



TOWN OF SOUTH WINDSOR

COMMERCIAL/  
INDUSTRIAL  
DEVELOPERS  
GUIDE





## INTRODUCTION

Thank you for your interest in locating or expanding your business in the Town of South Windsor. The staff of the Town looks forward to being your partner in the development process.

This guide will provide you with the necessary information to take you from your initial site search to the occupancy of your building. It is our goal to get you through the process as expeditiously and efficiently as possible. Town staff will accompany you every step of the way to keep the process moving toward your ultimate goal.

Please read this guide carefully. A clear understanding of each of the steps will make the entire process much easier. These guidelines apply whether you are developing a new site or are adding onto an existing building. If you are enlarging an existing building or making other modifications to your site, you will begin with Step Two, Site Plan Preparation.

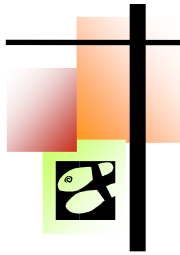
There are many individuals and commissions with whom you and your engineer will most likely have contact. They include:

- Economic Development Coordinator
- Town Planner
- Town Engineer
- Senior Environmental Planner
- Fire Marshal
- Superintendent of Pollution Control or Town Sanitarian
- Chief Building Official
- Economic Development Commission
- Planning & Zoning Commission
- Architectural & Design Review Committee
- Inland Wetlands Agency/Conservation Commission
- Water Pollution Control Authority

This pamphlet presumes that your chosen site is in a zone that allows your proposed use. If this is NOT the case, you will need to speak with the Planners to assess the feasibility of requesting a zone change.

Town staff will provide you with various checklists and guidelines throughout the process to help ensure accuracy, completeness, and timeliness.





## STEP ONE SITE IDENTIFICATION

If you need to identify a site, you may wish to contact the Town's Economic Development Coordinator for assistance. At this stage, you may discuss the suitability of various sites for your project with the Economic Development Coordinator and perhaps the Planning Department, which will assist in determining the general feasibility of various sites for your purposes.

If you are purchasing a lot that is being divided from a larger parcel of land you may need subdivision approval from the Planning & Zoning Commission. This can generally be done simultaneously with the site plan approval.

## STEP TWO SITE PLAN PREPARATION

Once you have identified a site that will accommodate your needs, your next step will be to develop a plan for the site. You will need to hire a professional engineer and land surveyor, and discuss your building requirements with an architect or building contractor if you have not already done so. At this point you, along with your engineer, need to discuss the requirements for developing a site plan with the Planning Department. The planners will tell you what other reports or studies will be needed with your site plan.

You may wish to prepare a conceptual site layout, especially on larger developments, so that Town staff will have an opportunity to review the layout at a very early stage and make recommendations before your engineer gets too far along on the site design. On a very large and complex development, the Planning Department may recommend that you present your conceptual layout to the Planning & Zoning Commission for an informal review.

In any case, it is recommended that you schedule a more comprehensive review with additional Town staff during the early design phase of the site plan. Town staff welcome the opportunity to discuss your site plan at any point in the process.

As your engineer completes the final design, you should schedule a formal review of the site plan with Town staff. This will give your engineer an opportunity to incorporate any necessary changes before a formal application and complete site plan are submitted.

In nearly every case you will be required to file an application for site plan approval with the Planning & Zoning Commission (PZC). As part of the site plan approval process, your building's architecture, landscaping, lighting and signage will be reviewed by the Town's Architecture and Design Review Committee (see Step Three).

In nearly every case you will be required to file an application with the Inland Wetlands Agency/Conservation Commission (IWA/CC). The IWA/CC reviews applications for sites which contain inland wetlands soils. The IWA/CC also reviews applications where more than 1/2 acre of land will be disturbed (i.e., grading, excavating, filling), for proper erosion and sediment control. Nearly all developments fall under this category. If your facility is to be connected to the Town's sewer system, you will probably need a permit from the Town's Water Pollution Control Authority. The Superintendent of Pollution Control will determine whether WPCA approval is needed and if so, will coordinate this application with you.

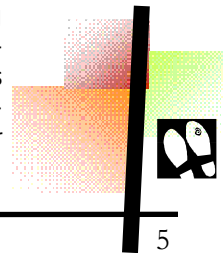
## STEP THREE

### APPLICATION SUBMITTAL/STAFF REVIEW

Your next step will be to submit your applications (on forms provided by the Planning Department along with your site plans and any other required reports or studies to the Planning Department. Staff will arrange for them to be officially "received" by IWA/CC and PZC. Town staff will conduct their formal review of the site plan and transmit any comments to you and your engineer. Your engineer will have an opportunity to make additional modifications to the site plan as recommended by staff or prepare a response to the comments in time for the meeting with the regulatory agency.

### ARCHITECTURAL AND DESIGN REVIEW COMMITTEE

Before you present your application to the PZC, it will be reviewed by the Architectural and Design Review Committee (ADRC), which is a subcommittee that is advisory to the PZC. ADRC will review the proposed architecture, landscaping, lighting and signage plans. You will have an opportunity to discuss these items with ADRC at the meeting when your application is reviewed. ADRC's advisory comments will then be forwarded to the PZC to be included as part of PZC's application review. You may choose to incorporate any recommendations from the ADRC into your plan prior to your meeting with PZC.





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## STEP FOUR REGULATORY AGENCY REVIEW AND APPROVAL

You will be notified of the dates your application will be heard by each commission. You and your engineer should be in attendance at these meetings to present your application and answer any questions. If your application is large or complex, you may wish to have an attorney present your application for you.

The IWA/CC will first review each application to determine whether IWA/CC deems the application to be a “significant” activity. If the application is deemed to be a significant activity, IWA/CC will schedule a public hearing date. Otherwise the IWA/CC will proceed to review the application.

If your application includes a request for a zone change, special exception or subdivision, a public hearing is required and PZC will schedule the hearing as quickly as possible. The PZC may require a public hearing for any other application that the PZC considers to have a potentially significant impact on the surrounding area. For applications that do not require a public hearing, the PZC will schedule a public meeting when Town staff have completed their reviews of the application. By State Statute, PZC cannot act on any application that requires IWA/CC approval until after IWA/CC has acted.

After your application is approved by the IWA/CC and the PZC, you will submit an application to the Water Pollution Control Authority (WPCA) if there is a sewer connection or a change of use on the property. If there is an on-site septic system, your application will be reviewed by the Town Sanitarian.

The Commissions may review and act on an application in one evening or may review the application at one meeting and take action at a subsequent meeting, depending on the size and complexity of the application.

## STATE AND FEDERAL PERMITS

Your proposed project may also need State and Federal permits; for example, State Traffic Commission or CT Dept of Transportation District 1 approval; Army Corps of Engineers permit; Ct Dept of Environmental Protection permits. Your site engineer should be able to advise you whether any State or Federal permits are needed.

## STEP FIVE POST APPROVAL STAGE

Once your applications have been approved by the regulatory agencies, there are several items that will need to be addressed.

The PZC, IWA/CC and WPCA generally include various conditions in their approvals. Some of these approval conditions may necessitate revisions to the site plan. Your engineer will need to address any such changes.

Your approval will usually specify the amount of performance guarantee's that you will need to obtain and file with the Town (in the form of a letter of credit from a reputable bank or a certified check). The approval letters will specify the items that the performance guarantee covers.

You may be required to file deeds and/or easements associated with your development.

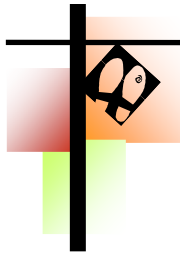
You will need to contact the local utility companies, if you haven't done so previously, to coordinate hook-ups with or tie-ins to water, natural gas, electricity, telephone and cable.

You must submit plastic mylar copies of your plan along with the required paper copies to the Planning Department for endorsement by the regulatory agency chairs.

## STEP SIX PRECONSTRUCTION MEETING

After you have completed the requirements under Step Five, you should request the Engineering Department to schedule a preconstruction meeting. At this meeting, you, your engineer and construction foreman will discuss with the Town staff your responsibilities, the Town's responsibilities and coordination between you and the Town during the construction phase.





## STEP SEVEN PERFORMANCE GUARANTEES, MYLAR FILING

At this time you must make sure that the performance guarantees in Step Five are filed with the Planning Dept and that all other approval conditions are satisfied. You will then pick up your signed mylars of the site plan from the Planning Dept and file them with the Town Clerk (main floor, Town Hall). This step **MUST** be completed before you can file a building permit application.

## STEP EIGHT FILING FOR BUILDING PERMIT

You will need to schedule a meeting with the Chief Building Official and Fire Marshal to review your building plans prior to submission of a building permit application. Several departments will review your building permit application to make sure it is in compliance with the approval granted by the regulatory agencies. The Chief Building Official will issue a building permit when all departments have signed off, and the Chief Building Official and Fire Marshal determine that all building and fire safety code regulations are met.

## STEP NINE CONSTRUCTION

You are now ready to begin construction. If you find it necessary to make modifications to the approved site plan or building plan, contact the Planning Department or Chief Building Official respectively and submit a change order request on a form provided by the Town. Construction change orders are processed very rapidly, so please **DO NOT** build the changed item before getting the change order approved.

During construction, Town staff will inspect various aspects of the site and building. The various inspections that will be conducted will be discussed with you during the preconstruction meeting discussed in Step Six.



## STEP TEN

### AS-BUILT RECORD DRAWING

Once you have completed construction, your surveyor will need to prepare an “as-built” record drawing of the site to show the exact locations of the site improvements (some of which may be slightly different than shown on your approved site plan due to change orders). This plan must be filed with the Town Engineer who will review the plan for accuracy to make sure that items such as utilities are properly installed.

## STEP ELEVEN

### CERTIFICATE OF OCCUPANCY

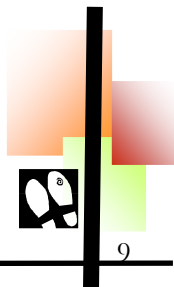
After the building and site construction is complete and you have submitted your as-built record drawing to the Town Engineer, you will request the Building Department to issue a certificate of occupancy (CO). This request must be made at least 72 hours prior to the date/time you need the CO. The Building Dept inspectors and the Fire Marshal will make a final inspection of the building to make sure the building has been constructed in accordance with the approved plans and building codes. Engineering and Planning Dept staff will conduct a final inspection of the site to ensure compliance with the approved site plan. You will need to submit an affidavit of the final cost to the Chief Building Official. If the final inspections turn up any incomplete items, these items will need to be completed. The Chief Building Official will then issue a certificate of occupancy, at which point you may occupy the building.

DO NOT SKIP THIS STEP!! The C.O. is required by law prior to occupying the building. Lack of a C.O. can also affect your insurance coverage.

## STEP TWELVE

### RELEASE OF PERFORMANCE GUARANTEE

After all site work is finished, you may request a release of the performance guarantees that you filed in Step Five. Landscaping bonds are held for one growing season to ensure that plantings that die are replaced. IWA/CC bonds may be held for a longer period of time as specified by the IWA/CC in its approval.



Town of South Windsor

PZC-IWA/CC-ZBA APPLICATION PROCESS

The purpose of this process chart is to educate you, the applicant, about the process that will be followed by the Town while processing your application. You can track the progress by noting the dates that each step occurs. Staff will be happy to provide those dates to you. **Please note that the progress of your application is very dependent on the thoroughness of the plans and other information provided by you and/or your consultant.**

	ACTION	WHO	NOTES
A	Application submitted to Planning Dept. If complete, application is “officially received” at next regular meeting of subject board/ commission; time clock starts for action dates.	A	
P	Notification of pending application to other departments—within 2-3 days after application submittal.	B	
P	Staff reviews for completeness of application & conformance with Town rules & requirements: Engineering, Health, Fire, Pollution Control, Public Works, Police, Building. Reviews returned to Planning Dept: 1-3 weeks after 2. above.	F	
L	Staff review comments forwarded to applicant upon receipt by Planning Dept.	B, F	
I	Revise plans, resubmit to Planning Dept. <b>This is a critical applicant step. The timeline from this point forward depends on completeness of applicant response.</b>	A	
C	Date set for Public Hearing (PH) or meeting with subject board/commission (determined by need for plan revisions based on staff reviews, receipt of plan revisions), within 65 days of official receipt of application by subject board/commission. Time frame extensions may occur.	B & C, D or E	
A	Legal notice for PH published in newspaper: about 2 weeks prior to PH.	B	





H E A R I N G	<p>Post "Application Pending" sign on property (pick up sign at Planning Dept), clearly visible from the street for 10 consecutive days before meeting (not counting day posted and day of meeting).</p> <p>PH held: may finish up in one night or extend to additional nights; time frame extensions may occur.</p> <p>Close PH (if held), within 35 days of date PH opened. Time frame extensions may occur.</p>	A  A & C, D, or E  B	
D E C I S I O N	<p>Decision on application at meeting. Within 65 days of closing PH or, if no PH, within 65 days of official receipt. Time frame extensions may occur.</p> <p>Finalize decision: legal notice of decision, decision letter to applicant (within 14 days of decision). Appeal period starts upon publication of legal notice.</p> <p>Applicant submits final plans: staff review; revisions may be needed.</p> <p>Other agency action needed? (e.g., Water Pollution Control Authority for sewers). Must be obtained before construction can begin.</p> <p>Preconstruction meeting held (if needed); coordinated by Town staff.</p> <p>Mylar plans filed in Town Clerk's office after approval conditions satisfied.</p> <p>Start of construction! Process moves over to Engineering and Building departments.</p>	C, D, or E  B  A, B  A, F  B, C  A	

A = Applicant      B = Planning Dept      C = Inland Wetlands Agency/Conservation Commission  
D = Zoning Board of Appeals      E = Planning & Zoning Commission      F = Other Town Hall departments



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Planning Department  
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