4 Landscape plans shall be provided and shall be implemented using a diverse and creative design. All species shall be hardy for the location.
- 6.13.5 In the GC district, hotels / inns may exceed the maximum height permitted in this district, provided the Commission is furnished with a report by the fire marshal of the City of Norwich setting forth the firefighting feasibility of the proposed building; provided, however, that no hotel or motel may exceed 7 stories in height.

6.14 Satellite Parking Facilities.

Where authorized, satellite parking facilities shall have the following additional requirements:

- 6.14.1 Lot in which the parking area is located shall contain a minimum of 2 acres.
- 6.14.2 Parking lot shall include a pedestrian shelter and other structures associated with parking.
- 6.14.3 Parking lot shall be designed to accommodate pedestrian movement through the parking lot.

6.15 Commercial Kennels.

Where authorized, commercial kennels shall have the following additional use requirements:

- 6.15.1 Minimum lot area of five acres and no building is located closer than 200 feet to a lot line.
- 6.15.2 Commercial kennels shall take place within the confines of an enclosed building.
- 6.15.3 Any outdoor dog runs shall be supervised at all times by staff when in use to prevent unwanted noise
- 6.15.4 No indoor / outdoor runs are permitted
- 6.15.5 A floor plan of the kennel shall be presented at the time of an application. The Commission shall establish the number of dogs to be boarded based upon the facilities and staffing proposed.

6.16 Drive-through Windows.

Where authorized, drive-through windows shall have the following additional use requirements:

- 6.16.1 Vehicle Queuing.
 - .1 Queuing lanes (stacking lanes) are separated from other circulation lanes and are so identified by pavement striping.
 - .2 All queuing lanes shall minimize conflict with pedestrian traffic through the use of pavement markings and signing, and may include internal walkways and speed bumps in queuing lanes.
 - .3 The distance from the pick-up window to the exit onto the street shall be a minimum of:
 - .1 30 feet in the NC
 - .2 60 feet in all other Business and Special Zones

6.16.2 Site Access.

- .1 An exit or entrance for such lanes shall be as far away as possible from a street intersection.
- .2 Each entrance lane shall provide a minimum queuing of 10, 10 feet wide x 18 feet long stations. The Commission may reduce this requirement when there are 2 or more queuing lanes.

6.16.3 Screening.

- .1 Drive-in windows or lanes shall be located at least 20 feet from any property line where the adjacent lot is used for residential purposes.
- .2 A solid wood fence, synthetic wood-like fence, or masonry wall at least six (6) feet in height shall be installed. The fence, or wall, shall be augmented with suitable landscaping on both sides to soften the visual impact of the fence, or wall. The Commission may allow screening to be located on an adjacent property(ies), provided documentation regarding owner consent can be supplied to the Commission.

6.16.4 Bypass Lane. One 7' wide (minimum width) bypass lane shall be provided for any drive-through facility, regardless of the number of drive-through lanes.

6.17 Temporary Farm Worker Dwellings.

Where authorized, temporary farm worker dwellings shall have the following additional requirements:

- 6.17.1 Minimum lot size: 25 acres
- 6.17.2 Property must be used as, or linked to an active farm operation.
- 6.17.3 May utilize manufactured housing.
- 6.17.4 Shall only be used to house farm laborers.
- 6.17.5 Is removed when farm laborers no longer occupy the housing.

6.18 Trucking Terminals

Where authorized, trucking terminals shall have the following additional requirements:

- 6.18.1 Sale of gasoline and oil lubricant products and the repair of motor vehicles, provided said sales of product and repair services are limited to contract users of the terminal and are not available to the general public
- 6.18.2 No signs advertising the availability of such products and services shall be displayed on the premises.

The provisions of CGS §§ 14-54 and 14-321, as amended, and section 6.3 of these regulations, shall apply.

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CHAPTER 7 PROCEDURES

7.1 Zoning Application Types.

The following zoning application types have been established for these Regulations:

APPLICATION TYPE	REVIEW AGENCY			
	STAFF	COMMISSION ON THE CITY PLAN (CCP)	CITY COUNCIL	ZONING BOARD OF APPEALS (ZBA)
ZONING PERMIT	X			
CERTIFICATE OF ZONING COMPLIANCE	X			
CHANGE OF CONFORMING USE OR USER	X			
CHANGE OF NONCONFORMING USE		X		
SITE PLAN		X		
SPECIAL PERMIT		X		
COASTAL SITE PLAN REVIEW		X		X
REGULATION AMENDMENT		R	X	
MAP AMENDMENT		R	X	
APPEAL OF ORDER OR DECISION ^A				X
VARIANCE, BULK REQUIREMENT				X
VARIANCE, USE		R		X
MOTOR VEHICLE LOCATION APPROVAL		X		
ALCOHOL / LIQUOR PERMIT	X			

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R Referral

A Certain appeals are filed directly with the Connecticut Superior Court. Consult an attorney for guidance.

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7.2 Zoning Permit Application. (STAFF REVIEW)

Applicability. No building or structure shall be erected, added to or structurally altered until a zoning permit has been issued by the zoning enforcement officer. All applications for such zoning permits shall be in accordance with the requirements of these regulations. The building inspector shall not issue a building permit until such time as a zoning permit has been issued.

7.2.1 Application Required.

- .1 An application for a Zoning Permit shall be made to the Zoning Enforcement Officer (ZEO) on a form provided for that purpose before;
- .2 The erection or alteration of any structure is commenced in any district; or
- .3 The commencement of any other activity that requires a Zoning Permit or other permit required by these Regulations.

7.2.2 Application Requirements.

- .1 A completed Zoning Permit application form;
- .2 The appropriate fee;
- .3 A Class A-2 boundary survey prepared, stamped with an embossed seal, and signed by a Connecticut-licensed land surveyor showing the information required in the Appendix of these Regulations;
- .4 Building plans (dimensioned floor plans and elevations);
- .5 Driveway plan;
- .6 Grading plan;
- .7 A Soil Erosion and Sediment Control Plan in accordance with Section 5.4. Such additional information as may be necessary to determine compliance with the provisions of these Regulations; and
- .8 Other drawings and documentation showing the information required in the Appendix of these Regulations.
- .9 The Zoning Enforcement Officer may reduce the application requirements provided there is sufficient documentation to determine compliance with the Regulations.

7.2.3 Proceedings.

- .1 If the submitted application materials document to the satisfaction of the Zoning Enforcement Officer that the proposed activity or use is in compliance with these Regulations, the ZEO shall issue a Zoning Permit setting forth the date on which the permit was issued.
- .2 Other Permits. Approval of an Application for a Zoning Permit or Certificate of Zoning Compliance or the issuance of a Certificate shall not be construed to constitute compliance with any other regulation, ordinance or law nor to relieve the applicant from responsibility to obtain any permit thereunder.
- .3 If all of the requirements of these Regulations are met, the Zoning Permit shall be issued within 30 days of the receipt of the completed application. Otherwise the permit shall be denied for stated reasons.
- .4 An application for a Zoning Permit may be withdrawn, in writing, by the applicant at any time prior to final action.

7.2.4 Conditions. Any maps, plans, documents, statements, and stipulations submitted to and approved by the Commission or Zoning Board of Appeals in connection with a site plan, Special Permit, variance or other action of such Commission or Board, shall be conditions for approval of an Application for a Zoning Permit.

7.2.5 Notice Provisions. In accordance with CGS § 8-3(f), the applicant may publish notice of the Zoning Permit in order to establish the appeal period under CGS § 8-7. Any such notice published by the applicant shall contain:

- .1 A description of the building, use or structure and its location. If the property does not have a street address assigned, the applicant shall provide additional information to inform residents about the location of the property for which the signoff applies.
- .2 The identity of the applicant.

7.2.6 Foundation Survey Recommended. The property owner shall notify the Zoning Enforcement Officer of the completion of the foundation of any new structure or addition thereto within seven days after such completion. It is recommended that a Class A-2 boundary survey prepared by a Connecticut-licensed land surveyor be filed with the Zoning Enforcement Officer (ZEO) showing the foundation

- location of the new building, structure, or addition. Such filing would be beneficial to the landowner in helping to assure that any errors in location are found at an early time in the construction process.
- 7.2.7 Zoning Permit Expiration.
- .1 Any Zoning Permit issued by the ZEO under the provisions of these Regulations shall become invalid if the authorized work is not commenced within five (5) years after issuance of the Zoning Permit, or if the authorized work is suspended or abandoned for a period of five (5) years after the time of commencing the work.
 - .2 A permit may be renewed once for an additional five (5) years upon filing a written request to do so.
- 7.2.8 Inspections. The Zoning Enforcement Officer is authorized to inspect or cause to be inspected any land, building or other structure to determine compliance with these Regulations. No Zoning Permit or Certificate of Zoning Compliance shall be issued until the Zoning Enforcement Officer has inspected the land, building or other structure involved to determine that the use and / or the buildings or other structures conform to these Regulations.
- 7.2.9 Orders. The Zoning Enforcement Officer is authorized to issue a Cease and Desist Order if in his judgment the excavation of land, use of land, buildings and other structures or the construction, reconstruction, enlargement, extension, moving or structural alteration of a building or other structure are not being carried out in compliance with these Regulations; he shall withdraw such Order when he determines that there is compliance with these Regulations. The Zoning Enforcement Officer is authorized to order in writing the remedying of any condition found to be in violation of these Regulations.
- 7.2.10 Records. The Zoning Enforcement Officer shall keep records of all fees, all Applications and Certificates of Zoning Compliance, all identifiable complaints of any violation of these Regulations, all inspections made under these Regulations and all notices of violation served by him and the action taken thereon.
- 7.3 Certificates of zoning compliance. (STAFF REVIEW)**
- 7.3.1 Applicability.
- .1 No structure, land or premises shall be occupied for use or converted to a new use until a certificate of zoning compliance has been issued by the Zoning Enforcement Officer or his designee.
 - .2 The Zoning Enforcement Officer shall determine that any use, building, structure or alteration for which a Zoning Permit has been issued conforms in all respects to the zoning Regulations.
- 7.3.2 Procedures.
- .1 Upon completion of any building, structure or addition for which a Zoning Permit has been issued the applicant shall submit the following information to the ZEO before a Certificate of Zoning Compliance may be issued:
 - .2 A Class A-2 boundary survey prepared, stamped with an embossed seal, and signed by a Connecticut-licensed land surveyor showing the information required in the Appendix of these Regulations; and
 - .3 A certification by a Connecticut-licensed land surveyor as to the location of the completed building, structure or addition, the lot coverage, and building height, where applicable.
 - .4 As an alternative to full project completion, the applicant may seek the approval of the Commission to post a bond for completion of any required public infrastructure, sedimentation and erosion controls, and other items for which a bond may lawfully be required. The bond amount and form shall be determined by the Commission after consultation with the City Engineer and City Attorney and shall be based on a breakdown of remaining project elements provided by the applicant. The bond amount shall include costs incurred for administration should the bond need to be called upon.
 - .5 The Zoning Enforcement Officer, or his designee, shall determine whether the project conforms to the Zoning Regulations
 - .6 In the event that any Zoning Permit or Certificate of Zoning Compliance is issued based on incorrect information or the specific conditions of approval are not adhered to strictly, such certificate may, after a hearing, be deemed null and void by the Commission.

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- .7 A certificate of zoning compliance shall remain in effect as long as the specified uses and conditional requirements are properly maintained, but if such conditions and uses are no longer maintained, the Commission may, after a hearing, deem the certificate null and void.

7.3.3 Notice Provisions. In accordance with CGS § 8-3(f), the applicant may publish notice of the Zoning Permit in order to establish the appeal period under CGS § 8-7. Any such notice published by the applicant shall contain:

- .1 A description of the building, use or structure and its location. If the property does not have a street address assigned, the applicant shall provide additional information to inform residents about the location of the property for which the signoff applies.
- .2 The identity of the applicant.

7.4 Use of parcels create by first cut or “free split.” (STAFF REVIEW)

7.4.1 A parcel of land that has not been divided since the adoption of subdivision regulations may be divided into two (2) parcels of land without a subdivision approval by the Planning and Zoning Commission.

7.4.2 The Commission’s enforcement agent does not have the legal authority to determine whether any proposed or existing division of land constitutes a subdivision that would require the approval of the Commission. The Commission may make such a determination pursuant to the Subdivision Regulations of the City of Norwich.

7.4.3 Since the Commission’s enforcement agent cannot legally determine whether a parcel was created by a land division or lot line adjustment requiring the Commission’s approval under the Subdivision Regulations, any approval by the agent of a zoning permit or Certificate of Zoning Compliance shall not be deemed to constitute a finding that no such Commission approval is necessary, nor shall it excuse the landowner from obtaining such Commission approval if legally necessary. Any person who obtains a zoning permit or Certificate of Zoning Compliance for any use of a parcel created by a division or lot line modification that has not been reviewed or approved by the Commission does so at his or her own risk.

7.5 Site Plan Review. (COMMISSION REVIEW)

7.5.1 Objectives. In reviewing any site plan under this Section, the Commission shall be concerned with the following objectives:

- .1 To promote the public health, safety, comfort, convenience, prosperity, amenity and other aspects of the general welfare.
- .2 To ensure that the layout of the proposed use shall be in harmony with the surrounding area, and shall contribute to its desirable and orderly development.
- .3 To ensure that traffic generated by the proposed use will not adversely affect the surrounding area, and will not disrupt the orderly movement of vehicles and pedestrians in the area.
- .4 To protect and preserve the supply of potable drinking water by protecting and preserving subsurface aquifers.

7.5.2 Applicability.

- .1 A site plan application shall be submitted for any activity designated in these Regulations as requiring a site plan approval.
- .2 In addition, any material change in a building, structure or use that is made in connection with a use requiring site plan approval under these Regulations, shall be submitted to the Commission for a decision. A change shall be deemed material if any of the following conditions apply:
 - .1 The proposed change alters any feature that is required to be shown or described in a site plan application.
 - .2 The proposed use is different than the use(s) previously existing or for which a site plan was previously approved.
 - .3 The proposed change involves a division of the property or a change of property line.
 - .4 The proposed change requires a building permit.
- .3 All site plan revisions must bring into conformance, to the extent practicable, all aspects of the site that do not conform to current Regulations.

- .4 The Commission may exempt from site plan review any change in a previously approved site plan that does not involve an increase in required parking and does not significantly alter the nature of the use of the site.
- 7.5.3 Application Requirements.
- .1 A site plan application shall be accompanied by 4 full-size (24" x 36") and 12 reduced-size (11" x 17" or 12" x 18") copies of detailed Site Development Plans, signed and sealed by an appropriate professional, that comply with the requirements in the Appendix of these Regulations.
- .2 Waiver of Required Application Documentation. Upon written request by the applicant identifying specific sections of the application requirements from which he requests exemption and reasons justifying such request, the Commission may by resolution waive the required submission of all or part of the information required if the Commission finds that the information is not necessary in order to decide on the application.
- .3 Request for Additional Documentation. The Commission may, in accordance with the requirements of these Regulations and the Appendix of these Regulations, require the submission of additional information as deemed necessary to make a reasonable review of the application.
- 7.5.4 Proceedings.
- .1 The date of receipt of the Special Permit Application shall be determined in accordance with Section 7.11.2.
- .2 An incomplete Special Permit Application may be denied in accordance with Section 7.11.3.
- .3 For new construction or other activity considered to be significant in the sole judgment of the Commission, the Commission may hold a public hearing on the application, and if such hearing is to be held, shall require that the applicant give notice to property owners in accordance with the requirements of Section 7.11.7 of these Regulations.
- .4 Notification to adjoining municipalities may be required in accordance with the requirements of Section 7.11.8.
- .5 Notification to water companies may be required in accordance with the requirements of Section 7.11.9.
- .6 Notification to a regional planning agency may be required in accordance with the requirements of Section 7.11.10.
- .7 Whenever a Site Plan Application is required in conjunction with another application requiring a public hearing (such as a Special Permit Application or a Zoning Map Amendment):
- .1 The time period for acting on the Site Plan Application shall coincide with the time period for acting on the related application, and
- .2 A decision on the application shall be rendered within 65 days after the close of the public hearing on such other application except that the applicant may consent to one or more extensions of such period provided the total period of any such extension or extensions shall not exceed 65 days.
- .8 Whenever approval of a Site Plan is the only approval required, a decision on the application shall be rendered within 65 days after the date of receipt of such Site Plan Application except that the applicant may consent to 1 or more extensions of such period provided the total period of any such extension or extensions shall not exceed 65 days.
- .9 Notwithstanding the provisions of this Section, if an application involves an activity regulated pursuant to CGS §§ 22a-36 to 22a-45, inclusive and the time for a decision by the Commission would elapse prior to the 35th day after a decision by the Inland Wetlands and Watercourses Commission, the time period for a decision shall be extended to 35 days after the decision of such agency.
- .10 The applicant may, at any time prior to action by the Commission, withdraw such application.
- .11 The applicant shall bear the burden of demonstrating that any applicable Special Permit Criteria in these Regulations are addressed.

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- 7.5.5 Coordination for Other Agency Review.
- .1 Inland Wetlands and Watercourses. On a site plan application involving an activity regulated pursuant to CGS §§ 22a-36 to 22a-45, inclusive, the Commission shall:
 - .1 Wait to render its decision until the Inland Wetlands and Watercourses Commission has submitted a report with its final decision, and
 - .2 Give due consideration to any report of the Inland Wetlands and Watercourses Commission when making its decision.
 - .2 Coastal Area Management. On a site plan application involving an activity regulated pursuant to CGS §§ 22a-90- to 22a-110, inclusive, the Commission shall also review the application in accordance with section 7.6 of these Regulations.
 - .3 Floodplain. On a site plan application involving an activity in a floodplain pursuant to the Flood-Plain Management Ordinance of the City of Norwich, the Commission shall transmit a copy of the application to the City Engineer for a report. If the Commission does not receive a report or a request for additional time from the City Engineer within 35 days after transmitting a copy of the application, the Commission may, but shall not be obliged to, assume that the City Engineer has no objection to the application. Nothing in this Section shall preclude the Commission from accepting a report from the City Engineer more than 35 days after a copy of the application was transmitted, regardless of whether the City Engineer has expressly requested additional time.
 - .4 On a site plan application involving notice to adjoining municipalities (section 7.11.8) or notice to water companies (section 7.11.9), the Commission shall give due consideration to any report or testimony received.
- 7.5.6 Decision Considerations.
- .1 Before the Commission may approve a site plan application, it must determine that the application is in conformance with the applicable provisions of these Regulations.
 - .2 Before the Commission may approve a site plan application, it shall evaluate compliance with Chapter 5, Basic Standards and the Zoning District for which the property is located.
- 7.5.7 Procedures and Powers.
- .1 In any submission under this Section, the Commission may approve or disapprove the proposed plan, or may approve it subject to appropriate modifications, conditions and safeguards designed to further the general purposes of these Regulations and the specific purposes indicated above. Any Certificate of Occupancy issued for such approved uses shall be subject to continued conformity with those modifications, conditions and safeguards.
 - .2 The Commission or Zoning Enforcement Officer may require that a Performance Guarantee be posted, in an amount and form acceptable to the City, to ensure:
 - .1 That adequate erosion and sediment control measures are installed and maintained, before any Zoning Permit or Certificate of Zoning Compliance is issued for activities shown on the approved plan, and
 - .2 That all of the bonded improvements shown on the approved plan are implemented before a Zoning Permit or Certificate of Zoning Compliance related to issuance of a Certificate of Occupancy is granted.
 - .3 As an alternative to full project completion prior to issuance of final zoning compliance the applicant may post a Performance Guarantee for the remaining work. The Performance Guarantee amount shall be determined by the City Engineer based on a breakdown of remaining project elements provided by the applicant. Performance Guarantees shall be in accordance with Section 8.9. The Performance Guarantee amount shall include costs incurred for administration should the Performance Guarantee need to be called upon.
- 7.5.8 Action Documentation.
- .1 The Commission shall send, by certified mail, a copy of any decision to the applicant within 15 days after such decision is rendered.
 - .2 The Commission shall cause notice of the approval or denial of site plans to be published in a newspaper having a substantial circulation in Norwich within 15 days after such decision is rendered.
 - .3 In any case in which such notice is not published within the 15 day period after a decision has been rendered, the person who submitted such plan may provide for the publication of such notice within 10 days thereafter.

- .4 On any application for which the period for approval has expired and on which no action has been taken, the Commission shall send a letter of approval to the applicant within 15 days of the date on which the period for approval expired and such letter of approval shall state the date on which the five-year completion period expires.
- 7.5.9 Post Approval Actions. Following approval of a Site Plan Application, the applicant shall submit 3 sets of Final Plans (24" x 36") bearing:
 - .1 A copy of the decision letter of the Commission and any other City regulatory agencies authorizing the activity, and
 - .2 A signature block where the Chairman of the Commission or Zoning Enforcement Officer can indicate the approval of the Commission.
- 7.5.10 Expiration and Completion.
 - .1 All work in connection with a site plan shall be completed within 5 years after the date of approval of the plan. Failure to complete all work within such 5 year period shall result in automatic expiration of the approval of such site plan unless the Commission shall have granted an extension of the time to complete work in connection with such site plan.
 - .2 The Commission may grant 1 or more extensions of the time to complete all or part of the work in connection with the site plan provided the total extension or extensions shall not exceed 10 years from the date of approval of such site plan.
 - .3 The Commission may condition the approval of such extension on a determination of the adequacy of any Performance Guarantee or other surety.
- 7.6 Coastal Site Plan Review. (COMMISSION REVIEW)**
 - 7.6.1 Application Requirements.
 - .1 When required, an application for approval of a coastal site plan shall be submitted to the Commission on a form prescribed by the Commission. Pursuant to CGS §§ 22a-105 and 22a-106, a Coastal Site Plan shall include the following information:
 - .1 A plan showing the location and spatial relationship of coastal resources on and contiguous to the site;
 - .2 A description of the entire project with appropriate plans, indicating project location, design, timing, and methods of construction;
 - .3 An assessment of the suitability of the project for the proposed site;
 - .4 An evaluation of the potential beneficial and adverse impacts of the project; and
 - .5 A description of proposed methods to mitigate adverse effects on coastal resources.
 - .2 In addition, the applicant shall demonstrate that the adverse impacts of the proposed activity are acceptable and that such activity is consistent with the coastal policies of CGS § 22a-92.
 - 7.6.2 Statutory Criteria. In addition to determining compliance with any other applicable standards, requirements or criteria set forth by these Regulations the Commission shall review coastal site plans for compliance with the following criteria established in CGS § 22a-106:
 - .1 Consistency of the proposed activity with the applicable coastal policies in CGS 22a-92;
 - .2 The acceptability of potential adverse impacts of the proposed activity on coastal resources, as defined in CGS § 22a-93(15);
 - .3 The acceptability of potential adverse impacts of the proposed activity on future water dependent development opportunities, as defined in CGS § 22a-93(17); and
 - .4 The adequacy of any measures taken to mitigate the adverse impacts of the proposed activity on coastal resources and future water dependent development opportunities.
 - 7.6.3 Proceedings.
 - .1 If the Coastal Site Plan is part of a Special Permit, Site Plan or Variance application, the hearing notification requirements, time limits for making a decision, and decision publication and notification requirements shall be the same as those set forth in the General Statutes for the type of permit or approval being requested.
 - .2 If the Coastal Site Plan is part of a Zoning Permit application, the procedures for Commission review shall be the same as those for Site Plan review under Section 7.5.
 - 7.6.4 Commission Action.
 - .1 The Commission shall approve, modify, condition or deny the coastal site plan for the proposed activity on the basis of the criteria listed in CGS § 22a-106 to ensure that the proposed activity is

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consistent with the coastal policies in CGS § 22a-92 and that the potential adverse impacts of the proposed activity on both coastal resources and future water dependent development opportunities are acceptable. Pursuant to CGS § 22a-106 the Commission shall state in writing the findings and reasons for its action with respect to any coastal site plan approved, conditioned, modified or denied.

- .2 Further, in approving any coastal site plan, the Commission shall make a written finding that:
 - .1 The proposed activity as approved is consistent with the coastal policies CGS § 22a-92,
 - .2 The proposed activity incorporates as conditions or modifications all reasonable measures which would mitigate potential adverse impacts of the proposed activity on coastal resources and future water dependent development activities, and
 - .3 The potential adverse impacts of the proposed activity on coastal resources and future water-dependent development opportunities, with any conditions or modifications imposed by the Commission, are acceptable.

- .3 A coastal site plan for a shoreline flood and erosion control structure may be modified, conditioned or denied if it fails to comply with the requirements, standards and criteria of CGS §§ 22a-359 to 22a-363, inclusive, and any regulations adopted thereunder.

7.6.5 Post Approval Actions. If a Coastal Site Plan application is the only zoning application required, then the applicant shall submit to the Planning and Zoning Office 1 set of Final Plans (24" x 36") bearing a copy of the decision letter of the Commission and any other City regulatory agencies authorizing the activity, and containing a signature block where the Chairman of the Commission or Zoning Enforcement Officer can indicate the approval of the Commission.

7.6.6 Violations. In accordance with CGS § 22a-108, any activity undertaken within the Coastal Boundary without the required coastal site plan review and approval, shall be considered a public nuisance and shall be subject to enforcement remedies authorized in that Section.

7.7 Special Permits. (COMMISSION REVIEW)

7.7.1 Applicability.

- .1 A Special Permit application shall be submitted for any activity designated in the Regulations as requiring Special Permit approval.
- .2 Notwithstanding the above, a Special Permit shall not be required for interior renovations and modifications for space within a structure previously approved by the Commission as a Site Plan Application (Section 7.5), or as a Special Permit under these Regulations, provided that:
 - .1 The uses for which such changes are to be made have received all other permits required by these Regulations,
 - .2 There are no exterior alterations to the structure or the site,
 - .3 There is no additional requirement for parking, and
 - .4 The site is in compliance with all aspects of a previously approved site plan.

7.7.2 Application Requirements.

- .1 Each application for a Special Permit shall be accompanied by a Site Plan Application unless the Director of Planning and Neighborhood Services finds that there are no physical changes proposed to the site or any building or structure and the submission of a Site Plan Application is not necessary for the Commission to evaluate the proposal.
- .2 A Special Permit Application shall be accompanied by 12 copies of the following information:
 - .1 A detailed statement describing the existing and proposed use or uses,
 - .2 A detailed statement describing how the Special Permit criteria in Section 7.7.6 are addressed, and
 - .3 Any approval that may have been received from any local, regional, State or Federal agency or department having jurisdiction over any aspect of the application.
- .3 Waiver of Required Application Documentation. Upon written request by the applicant, identifying specific sections of the application requirements from which he requests exemption and reasons justifying such request, the Commission may by resolution waive the required submission of all or part of the information required if the Commission finds that the information is not necessary in order to decide on the application.
- .4 Request for Additional Documentation. The Commission may in accordance with the requirements of these Regulations and the Appendix of these Regulations, require the

- submission of additional information as deemed necessary to make an informed review of the application.
- .5 If a Special Permit Application involves an activity regulated pursuant to CGS §§ 22a-36 to 22a-45, inclusive, the applicant shall submit an application for a permit to the Inland Wetlands and Watercourses Commission not later than the day such application is filed with the Planning and Zoning Commission.
 - .6 Where the Commission determines that, because of the particular size, location or nature of a proposal, the public interest would be best served by a three-dimensional (3D) physical representation or a computer simulation of the project, the Commission may require that the applicant provide a digital model of the proposal or a physical model of the proposal at such appropriate scale as the Commission may require. The Commission may also require that the model include 3D representations of all or portions of the abutting properties where this would significantly aid the Commission and the public to visualize and understand the proposal.
- 7.7.3 Proceedings.
- .1 The date of receipt of the Special Permit Application shall be determined in accordance with Section 7.11.2.
 - .2 An incomplete Special Permit Application may be denied in accordance with Section 7.11.3.
 - .3 The Commission shall hold a public hearing on the Special Permit Application and:
 - .1 Publish a legal notice in accordance with the requirements of Section 7.11.6 of these Regulations,
 - .2 Inform the applicant of the deadline to provide notice to property owners in accordance with the requirements of Section 7.11.7 of these Regulations,
 - .3 Confirm that the applicant has mailed notice to property owners in accordance with these Regulations.
 - .4 Notification to adjoining municipalities may be required in accordance with the requirements of section 7.11.8.
 - .5 Notification to water companies may be required in accordance with the requirements of section 7.11.9.
 - .6 Notification to a regional planning agency may be required in accordance with the requirements of section 7.11.10.
 - .7 When required, the Commission shall inform the applicant to give notice to nearby property owners in accordance with the requirements of section 7.11.7 of these Regulations.
 - .8 The Commission shall process the Special Permit Application within the period of time permitted under CGS § 8-7d:
 - .1 The public hearing shall commence within 65 days after receipt of the application.
 - .2 The public hearing shall be completed within 35 days after such hearing commences.
 - .3 All decisions shall be rendered within 65 days after completion of such hearing.
 - .4 The applicant may consent to one or more extensions of any period specified herein provided the total extension of all such periods shall not be for longer than 65 days.
 - .9 Notwithstanding the provisions of this Section, if an application involves an activity regulated pursuant to CGS §§ 22a-36 to 22a-45, inclusive and the time for a decision by the Commission would elapse prior to the 35th day after a decision by the Inland Wetlands and Watercourses Commission, the time period for a decision shall be extended to 35 days after the decision of such agency.
 - .10 The applicant may, at any time prior to action by the Commission, withdraw such application.
 - .11 The applicant shall bear the burden of demonstrating that any applicable Special Permit Criteria in these Regulations are addressed.
- 7.7.4 Coordination for Other Agency Review.
- .1 Inland Wetlands and Watercourses. On a Special Permit Application involving an activity regulated pursuant to CGS §§ 22a-36 to 22a-45, inclusive, the Commission shall:
 - .1 Wait to render its decision until the Inland Wetlands and Watercourses Commission has submitted a report with its final decision, and
 - .2 Give due consideration to any report of the Inland Wetlands and Watercourses Commission when making its decision.

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- .2 Coastal Area Management. On a Special Permit Application involving an activity regulated pursuant to CGS §§ 22a-90- to 22a-110, inclusive, the Commission shall review a Coastal Site Plan Application in accordance with Section 7.6 of these Regulations.
- .3 Floodplain.
 - .1 On a Special Permit Application involving an activity in a floodplain pursuant to the Flood-Plain Management Ordinance of the City of Norwich, the Commission shall transmit a copy of the application to the City Engineer for a report. If the Commission does not receive a report or a request for additional time from the City Engineer within 35 days after transmitting a copy of the application, the Commission may, but shall not be obliged to, assume that the City Engineer has no objection to the application. Nothing in this section shall preclude the Commission from accepting a report from the City Engineer more than 35 days after a copy of the application was transmitted, regardless of whether the City Engineer has expressly requested additional time.
 - .2 Any Special Permit proposed to be established in any Flood Plain District shall be located and designed to be consistent with the need to minimize flood damage within the flood-prone area and shall conform to all of the standards and provisions of the Flood-Plain Management Ordinance of the City of Norwich or such legal variance as may be approved thereunder.
- .4 On a Special Permit Application involving notice to adjoining municipalities (section 7.11.8), notice to water companies (section 7.11.9), or notice to a regional planning agency (section 7.11.10), the Commission shall give due consideration to any report or testimony received.

7.7.5 Decision Considerations.

- .1 Before the Commission may approve a Special Permit application, it must determine that the application is in conformance with the applicable provisions of these Regulations, including any applicable Special Permit criteria.
- .2 Before the Commission may grant a Special Permit, it must determine that any accompanying Site Plan application is in conformance with the applicable provisions of these Regulations.
- .3 In granting a Special Permit, the Commission may stipulate such conditions as are reasonable and necessary to protect or promote the public health, safety or welfare; property values; the environment; sound planning and zoning principles; improved land use, site planning and land development; or better overall neighborhood compatibility. Such conditions may also be imposed as a prerequisite to the issuance of the Zoning Permit or Certificate of Zoning Compliance by the Zoning Enforcement Officer.
- .4 Any condition or safeguard attached to the granting of a Special Permit:
 - .1 Shall remain with the property as long as the Special Permit use is still in operation, and
 - .2 Shall continue in force and effect regardless of any change in ownership of the property.

7.7.6 Special Permit Criteria. In considering any application for a Special Permit, the Commission shall evaluate the merit of the application with respect to the following factors:

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- .1 The proposed use must be consistent with the current Norwich Plan of Conservation and Development.
- .2 The location and size of the site, the nature and intensity of the operations involved in or conducted in connection with the use, and the location of the site with respect to streets giving access to it must be such that the use will be in harmony with the appropriate and orderly development in the district in which it is located and will promote the welfare of the City.
- .3 The design elements of the proposed development must be attractive and suitable in relation to the site characteristics, the style of other buildings in the immediate area, and the existing and probable future character of the neighborhood in which the use is to be located.
- .4 The location, nature and height of buildings, walls, and fences, and the nature and extent of planned activities and landscaping on the site must be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof.

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.5	The proposed use or activity must have no adverse effect upon the neighboring area resulting from the use of signs, exposed artificial lights, colored lights of any nature, flashing lights, loudspeakers or other noisemaking devices.
.6	In cases where it is proposed to convert a structure designed and built originally for other uses, the structure must be adaptable to the proposed use from the point of view of public health and safety.
.7	The design, location and specific details of the proposed use or activity must not adversely affect safety in the streets nor unreasonably increase traffic congestion in the area nor interfere with the pattern of vehicular circulation in such a manner as to create or worsen unsafe traffic conditions.
.8	Parking area or areas must be of adequate size for the particular use, and be suitably screened from adjoining residential uses, and entrance and exit drives must be laid out so as to prevent traffic hazards and nuisances.
.9	Streets, drives and other rights-of-way must be of such size, condition and capacity (in terms of capacity, width, grade, alignment and visibility) to adequately accommodate the traffic to be generated by the particular proposed use.
.10	The provisions for water supply, sewage disposal, and storm water drainage must conform to accepted engineering practices, comply with all standards of the appropriate regulatory authority, and must not unduly burden the capacity of such facilities.
.11	The proposed use or activity must provide easy accessibility for fire apparatus and police protection and must be laid out and equipped to further the provision of emergency services.
.12	Appropriate consideration shall be given to the protection, preservation, and/or enhancement of natural, scenic, historic, and unique resources including, where appropriate, the use of conservation restrictions to protect and permanently preserve natural, scenic, historic, or unique features which enhance the character and environment of the area.
.13	Adequate provision must be made for the sustained maintenance of the proposed development (structures, streets, and other improvements).

- 7.7.7 Commission Decision.
- .1 Following the public hearing, the Commission may approve, disapprove or approve with modifications and / or conditions the proposed Special Permit use.
 - .2 Because of the variety and peculiarities of each Special Permit use, the Commission may impose conditions and restrictions to any such use which in its judgment are required to protect adjacent uses and the neighborhood in general.
- 7.7.8 Action Documentation.
- .1 The decision to grant a Special Permit shall:
 - .1 State the name of the owner of record,
 - .2 Contain a description of the premises to which it relates,
 - .3 Identify the Section and / or Section of the Regulations under which the Special Permit was granted or denied, and
 - .4 Specifically describe the Special Permit issued by the Commission.
 - .2 The Commission shall send, by certified mail, a copy of any decision to the applicant within 15 days after such decision is rendered.
 - .3 The Commission shall cause notice of the approval or denial of the Special Permit Application to be published in a newspaper having a substantial circulation in Norwich within 15 days after such decision is rendered.
 - .4 In any case in which such notice is not published within the 15 day period after a decision has been rendered, the person who submitted such plan may provide for the publication of such notice within ten (10) days thereafter.
- 7.7.9 Post Approval Actions.
- .1 Following approval of a Special Permit Application, the applicant shall submit a final plan to the Department of Planning and Neighborhood Services:
 - .1 Bearing the raised seal and signature of the appropriate professionals who prepared the drawing(s),

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- .2 Bearing a copy of the decision letter of the Commission and any other City regulatory agencies authorizing the activity, and
- .3 Containing a signature block where the Chairman of the Commission can indicate the approval of the Commission.
- .2 Following signature by the Chairman, the applicant shall file said plans in the office of the City Clerk before any Zoning Permits are issued for the activities shown on the approved plan. A Special Permit granted by the Commission shall only become effective upon the filing of a copy, certified by the Commission, in the land records of the City in accordance with the provisions of CGS § 8-3d.
- .3 The applicant shall also submit application documents in an electronic format in accordance with Department of Planning and Neighborhood Services requirements.
- .4 A Special Permit shall authorize only the particular use or uses specified in the Commission's approval.
- .5 Failure to strictly adhere to the documents, plans, terms, conditions and / or safeguards approved by the Commission or its staff shall be a violation of these Regulations and the Commission shall have the authority, after a hearing, to revoke the permit at any time the operation is found to be in noncompliance with the original permit.
- .6 A Special Permit may be amended or modified in like manner as provided above for the granting of a Special Permit except that amendments which shall be found to be of a minor nature or which do not materially alter the Special Permit, as determined by the Commission, may be authorized with Commission approval only, without another public hearing.
- .7 Modifications.
 - .1 Any modifications that decrease the dimensional elements (e.g., reduction of building size) or proposes a change of use that requires a Site Plan shall follow the Site Plan Procedures in Section 7.5.
 - .2 Any modifications that increase the dimensional elements in the Master Plan (e.g., expansion of building size) or propose a change of use that requires a Special Permit shall follow the Special Permit Procedures in section 7.7.

7.7.10 Expiration and Completion.

- .1 A Special Permit will expire if all work in connection with any accompanying, approved site plan is not completed within 5 years after the date of approval of the plan, unless the Commission shall have granted an extension of the time to complete such work.
- .2 The Commission may grant 1 or more extensions of the time to complete all or part of the work in connection with the site plan provided the total extension or extensions shall not exceed 10 years from the date of approval of such site plan.
- .3 The Commission may condition the approval of such extension on a determination of the adequacy of any Performance Guarantee or other surety.

7.8 Motor Vehicle Location Approval. (COMMISSION REVIEW)

7.8.1 Application Requirements Dealing and Repairing Motor Vehicles. In accordance with CGS § Section 14-54, an application for a Certificate of Location Approval shall be submitted to the Commission by any person who desires to obtain a license for dealing in or repairing motor vehicles in Norwich except that this requirement shall not apply to:

- .1 A transfer of ownership to a spouse, child, brother, sister or parent of a licensee;
- .2 A transfer of ownership to or from a corporation in which a spouse, child, brother, sister, or parent of a licensee has a controlling interest; or
- .3 A change in ownership involving the withdrawal of 1 or more partners from a partnership.

7.8.2 Application Requirements Sale of Gasoline. In accordance with CGS § 14-321, an application for a Certificate of Location Approval shall be submitted to the Commission by any person who desires to obtain a license for the sale of gasoline or any other product, under the provisions of CGS § 14-319, including the alteration or changing of adjoining physical properties for such purposes, except that this requirement shall not apply:

- .1 In the case of a renewal of a license by the holder of the license;
- .2 To the transfer of the last issued license from a licensee to another provided no more than 1 year has elapsed since the expiration of such license; or

- .3 In the case of the addition or discontinuance of pumps.
- 7.8.3 Proceedings. In reviewing a Certificate of Location Approval application, the Commission acts as an agent of the State of Connecticut, not in a zoning capacity, and the notice provisions and other provisions of CGS Chapter 124 shall not apply. As an agent of the State of Connecticut, the Commission serves solely to determine whether a Certificate of Location Approval should be issued.
- 7.8.4 Public hearing may be held. The Commission may hold a public hearing on the Certificate of Location Approval application and, if such hearing is to be held:
- .1 Shall cause a legal notice to be published in accordance with the requirements of section 7.11.6 of these Regulations, and
 - .2 May require that the applicant give notice to nearby property owners in accordance with the requirements of section 7.11.7 of these Regulations.
- 7.8.5 Withdrawal of Application. The applicant may withdraw such Certificate of Location Approval Application at any time prior to action by the Commission by submitting written notice of withdrawal.
- 7.9 Appeal of an Order. (ZONING BOARD OF APPEALS)**
- 7.9.1 Authority. In accordance with CGS § 8-7, an appeal may be taken to the Board by any person aggrieved, where it is alleged that there is an error in any order, requirement or decision made by the Zoning Enforcement Officer.
- 7.10 Variance. (ZONING BOARD OF APPEALS)**
- 7.10.1 Authority. In accordance with CGS § 8-6, the Board shall have the power and duty to determine and vary the application of the Regulations solely with respect to a parcel of land where, owing to conditions especially affecting such parcel but not affecting generally the district in which it is situated, a literal enforcement of these Regulations would result in exceptional difficulty or unusual hardship.
- 7.10.2 Additional Considerations for Use Variances.
- .1 No use variance shall be granted where a dimensional variance would relieve the exceptional difficulty or unusual hardship.
 - .2 No use variance for a business use or an industrial use shall be granted in a Residential Zone.
 - .3 No use variance shall be granted for an industrial use in any Business or Special Zone.
 - .4 A use variance shall only be granted where, without the use variance, the private property would be rendered valueless.
 - .5 For any Use Variance application, the Zoning Board of Appeals shall refer the application to the Commission on the City Plan. The Zoning Board shall provide the Commission on the City Plan with 35 days to review and comment on the application.
- 7.11 Procedural Requirements For All Applications.**
- 7.11.1 Application Submission Requirements.
- .1 Applications to the Commission shall be submitted to the Department of Planning and Neighborhood Services.
 - .2 Applications shall be submitted on forms obtained from the Department of Planning and Neighborhood Services for the type of application being submitted.
 - .3 Applications shall be accompanied by the appropriate fee(s) except that the Commission or the City shall be exempt from any application fee.
 - .4 Applications shall be submitted with such supporting plans, materials, and other information as required by these Regulations.
 - .5 Applications shall be signed by the applicant and, if applicable, the owner of the property affected or the authorized agent or representative of the owner.
- 7.11.2 Date of Receipt.
For the purposes of calculating the timeframes for processing applications, the date of receipt of an application to the Commission shall be determined in accordance with state law. At the time of

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adoption of this Section, the relevant statute was CGS § 8-7d, which provided that the date of receipt shall be the earlier of:

- .1 The day of the next regularly scheduled meeting of the Commission immediately following the day of submission of the application to the Department of Planning and Neighborhood Services; or
- .2 Thirty-five days after submission.

7.11.3 Incomplete Applications.

- .1 Each application shall be reviewed by the Department of Planning and Neighborhood Services to determine whether the application is substantially complete.
- .2 An application requiring approval from the Commission shall not be considered actually complete until all of the information as required by these Regulations or the Commission, has been received by the Commission at a regularly scheduled meeting.
- .3 The Commission may deny an incomplete application or any application submitted without the requisite fee.

7.11.4 Sequence of Hearings.

Where a proposed development or activity requires multiple applications, the Commission may conduct any public hearings simultaneously or in the order it deems appropriate.

7.11.5 Consultations.

- .1 On any application, the Commission may seek the advice and opinion of other officials, boards, or commissions to assist it in evaluating applications.
- .2 On any application, the Commission may retain an architect, landscape architect, professional land use planner, or other consultant to review, comment, and guide its deliberations and, to the extent allowed by City ordinance, require that the applicant:
 - .1 Deposit funds with the Commission for the costs of any consulting review fees, or
 - .2 Reimburse the Commission for the cost of such consulting review.

7.11.6 Notice by Newspaper.

Notices of public hearings shall be published in accordance with applicable state law. At the time of adoption of this Section, CGS § 8-7d required publication of notices in the following circumstances and manner:

- .1 When a public hearing is required by these Regulations or scheduled by the Commission, the Department of Planning and Neighborhood Services shall cause notice of the hearing to be published in a newspaper having a substantial circulation in Norwich.
- .2 Such notice shall be published at least twice at intervals of not less than 2 days, the first not more than 15 days, nor less than 10 days, and the last not less than 2 days before the date of the hearing.

7.11.7 Notification of Abutting Property Owners.

- .1 When required by these regulations, the applicant shall mail written notice to the following persons:
 - .1 The owners of all parcels of land that are the subject of the application.
 - .2 All persons owning property, any portion of which is within 100 feet of the land that is the subject of the application.
- .2 Said notice shall include, at a minimum:
 - .1 The date, time and location (street address) of the public hearing;
 - .2 The street address of all parcels that are the subject of the application or, if such parcels do not have a street address, adequate geographical information to allow the recipient of the notice to determine the location of the parcels with respect to the nearest street intersection; and
 - .3 The nature of the application (e.g., site plan, Special Permit, zone change). The notice shall be sent by mail, at least 7 days prior to the date of the public hearing. A Certificate of Mailing from the U.S. Post Office of said written notice shall be conclusive evidence of compliance with the provisions of the Section.
- .3 Property owners, for the purpose of this Section, shall be as they appear on the property street cards in the City Assessor's office on the date of application, and distances shall be determined from the Assessor's tax maps on the date of said application.

- .4 Failure to mail such notice to any person or persons shall not in any way invalidate the public hearing, but the Commission may deny an application if it finds that such failure has, or may have, caused prejudice to any intended recipient.
- 7.11.8 Notification of Abutting Municipalities.
- .1 In accordance with CGS § 8-7d(f), the Commission shall notify the clerk of an adjoining municipality of any application concerning any project on any site in which:
 - .1 Any portion of the property affected by a decision is within 500 feet of the boundary of the adjoining municipality;
 - .2 A significant portion of the traffic to the completed project shall use streets within the adjoining municipality to enter or exit the site;
 - .3 A significant portion of the sewer or water drainage from the project shall flow through and significantly impact the drainage or sewerage system within the adjoining municipality; or
 - .4 Water runoff from the improved site shall impact streets or other municipal or private property within the adjoining municipality.
 - .2 Such notice shall be made by certificate of mailing requested and shall be mailed within seven (7) days of the day of the submission to the Department of Planning and Neighborhood Services of the application, petition, request or plan.
 - .3 No hearing shall be conducted on any application, petition, request or plan unless the adjoining municipality has received the notice required under this Section.
- 7.11.9 Notification of Water Companies.
- .1 In accordance with CGS § 8-3i, an applicant shall provide written notice to Norwich Public Utilities and the Commissioner of Public Health when an application, petition, request or plan is filed with the Commission concerning any project on any site that is within:
 - .1 An aquifer protection area, provided such area has been delineated in accordance with CGS § 22a-354c; or
 - .2 The watershed of the Norwich Public Utilities, provided said Utilities or said Commissioner has filed a map with the Commission and on the Norwich land records showing the boundaries of the watershed.
 - .2 Such notice shall be made by certified mail; return receipt requested and shall be mailed not later than 7 days after the date of the day of the submission to the Department of Planning and Neighborhood Services.
 - .3 Prior to the scheduled meeting regarding the application, the applicant shall submit the following to the Planning and Development Department or the application shall be considered incomplete:
 - .1 A copy of all notices and other documentation sent to the South Central Connecticut Regional Water Authority and / or the Commissioner of Environmental Protection in accordance with this Section; and
 - .2 Proof of mailing.
- 7.11.10 Notification of Regional Planning Agency.
- In accordance with CGS § 8-3b, the Commission shall give written notice to the regional planning agency when any portion of any land affected by a regulation change is located within 500 feet of the boundary of another municipality and:
- .1 Such notice shall be made by certified mail, return receipt requested, or by electronic mail.
 - .2 Such notice shall be made not later than 30 days before the date of the public hearing.
 - .3 The regional planning agency may submit its advisory findings and recommendations to the Commission at or before the hearing but if such report is not submitted, it shall be presumed that such agency does not disapprove of the proposal.
- 7.11.11 Notification of the Connecticut Department of Environmental Protection.
- Pursuant to CGS § 22a-103, the Commission shall give written notice to the Connecticut Department of Environmental Protection when any application relates to property within the Coastal Area Management boundary and for any regulation amendment that affects property located within said Boundary.
- 7.11.12 Notification of a Property subject to a Conservation or Preservation Restriction.
- In accordance with CGS § 47-42d, for property subject to a conservation or preservation restriction as defined in CGS § 47-42a, and where activity is proposed within the restricted area, the applicant must submit either:

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- .1 A notarized statement certifying that the applicant provided written notice of such application, by certified mail, return receipt requested, not later than 60 days prior to the filing of the application to the party holding the conservation restriction; or
- .2 A letter from the holder of such restriction or the holder's authorized agent verifying that the application is in compliance with the terms of the restriction.
- .3 This Section shall not apply to any proposed activity that involves only interior work in an existing building or exterior work that does not expand or alter the footprint of an existing building.

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7.11.13 Beneficiaries of a Trust.

Any person who makes an application to the Commission pertaining to real property, the record title to which is held by a trustee of any trust, shall file with said application a sworn statement disclosing the name(s) of the equitable owner (s) of such real property or the beneficiary(ies) of the trust.

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CHAPTER 8 ADMINISTRATION

8.1 Purpose.

For the purpose of promoting the health, safety, morals and general welfare of the community; for the purpose of lessening congestion in the streets; for the purpose of securing safety from fire, panic and other dangers; for the purpose of providing adequate light and air; for the purpose of preventing the overcrowding of land and avoiding undue concentration of population; for the purpose of facilitating adequate provision for transportation, water, sewerage, schools, parks and other public requirements; for the purpose of conserving the value of buildings and encouraging the most appropriate use of land throughout the city; for the purpose of providing for the public health, comfort and general welfare in living and working conditions, and for the purpose of regulating and restricting the location of trades and industries and the location of buildings designed for specific uses; for the purpose of regulating and limiting the height and bulk of buildings hereafter erected and for the purpose of regulating and determining the area of yards and other open spaces for buildings hereafter erected the City of Norwich is hereby divided into the following zoning districts:

RESIDENCE DISTRICTS	OVERVIEW
R-80, Residence District.	<ul style="list-style-type: none"> 80,000 square foot minimum lot size residential / agricultural uses
R-40, Residence District.	<ul style="list-style-type: none"> 40,000 square foot minimum lot size residential / agricultural uses
R-20, Residence District.	<ul style="list-style-type: none"> 20,000 square foot minimum lot size residential uses
MF, Multifamily District.	<ul style="list-style-type: none"> 10,000 square foot minimum lot size multifamily residential uses
ROS, Recreation Open Space District.	<ul style="list-style-type: none"> 5,000 square foot minimum lot size Park, recreation and open space uses

BUSINESS DISTRICTS	OVERVIEW
NC, Neighborhood Commercial District.	<ul style="list-style-type: none"> 10,000 square foot minimum lot size Small-scale business uses
GC, General Commercial District.	<ul style="list-style-type: none"> 10,000 square foot minimum lot size Large-scale business uses
PC, Planned Commercial District.	<ul style="list-style-type: none"> 120,000 square foot minimum lot size Regional-scale business uses
CC, Chelsea Central District.	<ul style="list-style-type: none"> 5,000 square foot minimum lot size High-density mixed use neighborhood
WD, Waterfront Development District.	<ul style="list-style-type: none"> 25,000 square foot minimum lot size Water dependent uses
PMR, ____ District.	<ul style="list-style-type: none"> 40,000 square foot minimum lot size Industrial uses
BP, Business Park District.	<ul style="list-style-type: none"> 40,000 square foot minimum lot size Business uses
PDD, Planned Development Design District.	<ul style="list-style-type: none"> 120,000 square foot minimum lot size Business uses

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SPECIAL DISTRICTS	OVERVIEW
Coastal Area Management Overlay District.	Overlay district assigns additional permitting requirements for activities occurring along coast
Mill Reuse Overlay District.	Overlay district enables alternate development opportunities for historic mill properties
Floodplain / Floodway Overlay District.	Overlay district assigns additional permitting requirements for flood prone areas
Historic Overlay District.	Overlay district enables alternate development opportunities for historic district properties
Agriculture Business Overlay District	Overlay district enables alternate development opportunities for farm properties
Incentive Housing Overlay District.	Overlay district enables alternate development opportunities for properties along bus routes
Greenway Open Space District.	Overlay district enables alternate development standards to preserve open space / public access
Neighborhood Redevelopment District.	Overlay district enables alternate development opportunities for underutilized properties

8.2 **Maps of Districts.**

The boundaries of such districts shall be shown on the map entitled "Zoning Map of the City of Norwich" which is filed in the office of the city clerk. Such map, with all explanatory matter thereon, is hereby declared to be a part of these regulations as fully as if set out herein.

8.3 **Boundaries of Districts.**

Where uncertainty exists with respect to the boundaries of any of the aforesaid districts shown on the zoning maps, the following rules shall apply.

- 8.3.1 Where district boundaries are indicated as approximately following the center line of a street, highway, railroad, brook, stream, right-of-way or easement, such lines shall be construed so to be such district boundaries.
- 8.3.2 Where district boundaries are so indicated that they are approximately parallel to the center lines of streets, such district boundaries shall be construed as being parallel thereto and at such distance there from as indicated on the zoning maps.
- 8.3.3 Where district boundaries are indicated as approximately following lot lines of record at the time of adoption of these regulations, such lot lines shall be construed to be such boundaries.
- 8.3.4 Where a question arises and no dimensions or official lot lines of record are shown, then the district boundaries shall be determined by the scaled dimension taken from the official zoning map.
- 8.3.5 Where a dispute arises, and cannot be settled by the application of the rules given above, the Commission shall determine the location of the disputed boundary or boundaries using the best information available.

8.4 **Zoning Map and Regulation Amendments. (CITY COUNCIL)**

Amendments. The provisions of these regulations and the boundaries of any zoning district established hereunder may from time to time be amended, modified, changed or repealed by the council in accordance with the provisions of chapter XV, section 7 of the Charter of the City of Norwich.

- 8.4.1 Application. Any petitioner requesting any change in the provisions of these regulations or the boundaries of any zoning districts established hereunder may have such amendatory ordinance introduced after submission of the subject amendatory ordinance to the city and city clerk's office on an application form as provided by the clerk. The application shall be submitted a minimum of seven working days prior to the next regularly scheduled meeting of the city council in order to be placed on the city council agenda. The fee for application shall be \$300.00. At least 20 days before the date of the public hearing on such proposed ordinance concerning an amendment to the zoning map accompanying the zoning

ordinance, the applicant shall cause to be erected on the area of the proposed zone change a sign, six feet by four feet in size, which sign shall set forth the present zone classification and the zone classification to which a change is requested, and also that a public hearing will be held by the council on the proposed change along with the date, time and place of such public hearing. Such sign shall consist of black letters of a minimum height of four inches on a white background. Such sign shall be placed in close proximity to the street or highway with clear and unobstructed visibility to the passing public and shall be maintained on the premises for at least 20 days prior to the public hearing.

- 8.4.2 Notice of proposed change of zone. No public hearing shall be held by the council on any ordinance concerning an amendment to the zoning map accompanying the zoning ordinance of the City of Norwich, unless the person requesting such amendment to the zoning ordinance shall at least 20 days before the date of the public hearing on such proposed ordinance mail, postage prepaid, or deliver a copy of the notice of the public hearing published by the city clerk to the owners of record of lots located within the area to be rezoned and within 150 feet from the boundaries of the area to be rezoned, as such owners appear on the last completed grant list, at the addresses shown thereon, and shall have filed the required certificate.

- 8.4.3 Certificate of compliance. The person requesting such rezoning shall on or before the date of the public hearing file with the city clerk a certificate setting forth the manner of compliance with the provisions of these regulations and the names and addresses of the owners to whom notices were mailed or delivered. The provisions of sections 8.4.1 and 8.4.2 above shall not apply in the case of a comprehensive rezoning of the City of Norwich. It shall be sufficient compliance with this section if the notices of the public hearing are furnished to those persons whose names and addresses are supplied by the assessor's office of the City of Norwich.

- 8.4.4 Protests. In the event that opponents of any proposed change of zone classification file a protest petition with the city clerk, such protest petition shall be referred to the city planning and neighborhood services department to determine whether signatories represent the requisite area as required by chapter XV, section 7, of the city Charter, and that the names of the property owners are accurate to make the protest petition a valid one. The city planning and neighborhood services department shall check the protest petition, and then notify the city clerk in writing whether or not the protest petition is a valid one. The city clerk shall then submit the report of the city planning and neighborhood services department to city council. If the petition is a valid one, the city council shall not adopt the ordinance making such change by less than the affirmative votes of three-fourths of all the members of the city council.

- 8.4.5 Reconsideration. Any proposed change of zone classification, boundary or regulation which is defeated by vote of the city council shall not be introduced for reconsideration by the city council for a period of one year from the date of said negative vote.

- 8.4.6 Interpretation. In the interpretation and application, the provisions of these regulations shall be held to be the minimum requirements adopted for the promotion of the public health, safety and general welfare. It is not intended by these regulations to repeal, abrogate, annul or in any way impair or interfere with existing provisions of other laws or ordinances, except those specifically repealed by these regulations, or with private restrictions placed upon property by covenant, deed or other private agreement, or with restrictive covenants running with the land to which the city is a party; provided, however, that where these regulations imposes a greater restriction upon land, buildings or structures than is imposed or required by such existing provisions of law, ordinance, contract, or deed, the provisions of these regulations shall control.

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8.5 Separability.

If any section, paragraph, subdivision, clause, or provision of these regulations shall be adjudged invalid or unconstitutional for any reason, such adjudication shall apply only to the section, paragraph, subdivision, clause, or provision so adjudged, and the remainder of these regulations shall be deemed to be and shall continue to be valid and in full force and effect.

8.6 Repealer.

The “Revised Zoning Ordinance of the City of Norwich “ #634, adopted February 13, 1973, published February 15, 1973, and effective February 25, 1973 and all other ordinances or parts thereof in conflict herewith are hereby repealed. The “Revised Zoning Ordinance of the City of Norwich “ #1496, adopted September 29, 2003, published October 1, 2003, and effective thereafter and all other ordinances or parts thereof in conflict herewith are hereby repealed.

8.7 Enforcement

8.7.1 Zoning enforcement officer.

Except as otherwise provided in these regulations, the zoning enforcement officer shall administer and enforce these regulations, including the receiving of applications, the inspection of uses, and the issuing of zoning and conversion permits and certificates of zoning compliance. No permits or certificate of zoning compliance shall be issued by the zoning enforcement officer except where the provisions of these regulations have been complied with.

8.7.2 Penalties.

- .1 Any person, firm, association or corporation violating any provision of these regulations shall be punished as follows: If any building or structure has been erected, constructed, altered, converted or maintained, or any building, structure or land has been used, in violation of any provision of these regulations or of any rule or regulation made under authority conferred hereby, any official having jurisdiction, in addition to other remedies, may institute an action or proceeding to prevent such unlawful erection, construction, alteration, conversion, maintenance or use or to restrain, correct or abate such violation or to prevent the occupancy of such building, structure or land or to prevent any illegal act, conduct, business or use in or about such premises.
- .2 The provisions of these regulations or of any rule or regulation made under authority conferred hereby shall be enforced by the officer or official board by authority designated therein, who shall be authorized to cause any building, structure, place or premises to be inspected and examined and to order in writing the remedying of any condition found to exist therein or thereon in violation of any provision of these regulations or of any rule or regulation made under authority of the provisions of these regulations.
- .3 The owner or agent of any building or premises where a violation of any provision of these regulations or of any rule or regulation made under the provisions of these regulations has been committed or exists, or the lessee or tenant of an entire building or premises in which such violation has been committed or exists, or the agent, architect, builder, contractor or any other person who commits, takes part or assists in any such violation, shall be fined not less than \$10.00 nor more than \$100.00 for each day that such violation continues; but, if the offense is willful, the person convicted thereof shall be fined not less than \$100.00 nor more than \$250.00 for each day that such violation continues, or imprisoned not more than ten days for each day such violation continues or both; and the local police court or other similar criminal courts shall have jurisdiction of all such offenses, subject to appeal as in other cases.
- .4 Any person who, having been served with an order to discontinue any such violation, fails to comply with such order within ten days after such service or continues to violate any provision of these regulations or any rule or regulation made under authority of the provisions of these regulations specified in such order shall be subject to a civil penalty of \$250.00, payable to the treasurer of the municipality.

8.8 Zoning Board of Appeals

- 8.8.1 Powers and duties. The zoning board of appeals shall have the following powers and duties all of which shall be exercised, subject to appropriate conditions and safeguards, in harmony with the purpose and intent of these regulations and in accordance with the public interest and the development of the neighborhood.
- 8.8.2 Rules. To adopt such rules and regulations as may be deemed necessary to carry out the provisions of this chapter.
- 8.8.3 Appeals. To hear and decide appeals where it is alleged that there is an error in any order or decision made by the zoning enforcement officer.
- 8.8.4 Variances. To vary the strict application of any of the requirements of these regulations in the case of an exceptionally irregular, narrow, shallow, or steep lot or other physical conditions for which strict application would result in exceptional difficulty or unusual hardship that would deprive the owner of the reasonable use of the land or building involved, but in no other cases. No variance in the strict application of any provision of these regulations shall be granted by the zoning board of appeals unless it finds:
- .1 That there are special circumstances or conditions fully described in the findings of the board, applying to the land or buildings for which the variance is sought, which circumstances or conditions are peculiar to such land or building, and do not apply generally to land or buildings in the neighborhood, and have not resulted from any act subsequent to the adoption of these regulations, whether in violation of the provisions hereof or not; and
 - .2 That, for reasons fully set forth in the findings of the board, the aforesaid circumstances or conditions are such that the strict application of the provisions of these regulations would deprive the applicant of the reasonable use of such land or building and the granting of the variance is necessary for the reasonable use of the land or building, and that the variance as granted by the board is the minimum variance that will accomplish this purpose; and
 - .3 That the granting of the variance will be in harmony with the purposes and intent of these regulations, and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
 - .4 The applicant shall, no later than 10 days prior to the variance hearing, send notices to all abutting property owners by registered mail, return receipt requested, and said notice shall include the following:
 - .1 The time, place and date of the hearing;
 - .2 The full particulars of the variance; and
 - .3 The zoning regulations that presently pertain to the variance in question.
 - .5 Upon receipt of an application for a use variance, the zoning board of appeals shall forward a copy of same to the Commission for a report thereon, which report shall be filed within 30 days of receipt by the Commission.
- 8.8.5 Fee. All applications and appeals shall be accompanied by a fee of \$500.00. Said fee shall be paid to the secretary of the zoning board of appeals at the time of filing the application.
- 8.8.6 Public hearing. The zoning board of appeals shall hold a public hearing on all applications. Such hearing shall commence within 65 days of receipt of an application and shall be completed within 30 days after such hearing commences. The applicant may consent to 1 or more extensions of any period specified in this section provided the total extension of any such period shall not be for longer than the original period as specified in this section.
- 8.8.7 Notice of time and place of the hearing shall be published in a newspaper having a general circulation in the City of Norwich at least twice, at intervals of not less than 2 days, the first not more than 15, nor less than 10 days, and the last not less than 2 days before the date of the hearing. Notice shall be sent by certified mail to the applicant not less than 10 days before the date of the hearing informing the applicant of the date and time of the scheduled public hearing.
- 8.8.8 Board action. All decisions on such application shall be rendered within 65 days after the completion of such hearing. The applicant may consent to one or more extensions of this period provided the total extension shall not be for longer than the original period as specified in this section.
- .1 Notice of the decision shall be published in a newspaper having a general circulation in the City of Norwich and sent by certified mail to the applicant within 15 days after the decision has been rendered.

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8.8.9 Records. The zoning board of appeals shall appoint a secretary to the board who shall receive all applications, shall keep all records of the board, and shall furnish copies of records, upon request, to any person having a proprietary or tenancy interest in the building or lot affected.

8.9 Performance Bonds.

8.9.1 Applicability.

.1 The Commission may require the applicant to post a financial guarantee (i.e., bond) to assure the completion of aspects of projects approved under the site plan review or special permit process. The following elements shall be included in the financial guarantee:

- .1 All required public improvements;
- .2 All erosion and sedimentation controls approved or otherwise required during site construction and for site restoration should construction cease prior to attaining compliance with approved plans; and
- .3 Any required site cleanups of debris, abandoned vehicles or any other material that would cause a deterioration of conditions in the area.

.2 Where authorized in these Regulations, the Zoning Enforcement Officer may require the applicant to post a financial guarantee.

8.9.2 Bond Objectives. During a construction project, the applicant may request that the financial guarantee align to the scope of work on the site. The following table outlines the City's objectives for each aspect of site development:

	CONSTRUCTION STABILIZATION	PHASED OCCUPANCY	MATURATION
Purpose	Bond is provided prior to the initiation of any site work to enable site reclamation if the project were to fail	Bond is provided during construction, when the applicant / developer is seeking occupancy prior to the completion of all site improvements	Bond is provided at the end of a project to ensure that the final landscaping will survive and that the stormwater management system is functioning
Typical activities to be bonded	<ul style="list-style-type: none">• Installation and maintenance of erosion and sedimentation controls• Costs to restore the site to a pre-construction condition (e.g., loam, seed) for the total exposed area	<ul style="list-style-type: none">• Site improvements needed to ensure public safety and site access (e.g., roads, sidewalks, lighting)• Drainage improvements• Maintenance of erosion and sedimentation controls• Costs to restore the site to a pre-construction condition (e.g., loam, seed) for the total exposed area	<ul style="list-style-type: none">• Landscaping improvements (e.g., grass, trees, shrubs)• Maintenance of erosion and sedimentation controls
Timeframe	At zoning permit / building permit	When a Certificate of Occupancy is requested for a portion of the project	When a final Certificate of Occupancy is requested for the project

8.9.3 Bond Format. Where a bond is required by any Section of these Regulations, it shall be in 1 of the following forms, subject to the approval of the Commission or its designated agent or attorney:

- .1 Cash deposited with the City.
- .2 Surety bond or certified check to the order of the City when the amount of the check is fully insured by the FDIC.
- .3 Bank deposit assigned irrevocably and solely to the City when the amount of the deposit is fully insured by the FDIC.
- .4 Irrevocable evergreen letter of credit naming the City as sole beneficiary provided that:

- .1 Such evergreen letter of credit shall be issued by, and drafts thereunder presentable at, a branch of a bank in Connecticut and provided that such bank is included in the most recent list issued by the Securities Valuation Office of the National Association of Insurance Commissioners (or any successor office or organization, "NAIC") as a bank meeting NAIC standards for issuing letters of credit for reinsurance purposes; or
- .2 The long-term unsecured debt of such bank (or the long-term unsecured debt of its holding company) is rated BBB or better by Standard & Poor's rating service or Baa or better by Moody's rating service.
- .3 The terms and conditions of such letter of credit shall be acceptable in form and substance to the City and substantially in the form of the model letter of credit provided by the Department of Planning and Neighborhood Services,
- .4 If and when such letter of credit has less than 30 days remaining until its expiration date, and such date shall not have been extended, the City may draw under said letter of credit the full amount thereof and the proceeds may be retained by the City as the financial guarantee.
- .5 The period to expiration of a Letter of Credit shall be not less than 1 year, with a provision for automatic renewal at increments of not less than 1 year. The City of Norwich must be informed of the intention not to renew or the bond shall automatically be renewed.

8.9.4 Bond Initiation and Term.

- .1 The financial guarantee shall be posted prior to the City's issuance of a Zoning Permit and a Building Permit.
- .2 A financial guarantee shall remain in force until all of the terms and conditions of the subject Permit have been successfully met. The suspension of a Permit does not in any way affect the term of any associated Security.

8.9.5 Reduction.

- .1 At the request of the developer, the City may reduce the required bond commensurate with the items completed.
- .2 The Director of Planning and Neighborhood Services, in coordination and concurrence with the Director of Public Works, or their respective appointees, may authorize a bond reduction of up to 90 percent of the original bond amount. The final 10 percent shall not be released until all required improvements are completed, a Certificate of Zoning Compliance is issued and the Commission on the City Plan authorizes the final release of the bond. No request for final release shall be granted without a statement from the Director of Planning and Neighborhood Services and Director of Public Works, or their respective appointees, indicating that the work has been completed in compliance with the approved site plan.

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CHAPTER 9 DEFINITIONS

9.1 Use of Terms

- 9.1.1 Definitions to be Applied. In the interpretation and enforcement of these Regulations, the words and phrases set forth in these Regulations shall be construed as defined in this Article, unless otherwise clearly qualified by their context.
- 9.1.2 Specific Terms. In the interpretation and enforcement of these Regulations, certain words contained herein shall be interpreted as follows:
- .1 The word "shall" is mandatory and not discretionary.
 - .2 The word "may" is permissive.
 - .3 When not inconsistent with the context:
 - .1 Words in the present tense include the future and vice-versa.
 - .2 Words in the singular include the plural and vice-versa.
 - .3 Words in the masculine include the feminine and neuter and vice-versa.
 - .4 The words "occupied" or "used" include the words "designed, arranged or intended to be occupied or used."
 - .5 The words "zone," "zoning district," and "district" have the same meaning.
 - .6 The words "base zone" and "underlying zone" have the same meaning.
 - .7 The word "person" also includes a partnership, association, trust, corporation or other legal entity.
 - .8 "Filed" shall mean "submitted" and vice-versa.
 - .9 The "City" is the City of Norwich, Connecticut.
 - .10 The "Commission" is the Commission on the City Plan.
 - .11 "CGS" means the Connecticut General Statutes. All references in these Regulations to the CGS shall mean the most recently amended version of the statutes, unless specifically stated otherwise. For informational purposes and reader convenience, the version of certain statutes as of the time of adoption of these Regulations is reprinted herein. However, if the relevant statute was later amended, the versions reprinted herein may no longer be applicable. The reader should consult the current version of the statute when possible. Connecticut statutes may be searched "on line" at the following web address: cga.ct.gov
- 9.1.3 Terms Not Defined. In the interpretation and enforcement of these Regulations, words not defined in this Article shall be interpreted by the Commission or its designated agent. In connection with such interpretation, the Commission may consult one or more of the following:
- .1 The State Building Code, as amended.
 - .2 The Connecticut General Statutes ("CGS").
 - .3 The Illustrated Book of Development Definitions (Rutgers University, Center for Urban Policy Research (Piscataway, NJ), as amended.
 - .4 Black's Law Dictionary.
 - .5 A comprehensive general dictionary.

9.2 Defined Terms

For the purpose of these Regulations, the following words are defined below:

CONCEPT OF "ACCESSORY" AND "PRINCIPAL"

Accessory. Subordinate and customarily incidental to a principal building, structure, or use on the same property or a contiguous lot under the same ownership.

Accessory Apartment. See *HOUSING RELATED TERMS*

Accessory Building. See *"Building, Accessory" @ BUILDING RELATED TERMS*

Accessory Use. See *"Use, Accessory" @ USE RELATED TERMS*

Principal. The primary or predominant building, structure, use, or activity on a lot or parcel

Principal Building. See *"Building, Principal" @ BUILDING RELATED TERMS*

Residential
DistrictsBusiness
DistrictsSpecial
DistrictsGeneral
RequirementsBasic
StandardsUse
Requirements

Procedures

Administrative

DEFINITIONS

CONCEPT OF "ACCESSORY" AND "PRINCIPAL"

Principal Use. See "Use, Principal" @ USE RELATED TERMS

Agritourism – see *FARM RELATED TERMS*

Alcoholic beverages are alcohol, beer, spirits and wine.

ANIMAL RELATED TERMS

Animal day care is a business kept or maintained for the care, grooming, training, exercising and socialization of dogs or cats by a person other than the owner of the animal. Does not include overnight boarding. Overnight boarding may be permitted as part of a Commercial Kennel in accordance with Section 6.15.

Kennel is any lot on which four or more dogs or cats, six months old or older, are kept.

Kennel, Commercial is any kennel maintained and operated as a business for the grooming, boarding, daycare or training of dogs.

Livestock are animals commonly raised in an agricultural rather than a domestic environment, including but not limited to chickens, pigs, sheep, goats, horses, cattle, donkeys, llamas, emus, ostriches.

Antenna is a device used to receive or transmit electromagnetic waves. Examples include, but are not limited to, whip, panel and dish antennas.

Apartment is any building or portion thereof containing three or more dwelling units.

Apartment, accessory – See *HOUSING RELATED TERMS*

Apartment, garden is an apartment building not more than three stories in height.

Apartment, high-rise is an apartment building not more than seven or less than four stories in height.

Area of special flood hazard is the land within the City of Norwich that is subject to a one percent or greater chance of flooding in any given year or the base flood discharge and is synonymous with the phrase "floodplain," and the areas with the 100-year flood boundary.

Basement – see *FLOOD RELATED TERMS*

Base flood – see *FLOOD RELATED TERMS*

Base flood elevation (BFE) – see *FLOOD RELATED TERMS*

Base zone is a traditional zoning classification. The districts listed in the "Residence Districts" and "Business Districts" chapters are base zones.

Bed and breakfast inn – see *LODGING RELATED TERMS*

Boardinghouse – see *LODGING RELATED TERMS*

Bollard – see *LIGHTING RELATED TERMS*

BUILDING RELATED TERMS

Building is any combination of materials forming any construction which requires location on the ground or attachment to something having location on the ground. The term "building" shall include the term "structure" as well as fences, walls, signs, swimming pools, porches and similar structures,

BUILDING RELATED TERMS	
but excluding antennae attached to and extending not more than 25 feet above the highest point of the building and utility poles.	Residential Districts
Building, accessory is a building which is subordinate and customarily incidental to the principal building and/or use permitted on the same lot. A building shall be considered an accessory building unless it shares a common wall or common roof with the principal building. The term “accessory building” when used in connection with a farm shall include all structures customarily used for farm purposes. Except for farms, no accessory building shall be larger than the principal building.	Business Districts
Building area is the ground area enclosed by the walls of a building together with the area of all covered porches and other roofed portions.	
Building height is the vertical distance measured from the average finished grade within ten feet of the walls of the building to the highest point of flat or mansard roofs including the top of a parapet or to the mean level between the eaves and ridge of gable, hip or gambrel roofs.	Special Districts
Building, principal is single building or structure, or interrelated group of buildings or structures, in which is conducted the principal use of the lot on which the building or structure is situated.	
Building setback line is the line within a lot defining the minimum required distance between the principal building and any adjacent street or lot line.	General Requirements
Structure - for floodplain management purposes (section 3.4) only - a structure is a walled and roofed building which is principally above ground, including a manufactured home, a gas or liquid storage tank, or other man-made facilities or infrastructures.	

Cafe – *see RESTAURANT RELATED TERMS*

Cellar is the portion of a building other than a basement that is located below ground level.

Certification is a signed approval by the Commission on the City Plan that a soil and erosion control plan complies with the applicable requirements of these regulations.

Certificate of zoning compliance (CZC) is approval issued by the zoning enforcement officer prior to the building inspector's issuance of a certificate of occupancy. The CZC is issued to ensure compliance with a site plan approved by the Commission on the City Plan or to ensure compliance with a zoning permit issued by the zoning enforcement officer.

Club is an association of persons which is the owner, lessee or occupant of an establishment operated solely for a recreational, social, fraternal, religious, political or athletic purpose whose activities are confined to the members and guests, are not extended to the general public, and include the establishment so operated, but does not include such club the chief activities of which is a service customarily carried on primarily for business or gain.

COASTAL AREA MANAGEMENT RELATED TERMS	
Water-dependent uses are those uses and facilities which require direct access to, or location in, marine or tidal waters and which therefore cannot be located inland, including but not limited to: Marinas, recreational and commercial fishing and boating facilities, finfish and shellfish processing plants, waterfront dock and port facilities, shipyards and boat building facilities, water-based recreational uses, navigation aids, basins and channels, industrial uses dependent upon water-borne transportation or requiring large volumes of cooling or process water and which cannot reasonably be located or operated at an inland site and uses which provide general public access to marine or tidal waters. (Connecticut General Statutes Sec. 22a-93-16)	Procedures Administration
Start of construction (for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348)) includes substantial improvements and means the	

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COASTAL AREA MANAGEMENT RELATED TERMS

date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns or any work beyond the stage of excavation, or placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and / or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, or other structural part of a building, whether or not that alteration affects the external dimensions of the building. This definition shall apply only to section 3.7 of these regulations.

Colleges, universities, educational institutions, including private trade schools are defined as public or private institutions of higher learning offering a course of studies leading to a degree or certification in a specific vocation or technical field. Such institutions may include accessory uses to support the principal institution. Examples of such accessory uses are: residential facilities for staff and / or students, sports fields and / or other structures for institutional events. It is the Commission's intent to encourage the development within this district of business and educational facilities that work together on educational and training programs.

Co-location – *see TELECOMMUNICATIONS RELATED TERMS*

Commercial Kennel – *see ANIMAL RELATED TERMS*

Community garden – *see FARM RELATED TERMS*

Community house is a building designed or intended to be used for essential community services that are not conducted for profit.

Corner lot – *see LOT RELATED TERMS*

Cost means, as related to substantial improvements, the cost of any reconstruction, rehabilitation, addition, alteration, repair or other improvement of a structure shall be established by a detailed written contractor's estimate. The estimate shall include, but not be limited to: the cost of materials (interior finishing elements, structural elements, utility and service equipment); sales tax on materials, building equipment and fixtures, including heating and air conditioning and utility meters; labor; built-in appliances; demolition and site preparation; repairs made to damaged parts of the building worked on at the same time; contractor's overhead; contractor's profit; and grand total. Items to be excluded include: cost of plans and specifications, survey costs, permit fees, outside improvements such as septic systems, water supply wells, landscaping, sidewalks, fences, yard lights, irrigation systems, and detached structures such as garages, sheds, and gazebos.

Cultivation of land – *see FARM RELATED TERMS*

Customer service establishment is an establishment which sells services in small quantities directly to the general public. Examples include, but are not limited to barber or beauty shop, collection station for laundry or dry cleaning, laundry facilities, photographic studio, shoe or hat repair, custom work by dressmaker, milliner or tailor, bicycle repair, printing, television or household appliance repair shop, computer repair shop, copy shop, day spa, and massage therapy.

Cut Sheets – *see LIGHTING RELATED TERMS*

DAYCARE RELATED TERMS	
Day Care is a program of supplementary care provided to one or more persons on a regularly recurring, but part-time basis, in a place other than the recipient's own dwelling.	Residential Districts
Day Care, Animal – <i>see ANIMAL RELATED TERMS</i>	
Day Care Center is defined in CGS § 19a-77.	Business Districts
Family Day Care Home is defined in CGS § 19a-77.	
Group Day Care Home is defined in CGS § 19a-77.	

Designated agent is an official of the planning and neighborhood services department or the engineering department, and has the authority to review soil erosion and sediment control plans.

Development means any manmade change to improved or unimproved real estate, including but not limited to the construction of buildings or other structures; the construction of additions, alterations or substantial improvements to buildings or structures; the placement of buildings or structures; mining, dredging, filling, grading, paving, excavation or drilling operations. or storage of equipment; the storage, deposition, or extraction of materials; and the installation, repair or removal of public or private sewage disposal systems or water supply facilities.

Direct Light – *see LIGHTING RELATED TERMS*

Disturbed area – *see EROSION CONTROL RELATED TERMS*

Dwelling is a building designed or used as the living quarters for one or more families.

Dwelling unit is one or more rooms providing complete living, sleeping, and eating facilities for one family, including bathroom and kitchen facilities.

EROSION CONTROL RELATED TERMS	
Disturbed area is an area where the ground cover is destroyed or removed leaving the land subject to accelerated erosion.	Special Districts
Erosion is the detachment and movement of soil or rock fragments by water, wind, ice or gravity.	
Sediment is solid material, either mineral or organic, that is in suspension, is transported, or has been moved from its site of origin by erosion.	General Requirements
Sedimentation is the process of transporting sediment from its site of origin and/or forming of silt or other sediment due to earth-disturbing activities.	
Soil is any unconsolidated material or organic material of any origin.	Basic Standards
Soil erosion and sediment control plan is a scheme that minimizes soil erosion and sedimentation resulting from development and includes, but is not limited to, a map and narrative.	

Family is any number of persons related by blood or marriage living in the same dwelling, or not more than five persons unrelated by blood or marriage living together as a single housekeeping unit, as distinguished from a group occupying a boardinghouse, rooming house, tourist home, club, fraternity, hotel / inn.

Family day care – *see DAYCARE RELATED TERMS*

FARM RELATED TERMS

Agritourism is activities that attract visitors to a working farm. Activities include weddings, mazes, concerts, events (not including promotional events for products grown and / or processed on the premises or as part of the overall farm operation).

Community garden is a use in which land managed by a group of individuals is used to grow food or ornamental crops, such as flowers, for donation or for use by those cultivating the land and their households. Community gardens may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained and used by group members.

Cultivation of land involves the improvement and preparation of land, by plowing or fertilizing, for raising crops; tillage.

Farm is a tract of land containing five acres or more, used in whole or in part for commercial agricultural purposes, which may include the raising and keeping of domestic and other animals. Includes agriculture, forestry, truck and nursery gardening, greenhouses not including a florist shop, dairy farming, livestock and poultry raising, but excluding the commercial raising of pigs and fur bearing animals

Farmer's market is an event held primarily to promote the sale of agricultural products.

Farm stand is a retail stand that sells agricultural products grown or raised on premises by the producer.

Farm store is an accessory use related to a bona fide farm operation which offers for sale to the general public such food or plant products as fruits, vegetables, plants, flowers, eggs, honey, maple syrup, dairy products, and seasonal items including Christmas trees, cemetery baskets, etc.

Farm worker dwelling is a dwelling located on a farm for the purpose of housing an employee of that farm operation and his/her family. Also included in this use type would be multi-family dwelling(s) for seasonal employees in connection with an orchard, winery or other agricultural use, which relies on seasonal employees who must be housed.

Home garden is a garden maintained by one or more individuals who reside in a dwelling unit located on the subject property to grow and harvest food and/or horticultural products for personal consumption or for sale or donation.

Urban farm is a use involving the growing, washing, packaging and storage of fruits, vegetables and other plant products for wholesale or retail sales.

- Indoor operation. All allowed activities must be conducted within completely enclosed buildings. Typical operations include greenhouses, vertical farming, hydroponic systems and aquaponic systems.
- Outdoor operation. Allowed activities are conducted in unenclosed areas or partially enclosed structures. May include indoor operations in conjunction with outdoor operations. Typical operations include growing beds, growing fields, hoopouses and orchards.
- Rooftop operation. All allowed activities occur on the roof of a principal building as a principal use or accessory use. Typical operations include growing beds and growing trays.

Winery is a building or buildings used to convert fruit juices into wine and to age, bottle, store, distribute and sell. A winery includes any and all of the following: a tasting room, on-site sales, conference room space, warehousing, maintenance facilities, sales and administrative offices and winery-related events and event space.

Federal Emergency Management Agency – see *FLOOD RELATED TERMS*

FLOOD RELATED TERMS	
Base flood elevation (BFE) is the elevation of the crest of the base flood or 100-year flood measured as the height in relation to mean sea level expected to be reached by the waters of the base flood at pertinent points in the floodplains of coastal and riverine areas.	Residential Districts
Base flood elevation (BFE) is the elevation of the crest of the base flood or 100-year flood measured as the height in relation to mean sea level expected to be reached by the waters of the base flood at pertinent points in the floodplains of coastal and riverine areas.	Business Districts
Basement is a story in a building, the structural ceiling of which is four feet or more above the average level of finished grade abutting the exterior wall(s) fronting on any street and the floor level of which is below finished grade at all points on the periphery of the building. For floodplain management purposes, a basement is any area of the building having its floor subgrade (below ground level) on all sides.	Special Districts
Federal Emergency Management Agency is the federal agency that administers the National Flood Insurance Program (NFIP).	General Requirements
Flood. A general and temporary condition of partial or complete inundation of normally dry land areas from: <ul style="list-style-type: none"> • The overflow of inland or tidal waters. • The unusual and rapid accumulation or runoff of surface waters from any source. • Mudslides (i.e., mudflows) which are proximately caused or precipitated by accumulations of water on or under the ground. 	Basic Standards
The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual or unforeseeable event which results in flooding as defined in (a)(1) of this section.	Use Requirements
Flood insurance rate map (FIRM) means an official map of a community, on which are delineated both the special hazard areas and the risk premium zones applicable to the community.	Procedures
Flood insurance study (FIS) is the official study of a community in which the Federal Emergency Management Agency (FEMA) has conducted an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.	Administration
Floodplain violation means a failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without required permits, lowest floor elevation documentation, flood-proofing certificates or required floodway encroachment calculations is presumed to be in violation until such time as that documentation is provided.	
Floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the surface elevation more than one foot.	
Functionally dependent use or facility is a use or facility that cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities. The term does not include seafood processing facilities, long-term storage, manufacturing, sales or service facilities.	
Market value of a structure, as related to substantial improvement and substantial damage, shall be determined by the most recent property tax assessment (total assessment minus land value and the	

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FLOOD RELATED TERMS

value of structures not affected made prior to the start of the initial repair or improvement, or, if applicable, prior to the damage occurring, unless the property owner chooses to submit a an independent appraisal conducted by a professional appraiser no earlier than one year before the start of initial repair or improvement or, in the case of damage, within one year of the date of the damage occurring, in which case the market value of the structure prior to repair, improvement or damage shall be determined by the independent appraisal.

Mean sea level means, for purposes of the National Flood Insurance Program, the North American Vertical Datum (NAVD) of 1988 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map (FIRM) are referenced.

New construction for purposes of floodplain management means structures for which the "start of construction" commenced on or after June 15, 1978, the effective date of the floodplain management regulations, and includes any subsequent improvements to such structures. This definition shall apply only to section 3.7 of these regulations.

Regulatory floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Riverine means relating to, formed by or resembling a river (including tributaries), stream, brook, etc.

Special flood hazard area (SFHA) means the land in the floodplain within a community subject to a one-percent or greater chance of flooding in any given year. SFHAs are determined utilizing the base flood elevations (BFE) provided on the flood profiles in the Flood Insurance Study (FIS) for a community. BFEs provided on Flood Insurance Rate Map (FIRM) are only approximate (rounded up or down) and should be verified with the BFEs published in the FIS for a specific location. SFHAs include, but are not necessarily limited to, the land shown as Zones A, A1—30, AE, AO, AH on a FIRM. The SFHA is also called the area of Special Flood Hazard.

Substantial damage means damage of any origin sustained by a structure, whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement means any repair, reconstruction or improvement of a structure, taking place during a one (1) year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure either, (a) before the improvement or repair is started, or (b) if the structure has been damaged, and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include either (1) any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions or (2) any alteration of a historic structure listed on the National Register of Historic Places or a state inventory of historic places.

Footcandle – see *LIGHTING RELATED TERMS*

Front lot – see *LOT RELATED TERMS*

Full Cutoff or Fully-Shielded Fixture – see *LIGHTING RELATED TERMS*

Furniture store – see *SALES RELATED TERMS*

Garden apartment – see *HOUSING RELATED TERMS*

Glare – see *LIGHTING RELATED TERMS*

Hazardous materials, substances, and waste means any material, substance or waste that is toxic, reactive, corrosive or ignitable, and may be determined to pose a present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed, including hazardous substances, materials and wastes as defined in the Code of Federal Regulations, title 40 CFR, parts 261, 302.4 and 300.6, as amended, and title 49 CFR, subchapter C, part 171, as amended.

High-rise apartment – see *HOUSING RELATED TERMS*

Home Garden – see *FARM RELATED TERMS*

Garage, private is a building or part thereof accessory to a principal building and providing for the storage of automobiles and in which no occupation or business for profit is carried on.

Garage, public or storage is a building or part thereof other than a private garage for the storage of motor vehicles and in which repairs or service station activities are or may be carried on.

Grading is the excavating, grubbing, filling (including hydraulic filling) or stockpiling of earth materials or any combination thereof, including the land in its excavated or filled condition.

Grill - see *RESTAURANT RELATED TERMS*

HID - High Intensity Discharge – see *LIGHTING RELATED TERMS*

Historic structure is any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- Certified or preliminarily determined by the Secretary of the Interior as contributing to the historic significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - By an approved state program as determined by the Secretary of the Interior ; or
 - Directly by the Secretary of the Interior in states without approved programs.

HOME-BASED BUSINESS RELATED TERMS

Home-based business is any occupation which is customarily or properly conducted for compensation entirely within a dwelling by the occupant thereof.

This definition includes, but is not limited to, the office, studio or workshop of an architect, artist, computer or Internet-based business, dentist, dressmaker, economist, engineer, insurance agent, lawyer, musician, photographer, physician, psychologist, real estate broker, serviceman or a dwelling also used for preserving or cooking for compensation. Such uses as restaurants, tearooms, funeral homes, dancing schools, public garages, clinic, hospital, animal hospitals, commercial kennel, antique shop, barber shop, beauty parlor, tea room or similar use shall not considered incidental and accessory to a residential use and shall not be deemed a home-based business.

Home office / studio – see section 6.1.1

Major home occupation – see section 6.1.2

Minor home occupation – see section 6.1.3

Horizontal Illuminance – *see LIGHTING RELATED TERMS*

Hospital means any facility licensed by the State of Connecticut engaged primarily in providing services for the prevention, diagnosis and treatment of human health conditions including but not limited to in- and out-patient treatment, clinical and diagnostic facilities.

Hotel, motel or inn – *see LODGING RELATED TERMS*

HOUSING RELATED TERMS

Accessory apartment is a complete self-contained housekeeping unit, with sleeping area, kitchen and bathroom facilities, on a lot with, and subordinate to, a single-family residence that is the principal use. The size of the an accessory apartment shall be limited to one-third of the size of the principal dwelling unit or 900 square feet, whichever is less.

Garden apartment is an apartment building not more than three stories in height.

High-rise apartment is an apartment building not more than seven or less than four stories in height.

Multi-family dwelling is a building with 3 or more residences.

Single-family dwelling is a building designed for and occupied exclusively as a dwelling unit for one (1) family and having no party wall in common with an adjacent dwelling. Where a private garage or accessory structure is attached to such building, it shall be considered as a part thereof.

HPS - High Pressure Sodium – *see LIGHTING RELATED TERMS*

Interior lot – *see LOT RELATED TERMS*

IsoFootcandle diagram – *see LIGHTING RELATED TERMS*

Junk is any worked out, cast-off, or discarded article or material which is ready for destruction or has been collected or stored for salvage or conversion to some use. Any article or material which, unaltered or unchanged and without further recondition can be used for its original purpose as readily as when new shall not be considered junk.

Junkyard is the use of any lot or portion thereof, whether inside or outside a building, for the storage, keeping or abandonment of junk.

Kennel – *see ANIMAL RELATED TERMS*

Lamp – *see LIGHTING RELATED TERMS*

Legal Nonconforming – *see NONCONFORMING RELATED TERMS*

LIGHTING RELATED TERMS

Bollard is short, thick post or pole with integrated lighting components used for illuminating walkways.

Cut Sheets are product information sheets, or digital files from a lighting manufacturer that describes and illustrates a light fixture and its electrical, mechanical and performance specifications. (Specifications include: cutoff type, lamp type, lumen rating, etc.)

Direct Light is light emitted directly from the light source (bulb/lamp/diode), off of the reflector, or through the refracting lens or diffuser of a light fixture.

Footcandle is a standard unit of measure used to describe the density of light at a given point. A

LIGHTING RELATED TERMS

unit of illuminance, equal to one lumen per square foot.

Full Cutoff or Fully-Shielded Fixture is a light fixture designed to control the view of direct light, in which the light source is enclosed, and hidden from view on all sides except the downward light-emitting opening.

Glare is excessive brightness that interferes with vision.

HID - High Intensity Discharge is an efficient, long-life lamp type that is often used for commercial lighting. HID light fixtures feature high output and long bulb life. HID fixtures use a dedicated lamp & ballast system for a given light output rating.

Horizontal Illuminance is the light density measured on a horizontal plane. In site plans, horizontal illuminance is typically measured at the ground surface.

HPS - High Pressure Sodium is the orange-colored, high intensity discharge (HID) lamp type.

IsoFootcandle diagram is a computer-calculated diagram, which estimates the brightness levels that will be produced by a proposed lighting installation at a given site. The diagram depicts light density levels (horizontal illuminance levels), measured in footcandles, which are plotted at equidistant points across the ground level of a proposed site plan.

Lamp is the light source of a light fixture, as in the light bulb, or diode.

Light Pollution is that portion of artificial lighting which is directed or cast outward or upward and does not illuminate the ground or structure for which the lighting was designed or intended.

Light Trespass is light pollution affecting adjoining or nearby property.

Lumen is a standard unit of measure used to describe the light output of a light source (a unit of luminous flux). Manufacturer's specifications for lamps and light fixtures list the rate lumen output for the product.

Luminaire is a light fixture composed of a housing, lamp, electronics and wiring.

Max:Min Ratio (Uniformity Ratio) is the ratio between the brightest illuminance (footcandle) level and the lowest level of a site lighting plan.

Metal Halide (MH) is the white-colored, high intensity discharge (HID) lamp type.

Over-lighting is excessive exterior lighting, which exceeds industry-recognized, recommended practice guidelines for site lighting.

Uplight is wasted illumination from a light fixture that is directed skyward where it serves no purpose and contributes to light pollution.

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Livestock – see *ANIMAL RELATED TERMS*

LODGING RELATED TERMS

Bed and breakfast inn is an existing single-family owner-occupied dwelling in which the owner rents not more than eight rooms to provide overnight accommodations for transients and which may include the serving of breakfast only. Maximum length of stay per guest may not exceed 14 days within a 90-day period.

Boardinghouse is a dwelling in which the owner resides and rents rooms and furnishes meals for

LODGING RELATED TERMS

compensation to one or more persons, but not in excess of five persons.

Hotel, motel or inn is a building designed and used primarily for temporary occupancy by transients, which provides or offers accommodations for a consideration for six or more persons exclusive of employees living on the lot, and which may provide rooms for public assembly and may include the serving of food.

Transient person is any individual who resides in any dwelling, dwelling unit, bed and breakfast inn, boarding, rooming or lodging house, hotel, motel, or inn for a period of less than six months within any 12-month period.

LOT RELATED TERMS

Corner lot is a lot having two adjacent sides facing a street or streets so that the interior angle of the intersection is not more than 120 degrees.

Front Lot lines are all the boundary lines dividing the lot from the street or streets.

Interior lot is a lot other than a corner or through lot.

Lot is a plot or parcel of land occupied or capable of being occupied by a principal building and the accessory buildings or uses customarily incidental to it, including such open spaces as are required by these regulations.

Lot area is the gross horizontal area contained within the property lines of a lot.

Lot area required is the product of multiplying the average width of a lot by a lot depth not greater than three times such width, regardless of the depth of the lot.

Lot coverage is the percentage of the lot area that is covered by the building area.

Lot depth is the average horizontal distance measured between the front and rear lot lines.

Lot width is the horizontal distance between side lot lines measured parallel to the front lot line and along the building setback line.

Lot line is any boundary of a lot.

Rear lot shall be a building lot that meets the criteria of section 4.3.11 of these regulations and does not meet the minimum lot width adjacent to a street.

Rear lot lines are all the boundary lines between the side lot lines and generally opposite to the front lot line.

Side lot lines are all the boundary lines extending from the street which divide separate lots abutting the street.

Through lot is a lot extending between and fronting on two generally parallel and opposite streets.

Lowest floor means the lowest floor of the lowest enclosed area (including the basement).

Lumen – see *LIGHTING RELATED TERMS*

Luminaire Max:Min Ratio (Uniformity Ratio) – see *LIGHTING RELATED TERMS*

Manufactured or mobile home means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the

required utilities. The term also includes park trailers, travel trailers, recreational vehicles and similar transportable structures placed on a site for 180 consecutive days or longer and intended to be improved property.

Market value of a structure, as related to substantial improvement and substantial damage, - *see FLOOD RELATED TERMS*

Mean sea level means, for purposes of the National Flood Insurance Program – *see FLOOD RELATED TERMS*

Metal Halide (MH) – *see LIGHTING RELATED TERMS*

Mixed use – *see USE RELATED TERMS*

Multi-family dwelling – *see HOUSING RELATED TERMS*

New construction for purposes of floodplain management – *see FLOOD RELATED TERMS*

NONCONFORMING RELATED TERMS	
Nonconforming is an adjective used to describe a use, activity, building, structure, or lot that does not conform to the current requirements of these Regulations.	
Nonconforming building is a building which does not conform to all the applicable provisions of these regulations and which is legally in existence at the time of passage of these regulations or is legally established through the granting of a variance by the zoning board of appeals.	
Nonconforming, Legal is the situation where a nonconforming use, activity, building, structure, or lot lawfully existed prior to the time:	
<ul style="list-style-type: none"> • These Regulations became effective, or • An amendment hereto which created the nonconformity became effective. 	
Nonconforming lot. A parcel of land that fails to meet the area, shape, or frontage or any other applicable requirement of these Regulations pertaining to lots.	
Nonconforming use is a use of land or building which is not a use permitted by the provisions of these regulations for the district in which such land or building is situated and which is legally in existence at the time of passage of these regulations or is legally established through the granting of a variance by the zoning board of appeals.	

Off-track branch offices and teletracks are facilities operated by the state commission on special revenues pursuant to CGS Chapter 226.

Open space is unoccupied space open to the sky on the same lot as the principal building.

Over-lighting – *see LIGHTING RELATED TERMS*

Parking area is an open space used for parking motor vehicles exclusively and in which no gasoline or motor vehicle accessories are sold or no other business is conducted.

Permitted use – *see USE RELATED TERMS*

Principal use – *see USE RELATED TERMS*

Professional office / workspace is the office and interrelated area used by a member of a recognized profession including doctors or physicians, dentists, optometrists, ministers, architects, surveyors, engineers, consultants, public accountants, lawyers, artists, computer and word processing experts, graphic designers, authors, musicians and other recognized professional occupations. The issuance of a state or local license for regulation of any gainful occupation need not be deemed indicative of professional standing..

Rear lot – *see LOT RELATED TERMS*

Rear lot lines – *see LOT RELATED TERMS*

Recreational vehicle means a vehicle which is:

- Built on a single chassis;
- 400 square feet or less when measured at the largest horizontal projection;
- Designed to be self-propelled or permanently towable by a light duty truck; and
- Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory floodway – *see FLOOD RELATED TERMS*

Resort means a development in excess of ten acres that is principally intended to provide vacationers, visitors or seasonal residents with recreational and relaxation facilities such as golf courses, cross-country skiing trails, fishing docks or piers, boat/canoe/kayak launches and or conference facilities.

RESTAURANT RELATED TERMS

Cafe is a grill not necessarily serving food.

Grill is a place where alcoholic liquor is sold under a restaurant permit issued by the state liquor control commission, and where music, dancing or performance for the entertainment of customers may be allowed.

Restaurant is a business enterprise containing a kitchen and seats whose primary function is the preparation and selling of food and / or beverages to the patron in a ready-to-consume state on the premises.

Resubdivision is a change in a map of an approved or recorded subdivision or resubdivision if such change (a) affects any street layout shown on such map, (b) affects any area reserved thereon for public use or (c) diminishes the size of any lot shown thereon and creates an additional building lot, if any of the lots shown thereon have been conveyed after the approval or recording of such map.

Retail store – *see SALES RELATED TERMS*

Riverine – *see FLOOD RELATED TERMS*

Rooming or lodging house is an owner or non-owner occupied dwelling in which the owner, leasee or tenant rents rooms and or dwelling units to any number of transient persons and may or may not furnish meals. Three-quarter and off-campus housing facilities are included in this definition.

SALES RELATED TERMS

Furniture store is a building containing a minimum of 20,000 square feet of which 90 percent of the floor space is primarily designated and used for the display and sale of major household and occasional furnishings directly to ultimate consumers.

Retail store is a store selling goods in small quantities directly to ultimate consumers, excluding furniture stores containing a minimum of 20,000 square feet.

Wholesale sales is the sale of goods, principally in large quantities, for purposes of resale.

Sediment – *see EROSION CONTROL RELATED TERMS*

Sedimentation – *see EROSION CONTROL RELATED TERMS*

Side lot lines – *see LOT RELATED TERMS*

SIGN RELATED TERMS

Sign, business is a sign which directs attention to a business, product, activity or service conducted, sold or offered upon the premises where such sign is located.

Sign, animated is a sign which rotates, moves or in any way simulates motion, except that would not include clocks.

Sign, flashing is an illuminated sign on which the artificial light is not kept stationary or constant in intensity at all times when in use. Illuminated signs which indicate the time, temperature, date or similar public service information shall not be considered "flashing signs."

Sign, outdoor, advertising is a sign which directs attention to a business, product, activity or service which is generally conducted, sold or offered elsewhere than upon the premises where such sign is located.

Sign, off-premises advertising structure is a structure that shall not contain more than 2 signs per facing nor more than 4 signs in total which is used, or may be used, to advertise a business that is not located on the lot.

Sign is any material, structure, device or part thereof for visual communication which is used for the purpose of bringing the subject thereof to the attention of the public. Furthermore, the word "sign" shall include any billboard, model, banner, lettering, insignia, or representation used as, or which is in the nature of, an announcement, declaration, display, illustration, advertisement or attraction.

Sign, variable message is sign on which message copy is changed manually in the field through the utilization of attachable letters, symbols and other similar characters.

Single-family dwelling – see *HOUSING RELATED TERMS*

Soil – see *EROSION CONTROL RELATED TERMS*

Soil erosion and sediment control plan - see *EROSION CONTROL RELATED TERMS*

Special flood hazard area (SFHA) – see *FLOOD RELATED TERMS*

Start of construction – see *COASTAL AREA MANAGEMENT RELATED TERMS*

Story is that part of a building other than a cellar located between any floor and the ceiling or roof above it.

STREET RELATED TERMS

Street is any public or private thoroughfare which affords the principal means of access to abutting property or a proposed public thoroughfare shown upon a subdivision plan duly approved by the Commission on the City Plan of the City of Norwich.

Street line is the line separating the street right-of-way from adjoining property.

Structure – see *BUILDING RELATED TERMS*

Subdivision is the division of a tract or parcel of land into three or more parts or lots made subsequent to the adoption of subdivision regulations by the Commission, for the purpose, whether immediate or future, of sale or building development expressly excluding development for municipal, conservation or agricultural purposes. Every resubdivision shall also be deemed to be a subdivision.

Substantial damage – see *FLOOD RELATED TERMS*

Substantial improvement – see *FLOOD RELATED TERMS*

Swimming pool is a solid framed structure with a surface area of 150 square feet or more or a depth in excess of two feet that is designed or intended to hold water for swimming purposes.

TELECOMMUNICATIONS RELATED TERMS

Co-location is the locating of wireless communication facilities of more than one provider on a single site.

Tower is a structure intended to support equipment used to receive or transmit electromagnetic waves. Examples of towers include self-supporting lattice, guyed and monopole.

Wireless telecommunication facility is the equipment and structures involved in receiving or transmitting electromagnetic waves associated with wireless telecommunication services.

Wireless telecommunication services are services associated with the transmission and / or reception of wireless telecommunications. These services may include, but are not limited to, cellular, personal communication services, specialized mobilized radio and paging.

Tower – see *TELECOMMUNICATIONS RELATED TERMS*

Transient – see *LODGING RELATED TERMS*

Through lot – see *LOT RELATED TERMS*

Urban Farm – see *FARM RELATED TERMS*

USE RELATED TERMS

Use is the specific purpose for which land or a building is designed, arranged, intended, or for which it is or may be occupied or maintained.

Use, accessory is a use which is customarily and clearly incidental and subordinate to the principal use of a lot or a building and located on the same lot therewith.

Use, mixed is a building, or lot that contains both residential and non-residential uses.

Use, nonconforming – see *NONCONFORMING RELATED TERMS*

Use, permitted. The term "permitted use" or its equivalent includes all uses authorized by these Regulations by Use Permit, Site Plan Approval, or Special Permit, except non-conforming uses.

Use, principal is the primary purpose or function for which a premises is used, designed, or intended to be used.

Uplight – see *LIGHTING RELATED TERMS*

Variance means an exception to these regulations granted by the Zoning Board of Appeals in accordance with section 7.10.

Variable message sign – see *SIGN RELATED TERMS*

Water-dependent uses – see *COASTAL AREA MANAGEMENT RELATED TERMS*

Wholesale sales – see *SALES RELATED TERMS*

Winery – see *FARM RELATED TERMS*

Wireless telecommunication facility – see *TELECOMMUNICATIONS RELATED TERMS*

YARD RELATED TERMS	
Yard, front	is the required unoccupied space between the building line and the street line extending the full width of the lot.
Yard, rear	is the required unoccupied space between the rear building line and the rear line of the lot and extending the full width of the lot.
Yard, side	is the required unoccupied space situated between the side building line and the side line of the lot and extending from the front yard to the rear yard or to a side yard.

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LIGHTING

Lighting Zones.

Restricted Zone:

Lighting prohibited – preserved/protected natural areas and wetlands.

Zone 1:

Low ambient lighting- rural, suburban residential, abutting natural areas and waterways.

For HID light fixtures, HPS is preferred (see Definitions)

Zone 2:

High ambient lighting- urban, commercial and high traffic zones.

Light Levels (Illuminance Levels) • requirements by site type

Small Scale Site Lighting

For proposed Site Lighting using three (3) exterior light fixtures, or less:

Requirements.

Manufacturer's cut sheets of the proposed light fixture[s] shall be provided. These cut sheets must clearly indicate: 1) the fixture's IES cutoff classification, and 2) the lamp type and lumen rating.

For all site types - 3 fixtures, or less:

Zone 1: FCO / 6500 lumens max. / Lamp type restrictions:

Metal Halide [MH] discouraged in Zone 1

For all site types - 3 fixtures, or less:

Zone 2: FCO / 20000 lumens max. / No lamp type restrictions

Medium to Large Scale Site Lighting

For proposed Site Lighting using 4, or more exterior light fixtures:

Requirements.

1) Manufacturer's cut sheets of the proposed light fixture[s] shall be provided. These cut sheets must clearly indicate: 1) the fixture's IES cutoff classification, and 2) the lamp type and lumen rating.

2) Iso-footcandle calculations of the proposed site lighting shall be provided.

The following **Tables** depict the compliant illuminance levels for each **Site Type** and lighting **Zone**. Compliance is determined by meeting maximum horizontal footcandle readings at ground/pavement level. Max/minimum footcandle ratios are offered as recommendations for improved lighting uniformity at the site.

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Site Illuminance Level Recommendations [listed by Site Type].

The following recommendations for horizontal illuminance levels are based on standards from the IESNA Handbook and Recommended Practice RP-33-99 & RP-20-98

TABLE 1 General Public Use Commercial/Municipal Site

Parking Lot [general vehicle area]

Zone 1: • *HPS preferred* Max illuminance: 4 footcandles • *recommended Max:Min ratio- 20:1*

Zone 2: Max illuminance: 7.5 footcandles • *recommended Max:Min ratio- 15:1*

Pedestrian Areas / Building Perimeter

Zone 1: • *HPS preferred* Max illuminance: 5 footcandles • *recommended Max:Min ratio- 15:1*

Zone 2: Max illuminance: 8 footcandles • *recommended Max:Min ratio- 10:1*

TABLE 2 Automobile Dealership [by area]

Zone 1: disallowed

Zone 2:

Front display area: Max illuminance: 20 footcandles • *recommended Max:Min ratio- 5:1*

Other rows area: Max illuminance: 10 footcandles • *recommended Max:Min ratio- 10:1*

TABLE 3 Gas/Service Station [by area]

Zone 1: • *HPS preferred*

Pump Island area:

Max illuminance: 12 footcandles • *recommended Max: Min ratio- 5:1*

Building surrounds and other areas: Max illuminance: 5 footcandles • *recommended Max: Min ratio- 10:1*

Zone 2:

Pump Island area: Max illuminance: 20 footcandles • *recommended Max:Min ratio- 5:1*

Building surrounds and other areas: Max illuminance: 8 footcandles • *recommended Max:Min ratio- 10:1*

ZONING PERMIT APPLICATION REQUIREMENTS

1

☐ Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent.

☐ Application Fee – due upon approval

2

☐ Pursuant to CGS 47-42d [www.cga.ct.gov/2009/pub/chap822.htm#Sec47-42d.htm], for property subject to a conservation or historic preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that:

- the proposed activity involves only interior work in an existing building or exterior work that does not expand or alter the footprint of an existing building, or
- the applicant provided written notice of such application, by certified mail, return receipt requested, not later than 60 days prior to the filing of the application to the party holding a conservation restriction or a preservation restriction, or
- the holder of such restriction or the holder's authorized agent has submitted a letter verifying that the application is in compliance with the terms of the restriction.

3

☐ A plot plan at an acceptable scale incorporating a Class A-2 boundary survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a Connecticut-licensed land surveyor showing, where applicable, or at the discretion of the zoning officer a general plot plan to scale shall suffice:

4

☐ the actual dimensions of the plot to be built upon or used;

☐ the location of the plot in relation to public and/or private streets and accessways;

☐ the district in which the plot is located;

☐ the north arrow;

5

☐ the location and size of any presently existing buildings and structures upon the plot with exact setback distances from front, side and rear lot lines,

☐ the location of septic system(s) and well(s);

6

☐ the proposed location and size of any new buildings, additions or structures to be erected thereon, with proposed setback distances from front, side and rear lot lines;

☐ current and proposed percentage of the lot to be covered by buildings;

☐ current and proposed building height;

7

☐ all applicable setback lines;

☐ the location of any wetlands and/or watercourses or areas of special flood hazard;

8

☐ If required by the Zoning Officer, 2 copies of an Erosion and Sedimentation Control Plan in compliance with the Connecticut Department of Environmental Protection 2002 Guidelines for Soil Erosion and Sediment Control (CTDEP Bulletin 34) for all new construction, and for any other application where determined necessary by the Zoning Enforcement Officer.

9

SITE PLAN APPLICATION REQUIREMENTS

- ☐ Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent.
- ☐ Application Fee.
- ☐ Pursuant to CGS 47-42d [www.cga.ct.gov/2009/pub/chap822.htm#Sec47-42d.htm], for property subject to a conservation or preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that:
 - the proposed activity involves only interior work in an existing building or exterior work that does not expand or alter the footprint of an existing building, or
 - the applicant provided written notice of such application, by certified mail, return receipt requested, not later than 60 days prior to the filing of the application to the party holding a conservation restriction or a preservation restriction, or
 - the holder of such restriction or the holder's authorized agent has submitted a letter verifying that the application is in compliance with the terms of the restriction.
- ☐ A statement describing in detail the proposed use or uses.
- ☐ 10 copies of a 24" x 36" site plan (folded) at acceptable scale incorporating an A-2 survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a Connecticut-licensed land surveyor showing, where applicable:
 - ☐ a key map showing the location of the property in relation to surrounding areas;
 - ☐ existing and/or proposed buildings and appurtenances thereof;
 - ☐ existing and/or proposed parking accommodations;
 - ☐ location of existing and proposed buffer strips and landscaping;
 - ☐ access and egress details for pedestrian and vehicular traffic;
 - ☐ location of existing and proposed signs;
 - ☐ site lighting details including a light shed plan; and
 - ☐ location of adjacent roads, curb cuts, and width of rights-of-way and travel way.
- ☐ Where applicable, 2 copies of a sketch drawing showing existing and proposed floor plans with dimensions, and indicating all proposed interior and exterior alterations, modifications or changes.
- ☐ Where applicable, 2 copies of a sketch drawing showing proposed exterior elevations of buildings, including dimensions.
- ☐ Where applicable, 2 copies of a sketch drawing showing the design of any proposed sign, including dimensions.
- ☐ A report by Norwich Public Utilities specifying that the proposed use(s) will be adequately served by proposed public water or from Uncas Health District when a well is proposed.
- ☐ A report by the Uncas Health District stating that the proposed uses(s) will be adequately served by proposed septic if sewer is not available.
- ☐ List of waivers requested.
- ☐ Any other information which in the Department of Planning and Neighborhood Service's judgment will assist in evaluating the proposal.

(see requirements for erosion and sediment control)

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REQUIREMENTS FOR EROSION AND SEDIMENT CONTROL

1

- ☐ 3 copies of a soil erosion and sediment control plan containing proper provisions to adequately control accelerated erosion and sediment and reduce the danger from storm water runoff on the proposed site based on the best available technology.

2

- ☐ 3 copies of a narrative describing:

☐ The development;

☐ The schedule for grading and construction activities including:

- start and completion dates;
- sequence of grading and construction activities;
- sequence for installation and/or application of soil erosion and sediment control measures;
- sequence for final stabilization of the project site;

3

☐ The design criteria for proposed soil erosion and sediment control measures and storm water management facilities;

☐ The construction details for proposed soil erosion and sediment control measures and storm water management facilities;

4

☐ The installation and/or application procedure for proposed soil erosion and sediment control measures and storm water management facilities; and

☐ The operations and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities.

5

- ☐ 3 copies of a plan drawn to an appropriate scale showing:

☐ The location of the proposed development site, its boundaries, its size, and adjacent properties;

☐ The existing and proposed topography shown with contour lines at intervals not greater than two (2) feet and extending for a distance of 200 feet beyond the boundaries of the development site;

6

☐ The boundaries and location of various soil types, wetlands, watercourses and water bodies and other land subject to periodic flooding on the site and within a distance of two hundred (200) feet beyond the site boundaries;

☐ The location and size of any existing and proposed structures, drainage facilities, roadways and other man-made installations on the land as well as drainage structures outside the boundaries for a distance of 200 feet;

7

☐ The location of and design details for all proposed temporary and permanent erosion and sediment control measures and storm water management facilities; and

☐ The sequence of grading and construction activities; the sequence for the installation and/or application of soil erosion and sediment control measures; and the sequence for final stabilization of the development site.

8

- ☐ Any other information which in the Department of Planning and Neighborhood Service's judgment will assist in evaluating the proposal.

9

SPECIAL PERMIT APPLICATION REQUIREMENTS

<input type="checkbox"/>	Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent.
<input type="checkbox"/>	Application Fee.
<input type="checkbox"/>	Pursuant to CGS 47-42d [www.cga.ct.gov/2009/pub/chap822.htm#Sec47-42d.htm], for property subject to a conservation or preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that: <ul style="list-style-type: none"> the proposed activity involves only interior work in an existing building or exterior work that does not expand or alter the footprint of an existing building, or the applicant provided written notice of such application, by certified mail, return receipt requested, not later than 60 days prior to the filing of the application to the party holding a conservation restriction or a preservation restriction, or the holder of such restriction or the holder's authorized agent has submitted a letter verifying that the application is in compliance with the terms of the restriction.
<input type="checkbox"/>	15 copies of a 24" x 36" site plan and 12 copies of an 11" x 17" or 12" x 18" site plan, both at acceptable scale incorporating an A-2 boundary survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a Connecticut-licensed land surveyor showing, where applicable: <ul style="list-style-type: none"> <input type="checkbox"/> a key map showing the location of the property in relation to surrounding areas; <input type="checkbox"/> existing and proposed contour elevations based upon two (2) foot contours; <input type="checkbox"/> existing and/or proposed buildings, structures, and appurtenances thereof, <input type="checkbox"/> existing and/or proposed parking and loading accommodations; <input type="checkbox"/> existing and proposed landscaping prepared by a Connecticut-licensed landscape architect; <input type="checkbox"/> access and egress details for pedestrian and vehicular traffic; <input type="checkbox"/> location of existing and proposed signs; <input type="checkbox"/> location of adjacent roads, curb cuts, and width of rights-of-way and travel way; <input type="checkbox"/> site drainage plans and details; <input type="checkbox"/> location of municipal sewer lines and water mains; <input type="checkbox"/> site lighting details including a light shed plan; <input type="checkbox"/> location of soil types, including identified wetlands; <input type="checkbox"/> location of watercourses, aquifers and flood boundaries; <input type="checkbox"/> provisions and manner for refuse disposal; <input type="checkbox"/> limits of vegetation coverage, location of any significant trees to be retained and/or removed; <input type="checkbox"/> total land coverage with breakdown for lot coverage and other impervious areas; and <input type="checkbox"/> names of all abutting landowners.

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SPECIAL PERMIT APPLICATION REQUIREMENTS – PAGE 2

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☐ Where applicable, a soils report from a Connecticut-licensed soil scientist.

☐ Where applicable, a statement from a Connecticut-licensed soil scientist that the “flagging” of wetland soils and delineation of watercourses on the maps is accurate.

☐ Where applicable, a Flood Impact Statement

2

☐ Where applicable, 2 copies of preliminary architectural plans at acceptable scale prepared by a Connecticut-licensed architect showing floor plans and exterior elevations of buildings and indicating building materials, textures and color of all building façades, fenestration, and other appurtenances.

3

☐ Where applicable, 2 copies of a sketch drawing showing the location, size and design of all signs and other graphics.

☐ A report from Uncas Health District commenting on the feasibility of proposed septic system if sewer is not available.

☐ Where the application involves only a portion of a parcel of land, the proposed plan shall indicate the manner in which the remainder of the land shall properly relate to the development proposed.

4

☐ A statement describing in detail the proposed use or uses.

☐ In cases where unusual topographic, drainage or other conditions exist, the Commission may require the submission of additional data pertinent to their review.

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☐ Any development proposal in excess of 25,000 square feet of retail, commercial, office or industrial floor space shall be accompanied by a traffic study evaluating the impact of proposal on thoroughfares serving and/or affected by the development and shall, at a minimum, include data and information on:

☐ existing average daily traffic and peak hour traffic of principal road(s);

☐ location of existing and proposed curb cuts, traffic lights and intersections at the development site and within 300 feet from the development site;

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☐ anticipated average daily traffic and peak hour traffic generation;

☐ traffic impact of proposed development;

☐ adequacy of right-of-way and travel way;

☐ recommendations for safe pedestrian and vehicular circulation; and

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☐ where applicable, the applicant shall include the written recommendations of the Connecticut Department of Transportation, the Norwich Traffic Authority, and the City Engineer.

☐ If a multi-family development, 3 copies of a report of the proposal including:

8

☐ number of dwelling units proposed and breakdown of dwelling unit types;

☐ the density of the proposed development (dwelling units per gross acre);

☐ acreage in buildings and parking and acreage in open space;

☐ anticipated number of people and number of school age children per unit; and

9

☐ projected dwelling unit floor areas and projected selling price or rentals of dwelling units.

SPECIAL PERMIT APPLICATION REQUIREMENTS – PAGE 3

- | | | |
|--------------------------|--|-----------------------|
| <input type="checkbox"/> | A statement describing the proposed staging if the development is to be constructed over a period of years. | Residential Districts |
| <input type="checkbox"/> | A report from the Norwich Fire Marshal commenting and/or recommending on fire protection provisions affecting the development or nearby properties. | |
| <input type="checkbox"/> | When necessary, a report from the Norwich City Planner commenting, if applicable, on the compatibility of the proposed development with respect to the Plan of Conservation and Development, as amended, zoning regulations, and special plans for the area within which the proposed development will be located. | Business Districts |
| <input type="checkbox"/> | When necessary, a report from the Norwich Design Consultant on the site plan, landscaping, and architectural design of all buildings and other structures. | |
| <input type="checkbox"/> | A narrative describing construction stages and manner in which the application complies with the requirements for erosion and sedimentation control prescribed under these Regulations. | Special Districts |
| <input type="checkbox"/> | Documentation confirming that any additional approvals (such as a Certificate of Need from the Connecticut Commission on Hospitals and Health Care) have been issued or a statement that no such approvals are required. | |
| <input type="checkbox"/> | For a Conservation Residential Development, such plans shall also show existing structures, septic systems, well locations on-site and within 100 feet of perimeter, easements, zoning boundaries and open space areas and uses. | General Requirements |
| <input type="checkbox"/> | If utilizing on-site septic systems, a report from a Connecticut-licensed professional civil engineer or a Connecticut-licensed soil scientist describing soil characteristics (including wetlands and based upon on site inspection of soils. | |
| <input type="checkbox"/> | If utilizing on-site septic systems, a subdivision sewage disposal report prepared by the applicant including proposed locations of septic systems. | Basic Standards |
| <input type="checkbox"/> | For Conservation Developments, topographic maps showing how the property could be subdivided if it were subdivided conventionally. | |
| <input type="checkbox"/> | Any other information which in the Commission's judgment will assist in evaluating the proposal. | Use Requirements |

(see supplemental requirements for erosion and sediment control and earth removal)

Residential Districts
Business Districts
Special Districts
General Requirements
Basic Standards
Use Requirements
Procedures
Administration
Definitions

ADDITIONAL REQUIREMENTS FOR EARTH EXCAVATION

1

☐ 3 copies of a statement indicating the purpose of the excavation and/or filling.

2

☐ 3 copies of a plan, drawn to an appropriate scale, showing:

☐ A survey prepared by a Connecticut licensed surveyor identifying spot elevations and contours at intervals not greater than two (2) feet extending for a distance of 200 feet beyond the boundaries of the site;

☐ Location and extent of watercourses, wetlands and boundaries of land subject to periodic flooding on the site and for a distance of 200 feet beyond the boundaries of the site; and

☐ The soil types and their location as identified in the soil survey of the City of Norwich prepared by the U.S. Soil Conservation Service.

3

☐ 3 copies of an engineering report including statements on traffic safety, noise, grading, landscaping, and erosion control methods.

☐ 3 copies of a surveyor's statement certifying that the areas planned for immediate and future excavation have been staked out in a permanent manner visible to operators during excavation.

4

☐ 3 copies of an engineering plan detailing, in two (2) year increments, the manner in which the site owner/operator intends to progress in furthering site excavation and extraction of earth material.

☐ If a pond may result due to excavation below normal water table, the application shall also include:

☐ A drainage analysis showing watershed area;

☐ Computations of water inflows and outflow; and

5

☐ Calculations and confirmation that the pond's water supply and its water inflow and outflow will be adequate to avoid stagnation and will not be hazardous to surrounding land uses

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☐ 3 copies of detailed plans, specifications and other information necessary to describe any earth material processing, screening and rock crushing.

☐ Any other information which in the Commission's judgment will assist in evaluating the proposal.

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SUPPLEMENTAL REQUIREMENTS FOR SITE DEVELOPMENT WITH EARTH REMOVAL

- ☐ A written statement describing the proposed work and the purpose of the excavation and/or filling with an indication of proposed commencement and completion dates.
- ☐ A map of the property to be excavated or filled showing existing and proposed contour lines with existing contours shown for at least 20 feet beyond the perimeter property lines.
- ☐ Existing and proposed drainage plans.
- ☐ A permit, if required, from the inland wetland agent or the inland wetland board if the property contains wetland or watercourses.
- ☐ Names of surrounding property owners, surrounding street and proposed access to and from the site.
- ☐ Plans, specifications, or other information necessary to describe the erosion and sedimentation control measures to be utilized before, during, and after any proposed activities.
- ☐ A statement that any such activity will be conducted in accordance with Erosion and Sediment Control requirements in the Norwich Zoning Regulations.

Residential
Districts

Business
Districts

Special
Districts

General
Requirements

Basic
Standards

Use
Requirements

Procedures

Administration

Definitions

REGULATION AMENDMENT APPLICATION REQUIREMENTS

1

☐ Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent.

☐ Application Fee.

2

☐ 15 copies of the proposed text amendment identifying by reference to appropriate article, section, Section, or paragraph numbers and to any other designation to be altered and indicating in brackets the text to be deleted and in capital letters the text to be added.

☐ 15 copies of a written memorandum stating the reasons for the proposed change and to what extent it would enhance the general health, safety and welfare of the City of Norwich.

☐ Any other information which in the City Council's judgment will assist in evaluating the proposal.

3

☐ A digital version of the proposed amendment in a Microsoft Word compatible format.

ZONING MAP AMENDMENT REQUIREMENTS

4

☐ Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent.

☐ Application Fee.

5

☐ 3 copies of a map at an appropriate scale showing:

☐ the property proposed to be rezoned indicating the existing zoning district designation, the proposed boundary line(s), and the proposed zoning district designation.

☐ a key map showing the location of the property in relation to surrounding areas.

☐ properties within 500 feet in all directions of the premises proposed to be rezoned

6

☐ 3 copies of calculations prepared by a Connecticut-licensed land surveyor or civil engineer based upon the latest Assessor's data indicating the area of the lots (or portion thereof) contained within 500 feet in all directions of the premises proposed to be rezoned.

☐ 3 copies of a simple metes and bounds description defining in writing the boundaries of the proposed zoning district change.

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