



TOWN OF OLD LYME

www.OLDLYME-CT.GOV

Zoning Commission

52 Lyme Street • Old Lyme, CT 06371

Tel. (860).434.1605

Town of Old Lyme Zoning Commission

Special Permit Application

Instructions for Submission

- The **complete application**, including all supporting plans, photographs, and documentation, must be submitted **in triplicate** to the Land Use Department (second floor of Memorial Town Hall).
- PDF electronic versions of documents are required and may be sent to cbonatti@oldlyme-ct.gov.

Public Hearing Process

- After the application is officially received and a Public Hearing date is set, a **Notice of Public Hearing** will be published in *The Day* newspaper and sent to the applicant.
- The applicant must notify **all abutting property owners within 100 ft** of the Public Hearing by **Certified Mail** or **Certificate of Mailing** [ps3665.pdf](#) at least **10 days before** the hearing.
- Proof of mailing must be submitted to the Land Use Department **before the Public Hearing** begins. Failure to provide proof will **prevent the hearing from moving forward** (per Old Lyme Zoning Regulations).
- Any **re-noticing costs** will be the **applicant's responsibility**.

Fees

- The Town may require **additional technical assistance** (e.g., legal consultation, engineering, planning experts).
- Expenses incurred for such assistance will be **actual cost** and must be **reimbursed by the applicant** before a final decision.
- Applicants must submit **two separate checks** payable to the **Town of Old Lyme**:
 - **Application Fee**
 - **\$70 Recording Fee** (Additional pages: **\$5 per page**, collected at the time of recording per Town Clerk).



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Zoning Commission Meetings

- Meetings are held on the **second Monday of each month (except August)** at **6:30 p.m.** at Memorial Town Hall, 52 Lyme Street, Old Lyme.
- Submission of an **incomplete application** may **delay scheduling** of the public hearing or result in **denial**.
- The **applicant or their authorized representative must attend** the hearing.
- To avoid delays, applicants should submit a **complete application** with all required information.

Contact

To discuss an application with the **Old Lyme Zoning Enforcement Officer** Eric Knapp prior to submission, call **860-434-1605, ext. 225** to schedule an appointment.

Case Number. _____

Date Submitted to Land Use Dept: _____ APPLICATION FEE: ☐ \$410 2 acres & under
☐ \$560 over 2 acres ☐
\$100 fence over 6 ft.
☐ \$70 recording fee
(\$5 additional page)

TOWN OF OLD LYME SPECIAL PERMIT APPLICATION

INSTRUCTIONS: Submit all data in accordance with the provision of Sections 13A and 13B of the Old Lyme Zoning Regulations, and provisions of all other sections referenced therein. Please type or print and submit in triplicate. Attach all required supporting data and application fee to this application form. Checks should be made payable to the Town of Old Lyme. Unless specifically waived, all information required under Sections 13A and 13B must be provided.

1. UNDER WHAT REGULATIONS ARE YOU APPLYING? SECTION(S) _____

2. LAND LOCATION AND DESCRIPTION:

- a. Street Address: _____
- b. Map: _____ Lot: _____ Zone: _____ Total Acreage: _____
- c. Attach copy of deed.
- d. Describe any easements or deed restrictions relating to the site and attach a copy of each:

3. TITLE OF PROJECT: _____

4. APPLICANT:

- a. Name: _____
- b. Mailing address: _____
- c. Phone/Email : _____
- d. If corporation, list names and addresses of officers:

5. RECORD OWNER:

- a. Name: _____
- b. Mailing Address: _____

6. PROFESSIONAL ENGINEER:

- a. Name: _____
- b. Address: _____
- c. Phone: _____

7. LAND SURVEYOR:

- a. Name: _____
- b. Address: _____
- c. Phone: _____

8. LICENSED ARCHITECT:

- a. Name: _____
- b. Address: _____
- c. Phone: _____

9. SUBMISSION REQUIREMENTS including STATEMENT OF USE / PROJECT DESCRIPTION. Submit all items required in Section 13A.2 (complete attached checklist). Statement of use shall contain all information specified in Section 13A.2.2.

10. COASTAL BOUNDARY. Projects partially or fully within the Old Lyme Municipal Coastal Boundary must meet the additional requirements of Coastal Site Plan application and review as set forth in the Connecticut General Statutes and Section 4.2 of the Old Lyme Zoning Regulations. The Coastal Site Plan application must be attached to this application. Site is ☐ is not ☐ within the Coastal Boundary.

11. CONNECTICUT RIVER GATEWAY CONSERVATION ZONE, as shown on the Town's Zoning Map. Site is ☐ is not ☐ within the Gateway Zone.

12. FLOOD HAZARD ZONE. Sites partially or fully within the Town's Special Flood Hazard Area must meet the requirements of Section 4.4 of the Zoning Regulations. Site is ☐ is not ☐ within the Flood Hazard Area.

13. WATER RESOURCE DISTRICT. Sites within the Town's Water Resource District must conform to the requirements of Section 17A of the Zoning Regulations. If this application involves any land use listed in Section 17A.2 of the Zoning Regulations, application for Special Exception, Water Resource District, is required and must be included as part of this application. Site does ☐ does not ☐ require a Special Exception under Section 17. Applicable Section is 17A.2._____.

14. INLAND WETLANDS AND WATERCOURSES. Any activity within 100 feet of a regulated area must be submitted to the Conservation Commission (Inland Wetlands and Watercourses Agency) for a review prior to submission to the Zoning Commission.

- ☐ This plan was submitted to the Conservation Commission on _____ (date); copy of receipt is attached.
- ☐ Permit, copy of which accompanies this application and is a part hereof, has been issued by the Conservation Commission.
- ☐ Letter is attached, signed by the authorized agent for the Conservation Commission, indicating no jurisdiction.

15. ☐ NAMES AND ADDRESSES OF ALL PROPERTY OWNERS WITHIN 100' OF THIS PROPERTY. (Including across the street) An acceptable list of the abutters and addresses of record can be generated using MapGeo, which can be accessed via the "GIS Land Maps" link on the Town of Old Lyme Website: <https://www.oldlyme-ct.gov/> Please be advised that Old Lyme Zoning Regulations for applications requiring a Public Hearing, the applicant must notify each abutting landowner of record within 100 feet of the subject property of the Public Hearing, by mailing a copy of the 'Legal Notice' of the Public Hearing via United States Postal Service 'Certificate of Mailing' (Form 3817 or Form 3665, or as updated by the US Postal Service). Old Lyme Land Use staff will provide a copy of the 'Legal Notice' to the applicant once the Zoning Commission has set the date of the Public Hearing. The 'Certificate of Mailing' must be dated no less than 10 days prior to the Public Hearing. The Certificate(s) of Mailing must be submitted to the Zoning Enforcement Official prior to the Public Hearing, or the hearing may be delayed or continued. Costs related to re-noticing the meeting will be the responsibility of the applicant.
16. ESTIMATE OF CONSTRUCTION COSTS.
☐ \$_____ is the estimated cost.
☐ Detailed list of quantities and costs to support above estimate is attached.
17. PERFORMANCE BOND. As per Sections 13A.4.9 and 13.B.6, the applicant may be required to file a performance bond in an amount approved by the Zoning Commission to guarantee satisfactory completion of all work as shown in a form approved by Commission Counsel. Such bond shall not be released until so voted by the Commission.
18. SIGNATURES REQUIRED ON THIS APPLICATION. The following is the legal agreement regarding application approvals which must be signed by the applicant or by the owner, if different from the applicant. Signatures of agents acting for either of the above are not acceptable.

The undersigned hereby applies for approval of the foregoing Site Development Plan/Special Permit and covenants and grants hereby permission to the Old Lyme Zoning Commission and its authorized representatives to enter upon the property proposed for the development for purposes of inspection and enforcement of the Zoning Regulations of the Town of Old Lyme.

Furthermore, the undersigned covenants and agrees with the Zoning Commission of said Town of Old Lyme that said Site Development Plan/Special Permit, if approved, will be constructed in accordance with the applicable regulations, ordinances and special acts of the Town of Old Lyme and any other applicable laws, codes and regulations of the State of Connecticut and the United States.

The undersigned covenants and agrees that all work in connection with said approval shall commence within the timeframe specified in Section 9.7.4 and shall be completed within the timeframe specified in 9.7.4.

Further, the undersigned covenants and agrees that a performance bond will be posted as specified in Sections 13A.4.9 and 13B.6 to guarantee satisfactory completion of all work shown on the approved plans. Otherwise, said Approval shall become null and void unless an extension of time is applied for and granted by the Zoning Commission.

This agreement shall be binding on the heirs, executors, administrators, assigns, and successors of the undersigned.

APPLICANT(S)/CORPORATE OFFICER(S)

signature *date*

signature *date*

OWNER(S)/CORPORATE OFFICER(S) IF DIFFERENT FROM APPLICANT

signature

date

signature

date

Policy for Collecting Review Fees

As permitted by the Code of the Town of Old Lyme Chapter 47, the cost of the review of applications submitted to the Planning Commission, Zoning Commission, Zoning Board of Appeals, and/or the Inland Wetlands and Watercourses Commission may be passed on to the Applicant.

It is the policy of the Old Lyme Zoning Commission that the cost of reviewing those documents which are received by the Zoning Commission after the Date of Receipt of the Application (as defined in C.G.S. Section 8-7d) will require the applicant to pay for the review.

Signature of Applicant

Date

CHECKLIST

Minimum Requirements for Special Permit Application

Per Section 13 of the Zoning Regulations, a “Site Development Plans and Special Permits” submission shall consist of the following:

- ☐ 13A.2.2 Statement of Use (including items a through f)
- ☐ 13A.2.3 Site Plan (6 copies) (including items a through o)
- ☐ 13A.2.8 Architectural Plans (6 copies)
- ☐ 13A.2.9 Soil Erosion and Sediment Control Plan
- ☐ 13A. 2.11 Traffic Impact Report
- ☐ 13A.2.12 Additional Reports (water, sanitation, storm drainage, fire protection)
Please List:

- ☐ 13A.2.13 Other (status of all other required approvals, draft legal documents, etc.)
Please List:

Additional information regarding the required contents of each of the above can be found in the regulations. All items must be submitted unless specifically waived by the Commission. An application may be deemed incomplete if any of the above is omitted.

See Regulations for additional information required for Special Exceptions, Flood Plain District, Water Resource District, Coastal Boundary, Planned Residential Cluster Development, etc.