

CITY OF NORWICH ZONING REGULATIONS

ADOPTED BY THE CITY COUNCIL: JANUARY 20, 2026

EFFECTIVE DATE: FEBRUARY 15, 2026



**NORWICH
CONNECTICUT**

• ESTABLISHED 1659 •

Table of Contents

Chapter 1: Introduction	1
1.1 Authority & Effective Date	1
1.2 Purpose	1
1.3 Districts & Boundaries	1
1.4 Interpretation of Regulations	3
1.5 Conformity Required	4
1.6 Nonconforming Uses, Structures, & Lots.....	5
1.7 Amendments	6
1.8 Separability.....	6
Chapter 2: Definitions	7
2.1 Use of Terms	7
2.2 Definitions	8
Chapter 3: Zoning Districts	26
3.1 Residential Districts	26
3.2 Commercial Districts	28
3.3 Other Districts.....	38
3.4 Overlay Districts.....	38
3.4.A Coastal Area Management Overlay (CAM).....	39
3.4.B Floodplain Overlay (FP)	39
3.4.C Greenway Overlay (GO).....	54
3.4.D Medical Mixed-Use District (MM)	54
3.4.E Mill Reuse Overlay (MR).....	55
3.4.F Village District Overlay (VDO)	56
Chapter 4 Uses & Use Standards	61
4.1 Consolidated Use Table	61
4.2 Accessory Apartments	68
4.3 Agriculture & Farming	69
4.4 Animal Related Facilities	72
4.5 Bed & Breakfast Inns	73
4.6 Controlled Sales & Services	75
4.7 Convalescent Homes, Nursing Homes, & Assisted Living.....	76

4.8 Donation Drop-Off Boxes.....77

4.9 Drive-Through Facilities78

4.10 Farm Brewery, Cidery, or Winery78

4.11 Garages, Filling Stations, Motor Vehicles Sales & Repair81

4.12 Home-Based Businesses.....81

4.13 Hospitals82

4.14 Hotels & Inns.....83

4.15 Mixed-Use (Commercial/Residential).....83

4.16 Multifamily Dwellings84

4.17 Satellite Parking Facilities87

4.18 Transportation Facilities87

4.19 Wireless Telecommunication Facilities87

Chapter 5 Special Development Types91

5.1 Adaptive Reuse of Historic Structures91

5.2 Conservation Residential Development92

Chapter 6 Development Standards96

6.1 Accessory Structures96

6.2 Access, Driveways, & Shared Driveways..... 100

6.3 Earth Alterations 102

6.4 Encroachments..... 105

6.5 Soil Erosion & Sediment Control 106

6.6 Stormwater Management 110

6.7 Historic Preservation 116

6.8 Interior Lots..... 117

6.9 Landscaping 117

6.10 Buffer Areas 122

6.11 Trash & Recycling Locations 123

6.12 Screening of Refuse & Mechanical Areas..... 124

6.13 Lot Requirements..... 125

6.14 Off Street Parking 127

6.15 Outdoor Lighting 141

6.16 Pedestrian Walks 145

6.17 Signs..... 146

6.18 Timber Harvest and/or Lot Clearing..... 163

6.19 Access Management 163

6.20 Vacant Buildings; Windows 165

Chapter 7 Administration, Procedures, & Enforcement 165

7.1 Reviewing Agencies 165

7.2 Application Procedures 168

7.3 Applications – Staff Review 171

7.4 Applications – Commission on the City Plan Review 176

7.5 Applications – City Council 188

7.6 Applications – Zoning Board of Appeal 189

7.7 Performance Bonds..... 191

7.8 Enforcement 193

Appendix: Application Checklists 194

Chapter 1: Introduction

1.1 Authority & Effective Date

These Regulations are adopted and enacted by the City of Norwich under the authority of the City Charter, Chapter XV Planning and Zoning and are hereby known as the Zoning Regulations of the City of Norwich. The effective date of these Regulations shall be February 15, 2026.

1.2 Purpose

These Zoning Regulations are adopted for the purposes of:

- (1) Promoting the health, safety, morals and general welfare of the community;
- (2) Lessening congestion in the streets;
- (3) Securing safety from fire, panic and other dangers;
- (4) Providing adequate light and air;
- (5) Preventing the overcrowding of land and avoiding undue concentration of population;
- (6) Facilitating adequate provision for transportation, water, sewerage, schools, parks and other public requirements;
- (7) Conserving the value of buildings and encouraging the most appropriate use of land throughout the City;
- (8) Providing for the public health, comfort and general welfare in living and working conditions;
- (9) Regulating and restricting the location of trades and industries and the location of buildings designed for specific uses;
- (10) Regulating and limiting the height and bulk of buildings hereafter erected;
- (11) Regulating and determining the area of yards and other open spaces for buildings hereafter erected.

1.3 Districts & Boundaries

1.3.A Districts Established

The City of Norwich is hereby divided into the following base and overlay zoning districts:

Table 1: Districts Established

Residential Districts	
Single Family Districts	R-10, R-15, R-20, R-40, R-80
Multifamily Districts	MF

Commercial Districts	
Business Park District	BP
Chelsea Central District	CC
General Commercial District	GC
Industrial Production, Manufacturing, & Research District	PMR
Neighborhood Commercial District	NC
Norwich State Hospital District	NSD
Planned Development Design District	PDD
Regional Commercial District	RC
Waterfront Development District	WD
Other Districts	
Government Facilities District	GFZ
Overlay Districts	
Coastal Area Management Overlay	CAM
Floodplain Overlay	FP
Greenway Open Space Overlay	GOS
Medical Mixed Use	MM
Mill Reuse Overlay	MR
Housing Growth Zone	HGZ
Village District Overlay	VDO

1.3.B Map of Districts

The boundaries of the above-mentioned 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 is hereby declared to be a part of these Regulations.

1.3.C District Boundaries

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

- (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 center lines shall be construed to be such district boundaries.

- (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 the street as indicated on the zoning maps.
- (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 district boundaries.
- (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.
- (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.

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.

1.3.D Lots in More than One District

Where a lot lies in more than one district, the provisions of the portion of the lot which lies within each respective zone shall apply. In cases of uncertainty, the City's Zoning Enforcement Officer shall make the determination of which district regulations shall be followed.

1.4 Interpretation of Regulations

1.4.A Minimum Requirements

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, and those purposes established in Section 1.2.

1.4.B Strictest Standards Control

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.

1.4.C Construction Approved Prior to Regulations

Nothing herein contained shall require any change in plans, construction or designated use of a building or site for which a zoning permit has been issued, provided the entire building and site shall be completed according to such plans as filed within five years from the date of the approval of such plan, plus up to five additional years upon approval of the reviewing agency indicated in

Section 7.1.E of these Regulations, except as otherwise provided by the General Statutes of Connecticut.

1.4.D Other Local, State, & Federal Requirements

All land uses in Norwich shall comply with all applicable City of Norwich, State of Connecticut, and federal regulations and requirements including but not limited to, compliance with the Norwich Subdivision Regulations and the Inland Wetland & Watercourses Regulations.

1.4.E Technical Standards References

Where references are made in these Regulations to technical standards contained in technical manuals or publications, the latest published edition or version of those technical manuals or publications shall be used in the application of technical standards.

1.5 Conformity Required

1.5.A Conformity Required

No use of land or buildings, the use of or area or construction of which has been 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. Except as otherwise specifically provided in these regulations:

- (1) No building or lot shall be used, occupied, graded, paved, or hard surfaced 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.
 - (2) 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.
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1.5.B Performance Standards

The following performance standards shall apply to all uses of land, buildings and other structures wherever they are located:

- (1) Dust, dirt, fly ash and smoke. No dust, dirt, fly ash or smoke shall be emitted into the air so as to endanger the public health, safety or general welfare, or to decrease the value or enjoyment of other property or to constitute an objectionable source of air pollution.
- (2) Odors, gases and fumes. No offensive odors or noxious, toxic or corrosive fumes or gases shall be emitted into the air.
- (3) Noise. With the exception of time signals and emergency signals and noise necessarily involved in the construction or demolition of buildings or other structures, no noise which is unreasonable in volume, intermittence, frequency or shrillness shall be transmitted beyond the boundaries of the lot on which it originates.

- (4) Vibration. With the exception of vibration necessarily involved in the construction or demolition of buildings or other structures, no vibration shall be transmitted beyond the boundaries of the lot on which it originates.
- (5) Glare and heat. Any glare or radiant heat produced shall be shielded so as not to be perceptible at or beyond the boundaries of the lot on which it originates.
- (6) Fire and explosion hazards. Uses shall conform to the fire safety code of the State of Connecticut, the regulations of the City of Norwich, and any other applicable regulation.
- (7) Ionizing radiation and radioactive materials. Uses shall conform to the regulations of the sanitary code of the State of Connecticut with regard to sources of ionizing radiation and radioactive materials, and to any other applicable regulation.
- (8) Electromagnetic interference. Uses shall conform to the regulations of the Federal Communications Commission with regard to electromagnetic radiation and interference, and to any other applicable regulation.
- (9) Wastes. No offensive or injurious wastes such as discarded building materials, concrete truck washout, chemicals, litter, sanitary waste, or other waste shall be discharged or emitted into any river, stream, storm drain, lake or pond, or other body of water, or onto the surface of any land so as to endanger the public health, safety or general welfare, or to decrease the value or enjoyment of other property or to constitute an objectionable source of pollution.

1.6 Nonconforming Uses, Structures, & Lots

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:

- (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.
- (2) Extension. A nonconforming use may be extended to another part of a building existing on the effective date of the regulations at the time of construction, provided that such building was designed for such use, but not at the expense of a conforming use.
- (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 and such change is accompanied by a letter expressing the owner's intent to abandon the nonconforming use. Once a nonconforming use has been converted to a conforming use as described herein, it may not revert to a nonconforming use.
- (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.
- (5) Alterations. Structural alterations which do not materially alter the characteristics or exterior appearance of any nonconforming building may be permitted via Zoning Permit approval.

- (6) **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 vertical or lateral extension or extensions do not extend beyond the outmost dimensions of the existing structure.
- (7) **Uses With Nonconforming Parking and Loading.** See Section 6.14.
- (8) **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.B of these Regulations (Floodplain Overlay).
- (9) **Abandonment.** 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, accompanied by an intent not to reestablish such use by the owner. 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:
 - a) Approval of a Zoning Permit, a Site Plan application or Special Permit which changes, reduces or eliminates the overall non-conformity of the use, structure or property.
 - b) 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.

Nothing in these Regulations shall be construed as authorization for or approval of the continuance of the use of a building or lot established in violation of the zoning ordinance in effect at that time.

1.7 Amendments

The provisions of these Regulations and the boundaries of any zoning district established herein 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 and those procedures outlined in Section 7.5 of these Regulations.

1.8 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.

Chapter 2: Definitions

2.1 Use of Terms

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.

2.1.A 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:
 - a) Words in the present tense include the future and vice versa.
 - b) Words in the singular include the plural and vice versa.
 - c) 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.
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2.1.B 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.

2.2 Definitions

For the purpose of these Regulations, the following words are defined below. Please see Section 3.4.B for all floodplain related terms and definitions

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

Adult Dorms. See “Co-Living Units.”

Adult Oriented Establishment. Adult Oriented establishments shall include adult entertainment, adult media outlets, adult motion picture theaters, adult mini-motion picture theaters, adult news racks, adult retail establishments.

Antenna. A device used to receive or transmit electromagnetic waves, including but not limited to, whip, panel and dish antennas.

Agriculture, Commercial. Any place at which trees, plants, shrubs, vines or flowers are propagated, grown, harvested, stored or prepared for commercial purposes, or any place animals including but not limited to horses, cattle, swine, sheep, goats, rabbits, poultry, fowl, dogs, cats, bees, fish and furbearing animals are bred, raised or kept for commercial purposes.

Agriculture, Non-commercial. The cultivation of the soil for the production of crops for non-commercial home consumption or the cultivation of crops on a small scale (less than one (1) acre) to be sold by the occupant at a farmers’ market or similar venue.

Agriculture, Non-Commercial Animal. Any place at which the keeping of animals bred, raised or kept for pets for non-commercial purposes including horses, cattle, swine, sheep, goats, rabbits, poultry and fowl, bees and fish but excluding common household pets such as but not limited to cats and dogs.

Agritourism. Activities that attract visitors to a working farm for educational, recreational, or retail purposes.

Alcoholic Beverages. Includes alcohol, beer, spirits and wine, as defined by Chapter 545 Section 30-1 of the Connecticut General Statutes.

Alter, Alteration. As applied to a building or structure, means a change or rearrangement in the structural parts thereof, the movement of all or any part thereof, or the substantial reconstruction thereof, so as to produce a substantial change in appearance, character, or construction; also means an enlargement, whether by increasing in height, coverage, volume or floor area. As applied to a use, means a change or enlargement in the character, area occupied by, intensity, or scope of the use, including, but not limited to, the extension of hours of operation, the addition of other activities, equipment, functions, or processes, or the extension into additional land or building area.

Animal Day Care. A business for the care, grooming, training, exercising and socialization of dogs or cats by a person other than the owner of the animal and does not include overnight boarding.

Animal Enclosure. A fence, or other method used to contain livestock and other domestic animals within a predetermined outdoor area, excluding common household pets such as dogs and cats.

Asphalt Millings. Crushed remnants of recycled asphalt pavement

Basement. The floor of a building having a portion of its floor below ground level.

Bed and Breakfast Inn. An existing single-family, with a full-time on-site resident operator or owner-occupied dwelling, in which not more than eight rooms are rented to provide overnight accommodation for transients, and which may include the serving of breakfast only to guests. The maximum length of stay per guest may not exceed 14 days within a 90-day period.

Beverage Redemption Center. Facility that accepts empty, deposit-bearing beverage containers (cans and bottles) and provides a refund to the consumer.

Bollard. A short, thick post or pole with integrated lighting components used for illuminating walkways or limiting vehicular access.

Brewery. A facility where beer is manufactured, stored, packaged, and distributed, which may include on-site tasting, sales, and limited food service as an accessory use. A brewery may be a standalone facility or associated with farm operations; when a brewery is associated with farm operations, it shall be regulated by Section 4.10 of these Regulations.

Structure. Any combination of materials forming any construction which requires location on the ground or attachment to something having location on the ground. The term "structure" shall include fences, walls, signs, swimming pools, porches and similar structures, but excluding antennae attached to and extending not more than 25 feet above the highest point of the building, and utility poles.

Building. Any structure having a roof, and intended for shelter, housing, or enclosure of persons, animals, or materials. The connection of two or more buildings by means of a porch, breezeway, passageway, carport, or other such roofed structure shall be deemed to make them one building.

Building, Accessory. 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. When used in connection with a farm, accessory buildings shall include all structures customarily used for farm purposes. Except for farms, no accessory building shall be larger than the principal building.

Building, Area. The ground area enclosed by the walls of a building in addition to the area of all covered porches and other roofed portions.

Building, Height. The vertical distance measured from the finished grade to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and to the average height between eaves and ridge for gable, hip, and gambrel roofs.

Building, Principal. The single building or structure, or interrelated group of buildings or structures, where the principal use of the lot on which the building or structure is situated is conducted.

Building, Setback Line. The line within a lot defining the minimum required distance between the principal building and any adjacent street or lot line.

Bulk Storage. The storage of large quantities of goods, materials, or equipment, typically in open areas or in large, enclosed structures, for distribution, processing, or future use, including but not limited to earth materials, motor vehicles, and trucking equipment and containers.

Cannabis Delivery Service. A facility licensed by the Department of Consumer Protection to deliver cannabis and/or cannabis products from licensed establishments (like retailers or micro-cultivators) to consumers, qualifying patients, or caregivers.

Cannabis Establishment. A cannabis retailer, hybrid retailer, or dispensary as defined herein.

Cannabis Establishment, Dispensary. A facility where cannabis may be dispensed, sold or distributed, as defined by C.G.S Chapter 420h, Section 21a-420.

Cannabis Establishment, Retailer. A person, excluding a dispensary facility and hybrid retailer, that is licensed to purchase cannabis from producers, cultivators, micro-cultivators, product manufacturers and food and beverage manufacturers and to sell cannabis to consumers and research programs, as defined by C.G.S Chapter 420h, Section 21a-420.

Cannabis Establishment, Hybrid Retailer. A person that is licensed to purchase cannabis and sell cannabis and medical marijuana products, as defined by C.G.S Chapter 420h, Section 21a-420.

Cannabis Transporter Facility. A facility licensed by the Department of Consumer Protection solely to transport cannabis products between other licensed cannabis establishments, laboratories, and research programs. They do not engage in cultivation, manufacturing, or direct sales to consumers.

Cellar. Any area of the building having its floor below ground level on all sides.

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

Certificate of Zoning Compliance (CZC). An 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 these regulations and any permit or approval issued hereunder,

Cidery. A facility where hard cider or similar fermented beverages made from apples or other fruit are manufactured, stored, packaged, and distributed, which may include on-site tasting, sales, and limited food service as an accessory use. A cidery may be a standalone facility or accessory to farm operations. When a cidery is accessory to farm operations, it shall be regulated by Section 4.10 of these Regulations.

Club. 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.

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

Controlled Sales/Services. The retail sale or on-site consumption of products regulated by federal or state law due to their controlled status, including but not limited to the sale of alcoholic beverages and cannabis.

Corner Lot. A lot of which two (2) adjacent sides face a street or streets so that the interior angle of the intersection is less than one hundred thirty-five (135°) degrees, provided that the corner of any such intersection is not rounded by a curve having an inside radius greater than fifty (50') feet.

Correlated Color Temperature. A specification of the color appearance of light emitted by a light source, measured in degrees Kelvin (K). Higher Kelvin ratings appear bluer in color, while lower kelvin ratings appear more amber in color.

Customer Service Establishment. 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. Product information sheets, or digital files from a lighting manufacturer, that describe and illustrate a light fixture and its electrical, mechanical and performance specifications, including cutoff type, lamp type, lumen rating, etc.

Day Care. 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.

Day Care, Center. A facility that provides a program of supplementary care to more than twelve related or unrelated children outside their own homes on a regular basis, as defined by Section 19a-77 of the General Statutes. Also referred to as childcare center.

Day Care, Family Home. A program of supplementary care within a private family home, as defined in Section 19a-77 of the General Statutes. Also referred to as a family childcare home.

Day Care, Group Home. A program of supplementary care for not less than seven (7) nor more than twelve (12) related or unrelated children on a regular basis, or one that meets the definition of a family day care home as provided in Section 19a-77 of the General Statutes except that it operates in a facility other than a private family home. Also referred to as a group childcare home.

Designated Agent. An official of the City's Planning and Neighborhood Services Department or the Engineering Department that has the authority to review soil erosion and sediment control plans.

Direct Light. Light that is visible from either the light source (e.g. bulb or LED array) or reflected off the fixture's housing.

Distribution/Fulfillment Center. A facility used primarily for the receipt, temporary storage, sorting, packaging, and shipment of goods or products to retail locations, businesses, or directly to consumers.

Disturbed Area. The area where the ground cover is destroyed or removed leaving the land subject to accelerated erosion.

Donation Drop-Off Box. Any container, storage receptacle or structure, other than an accessory building or shed complying with all Building Code and land use requirements, that can be used, or is used, for the temporary holding of charitable, not for profit, donations on a lot with an established principal use.

Educational Institutions, Higher Learning. Public or private institutions, including colleges, universities, and private trade schools, that offer 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 such as residential facilities for staff and/or students, sports fields and/or other structures for institutional events.

Educational Institutions, K-12. Public or private institutions that provide formal instruction and programming for students in kindergarten through 12th grade. Such institutions may include accessory uses to support the principal institution such as residential facilities for staff and/or students, sports fields and/or other structures for institutional events.

Enlargement, or to Enlarge. Any addition to the floor area of an existing building, an increase in the size of any other structure, or an increase in that portion of a tract of land occupied by an existing use. "To enlarge" is to make an enlargement.

Erosion. The detachment and movement of soil or rock fragments by water, wind, ice or gravity.

Extend, or to Make an Extension. An increase or amplification, as distinguished from establishment or inception. "Extension" shall be deemed to include the expansion in the seasons or periods of use of a non-conforming seasonal use, or of a seasonal dwelling on a non-conforming lot; and any increase in the normal days or hours of operation, or any increase in the scope of services offered, of any non-conforming, non-residential use of land, buildings, or structures.

Family. *See Household.*

Farm. A tract of land containing five acres or more, which may or may not have a residential home on the property that is used for the raising of agricultural products, livestock, poultry or dairy products including the necessary farm buildings, but excluding the raising of fur-bearing animals and the maintaining of dog kennels.

Farm, Commercial. A farm with its primary focus on producing crops and livestock for sale rather than for personal use. Commercial farms typically operate on a larger scale, utilizing advanced technologies, mechanization, and efficient management practices to maximize output and profitability.

Farm, Non-commercial Residential. A tract of land for the raising of noncommercial agricultural products and noncommercial agriculture associated with the raising of domesticated farm animals as pets but excluding the raising of fur-bearing animals and the maintaining of dog kennels.

Farm, Livestock and Poultry. A Commercial Farm which may or may not have a residential home on the property that is principally used for the raising of livestock or poultry and may include the accessory raising of agricultural products.

Farmer's Market. An event held primarily to promote the direct sale of locally grown or raised agricultural products by the grower or raiser of such products.

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

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

Farm Worker Dwelling. A dwelling located on a farm and accessory to the 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 as an accessory use to an orchard, winery or other agricultural use, which relies on seasonal employees who must be housed on the farm.

Farm, Urban. The cultivation, processing, and distribution of food and non-food agricultural products in urban and suburban areas, encompassing activities like community gardens, rooftop

farms, and vertical farming. An urban farm shall not include the caretaking of animals and/or livestock. Urban farms may include indoor or outdoor operations as defined herein.

Farm, Urban (Indoor Operation). An urban farm where all allowed activities are conducted within completely enclosed buildings. Typical operations include greenhouses, vertical farming, hydroponic systems and aquaponic systems.

Farm, Urban (Outdoor Operation). An urban farm where 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, hoophouses and orchards.

Flag. A piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope and used as a symbol, emblem or decoration.

Floor Area, Gross. The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The gross floor area of a building, or portion thereof, not provided with surrounding exterior walls shall also include the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts. Gross floor area does not include covered parking areas. Terraces, porches, and decks shall be counted as gross floor area only if used for conduct of a business, such as outdoor dining.

Floor Area, Patron. All floor space accessible to customers, including foyers and hallways, but excluding bathrooms and coat rooms.

Footcandle. A unit of illuminance. One footcandle is one lumen per square foot (lm/ft²).

Frontage. The linear distance or width of a lot along the front lot line that is parallel and abuts a public or private street right of way.

Frontage, Primary. The portion of a lot or building abutting or directly adjacent to a primary street right-of-way.

Frontage, Secondary. The portion of a lot or building abutting or directly adjacent to a non-primary street right-of-way.

Full Cutoff or Fully Shielded Fixture. 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.

Garage, Commercial. 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. May be a primary or accessory use with properly approved permitting.

Garage, Private. 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/Yard Sales. 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.

Greenhouse. A structure enclosed by glass, or similar materials, and used for the cultivation or protection of plants.

Government Buildings/Facilities. Any activity or use, carried out by a public agency or its duly authorized agents (but excluding contractors or subcontractors), such as police stations, refuse disposal areas, schools, pollution control plants, highway garages, town halls, town office buildings, fire departments, non-commercial ambulance and other emergency services, and other similar uses.

Grade, Average Finished. A reference plane established by the average of the ground level adjoining the building or structure along all exterior walls, from the exterior wall to a point 10 feet from the building or structure.

Grade, Existing. The vertical elevation of the ground surface prior to any alterations such as grading, excavating, filling, or grubbing.

Grade, Finished. The final vertical elevation of the ground surface after man-made alterations such as grading, excavating, filling, or grubbing have been made on the ground surface. This shall include only the grading necessary for construction and shall not include any filling to gain a greater height allowance.

Grading. 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.

Grooming Facility. A commercial facility, other than a commercial kennel, maintained for the purpose of grooming dogs and cats with no accommodations for overnight boarding of animals.

Glare. The effect of visual discomfort resulting from insufficiently shielded light sources shining horizontally in the field of view; intense and sometimes blinding light that reduces visibility.

Hazardous Materials, Substances, and Waste. 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 Intensity Discharge (HID). 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.

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

Home-Based Business. Any occupation which is customarily or properly conducted for compensation entirely within a dwelling by the occupant thereof as an accessory use to such dwelling. This definition includes the following: 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, a person providing maintenance on domestic machinery (serviceman) or a licensed cottage food operator.

Home Garden. An accessory use for 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.

Home Occupation, Major. Any home-based business where such business is located on the same lot used by such person as his or her primary dwelling that exceeds the definition of a minor home occupation, provided it is an accessory to a single-family dwelling and shall not occupy an area exceeding 50 percent of the total square footage of the dwelling (exclusive of garage, attic and basement).

Home Occupation, Minor. A home-based business where such business is located on the same lot used by such person as his or her primary dwelling, provided that the area devoted to such accessory use (including storage of any supplies or materials) shall not occupy an area exceeding 25 percent of the total square footage of the dwelling (exclusive of garage, attic and basement) and not more than 1 nonresident person shall be employed on the premises.

Home Office / Studio. The accessory use of a portion of a dwelling 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.

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

Hospital. Any facility licensed by the State of Connecticut and 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. A building designed and used primarily for temporary occupancy by transients, which provides or offers accommodations 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 to guests or the general public.

Household. A household is defined as the living together in a single dwelling unit of: (a) Any number of individuals related by blood, marriage or adoption, or (b) up to six (6) adult persons all of whom are not necessarily related to each other by blood, marriage or adoption, and their minor children.

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

Housing, Congregate Living. A residence facility for elderly or disabled residents that contains independent living units with provisions for cooking, eating, sanitation, and sleeping and that provides communal dining facilities and other appropriate support services such as housekeeping, organized social and recreational activities, and/or transportation.

Housing, Dormitory. A dwelling in which the owner, lessee, or tenant occupant, rents rooms to six or more transient persons and may or may not furnish meals and which is accessory to a principal educational institution of both higher learning and K-12.

Housing, Dwelling. A building designed or used as the living quarters for one or more families.

Housing, Dwelling Unit. One or more rooms providing complete living, sleeping, and eating facilities for one family, including bathroom and kitchen facilities.

Housing, Group Home. A home where no more than eight unrelated disabled or handicapped individuals, as defined by the Federal Fair Housing Act, reside in a single housekeeping unit, in accordance with all Fire, Health, Housing and Building Codes.

Housing, Multifamily Dwelling. A building with three (3) or more separate dwelling units.

Housing, Rooming or Lodging House. A dwelling in which the owner, lessee, or tenant occupant, rents rooms to six or more transient persons and may or may not furnish meals.

Housing, Single-Family Dwelling. 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.

Housing, Transitional Home. An alcohol- and drug-free dwelling where unrelated adults who are recovering from a substance use disorder voluntarily choose to live together in a supportive environment during their recovery. No formal substance use disorder treatment services are provided at Transitional Housing Homes. May also be referred to as a Sober Home.

Housing, Two Family Dwelling. A building containing two (2) separate dwelling units intended for occupation by distinct households.

Impervious Surface. Any land or portion of a site covered by constructed features which prevent the direct percolation of surface water into the underlying earth. Examples include buildings, paved parking and roadways, masonry walls and terraces, swimming pools, sidewalks, hard surface playing courts and paved driveways. Constructed features capable of absorbing and transmitting surface water (such as lawns, gravel/shell or similar materials for sidewalks and driveways, clay courts and natural ponds) are not considered impervious areas.

Indoor Recreation Facility. A facility designed to provide a variety of recreational activities and entertainment options for individuals, families, and communities, in an indoor setting. Such a facility may be publicly or privately owned or operated.

Junk. Old metals, scraps, rags, wastepaper or other secondhand articles that are no longer serviceable for their original manufactured purpose. 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. The use of any lot or portion thereof, whether inside or outside a building, for the storage, keeping or abandonment of junk.

Kennel, Commercial. A principal use as a kennel maintained for boarding, sale, or grooming dogs or cats, and includes, but is not limited to, any veterinary hospital which boards or grooms dogs or cats for nonmedical purposes. Any owner of 5 or more dogs or breeder who breeds more than two litters of dogs annually shall apply to the Town Clerk for a kennel license.

Kennel, Non-commercial. A use accessory to a dwelling for the keeping of 5 or more dogs over the age of six (6) months kept under one ownership at a single location and bred for show, sport or sale. Any owner of 5 or more dogs or breeder who breeds more than two litters of dogs annually shall apply to the Town Clerk for a kennel license.

Kennel, Residential. The keeping of four (4) or fewer dogs as pets as an accessory use to a principal dwelling and is not a non-commercial or commercial kennel.

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

Light Pollution. A form of excessive nighttime light that can cause adverse effects and degrade environmental quality.

Light Trespass. Light that strays from the intended purpose and becomes an annoyance, a nuisance, or a deterrent to visual performance. As such, light trespass should always be considered negative, unlike spill light, which can have positive or negative attributes. Light trespass is the encroachment of light causing annoyance, loss of privacy or other nuisance.

Livestock. Shall mean domestic animals other than household pets including, but not limited to, horses, cows, goats and sheep.

Lot. A plot or parcel of land occupied or capable of being occupied by a principal use or building and the accessory buildings or uses customarily incidental to it, including such dimensional requirements as are required by these Regulations. For any lawfully existing lot that does not comply with the requirements of these Regulations, see Section 1.5.A.

Lot Area. The area of a horizontal plane bounded by the front, side, and rear lot lines of a lot, but not including the area of any land below the ordinary high-water mark of a watercourse.

Lot Coverage. The percentage of the lot area that is covered by the building area and all other accessory structures.

Lot Depth. The average horizontal distance measured between the front and rear lot lines.

Lot, Interior. A building lot that meets the criteria of Section 6.8 of these Regulations and does not meet the minimum lot width adjacent to a street.

Lot Line. Any boundary of a lot.

Lot Line, Front. All the boundary lines dividing the lot from the street or streets.

Lot Lines, Rear. All the boundary lines between the side lot lines and generally opposite to the front lot line.

Lot Lines, Side. All the boundary lines extending from the street which divide separate lots abutting the street. All lines not rear or front are side lot lines.

Lot, Through. A lot extending between and fronting on two generally parallel and opposite streets.

Lot Width. The horizontal distance between side lot lines measured parallel to the front lot line (see also, Frontage) and along the building setback line.

Lumen. 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. The complete lighting unit designed to distribute the light, position and protect the light sources, and connect the light sources to the power supply. A light fixture consists of a lamp, a ballast, and a lens. Another word for a "light fixture."

Manufacturing. The process of turning raw materials or parts into finished goods through the use of tools, human labor, machinery, and chemical processing, including similar uses specified under Chapter 578, Section 32-9p(d) of the Connecticut General Statutes, the definition of a Manufacturing Facility. Commercial cultivation, micro-cultivation, manufacturing, and production of plant base products, and food or beverages, may be permitted as Manufacturing, Advanced Manufacturing, Food Manufacturing, Precision Manufacturing, and Research and Development.

Manufacturing, Advanced. The use of innovative technologies to create products, including production activities that depend on information, automation, computation, software, sensing, and networking.

Manufacturing, Low Intensity. Small-scale manufacturing operations, including production or assembly with limited equipment, and generally located entirely within a building. Includes food and beverage manufacturing.

Manufacturing, Medium Intensity. Moderate-scale manufacturing operations involving larger equipment and production volumes. Such operations are generally located within a dedicated industrial or commercial space.

Manufacturing, High Intensity. Large-scale manufacturing operations involving heavy industrial operations with machinery, heavy equipment, or chemical processes.

Manufacturing, Food. The commercial production and packaging of foods and beverages. A food manufacturer is responsible for the purity and proper labeling of the product and includes breweries and commercial bakeries which are primarily engaged in the manufacturing of baked goods for sale and distribution by other businesses. A restaurant or retail bakery is not considered a food manufacturer.

Manufacturing, Precision. The machining of individual pieces that requires identical parts to be created in large quantities for industries such as medical and aeronautical.

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

Mixed-Use. A building, or lot that allows for a combination of different land uses, such as residential and commercial, within a single area or building.

Motor Vehicle Services. Any business engaged in the minor automotive repairs and services allowed to be performed as an unlicensed activity pursuant to Connecticut General Statutes 14-51(b), including the lubricating of motor vehicles, adding or changing of oil or other motor vehicle fluids, the sale and changing of tires and tubes, including the balancing of wheels, the installation of batteries and light bulbs, windshield wiper blades or drive belts, auto cleaning and detailing, upholstering work, auto glass tinting, sales and installation of accessories, custom and aftermarket parts and trim, vehicle wraps, etc.

Motor Vehicle Repair Garage / Collision Center. A building or facility in which the business of licensed motor vehicle repair and service is conducted. The term "automobile repair garage" shall not be construed as permitting the operation of any type of automotive repair business that is not duly licensed and in compliance with applicable provisions of Connecticut General Statutes 14-52a as they relate to "general repairer" or "limited repairer", nor shall it allow any form of auto wrecking, recycling or reclamation business; nor the storage of obsolete, dismantled or wrecked motor vehicles, or parts thereof, for any period of more than 45 days.

Motor Vehicle Sales. A property arranged, designed, or used for the storage and display for the sales of any type of motor vehicle and where any repair work performed is accessory to the principal sales use and primarily consist of repair and preparation of the motor vehicles displayed and sold on the premises. The term "automobile sales lot" shall not be construed as permitting the operation of any automotive sales business that is not duly licensed and in compliance with applicable provisions of Connecticut General Statutes 14-52(a) as they relate to "new car dealers" or "used car dealers", nor shall it allow the storage of obsolete, dismantled or wrecked motor vehicles, or parts thereof, for any period of more than 45 days.

Nightclub. An establishment for nighttime entertainment, typically serving drinks and offering music and dancing.

Nonconforming. 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. 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 or amendment of these Regulations with which provision the building does not comply

Nonconforming, Legal. The situation where a nonconforming use, activity, building, structure, or lot lawfully existed in accordance with all applicable laws and regulations prior to the time that these Regulations became effective, or an amendment hereto which created the nonconformity, became effective, or is legally established through the granting of a variance by the Zoning Board of Appeals.

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. 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.

Office, Professional. 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.

Outdoor Recreation Facility. A facility devoted to active recreation, including but not limited to miniature golf, top golf, batting cages, and artificial and natural turf fields. This term shall not include gun ranges. Such a facility may be publicly or privately owned or operated.

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

Package Store. A retail establishment licensed by the State of Connecticut for the sale of alcoholic beverage, such as beer, wine, and spirits, in sealed containers for off-site consumption only.

Park. A use of land for active or passive, public or private, outdoor space, including such uses as parks, plazas, greens, parkettes, playfields, playgrounds, recreation centers, and tot lots for general recreation, athletics, and leisure. May include historic structures/monuments, botanical gardens, ornamental gardens, or arboretums. Accessory uses may include picnic areas, fishing, and swimming.

Parking Area. 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 as a principal or accessory use as required by these Regulations.

Parking Area, Satellite. A parking area that is not directly attached to but associated with a principal commercial use located wholly within the City of Norwich. Often used as overflow or alternative parking.

Parking, Long-Term Bicycle. Parking designed for users, such as employees, residents, or public transit users, who need to leave their bicycles unattended for several hours or longer.

Parking, Short-Term Bicycle. Parking designed for users making quick trips to businesses or institutions, typically for two hours or less.

Place of Public Assembly. Uses such as cinemas, conference/convention centers, and performing arts centers.

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

Public Utility Facility. Electric substation, transmitting, switching, distribution or relay station, telephone exchange, water and sewage pumping stations; other similar or related uses.

Regional Redemption Processing Center. Private businesses licensed by the Connecticut Department of Energy and Environmental Protection that work with distributors of carbonated beverages to redeem bottles and cans with a deposit value.

Research and Development (R&D). Activities directed toward the innovation, introduction, and improvement of products and processes.

Research Laboratories. A facility or a specially designated area of a facility used primarily for research, development, and testing activity, and not primarily involved in the production of goods for commercial sale.

Resort. 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. 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.

Restaurant, Fast Food. The retail sale of food to the general public for consumption on the Premises, or where a significant portion of the consumption takes place or is designed to take place outside the confines of the building occupied by such use; and which is characterized by high volume of patronage, the promise of rapid service of meals, and a resulting short duration of stay and rapid turnover; and including drive-in or curbside service as an Accessory Use. Includes franchise businesses.

Restaurant, Take Out. The retail sale of food to the general public where all or a highly significant portion of the consumption takes place or is designed to take place outside the confines of the building occupied by such use.

Retail Store. A store selling goods directly to ultimate consumers, excluding all controlled sales/services, as defined by these Regulations.

Retail Yard. An area where goods, merchandise, or bulk materials are stored or displayed outdoors and sold directly to the public, either wholesale or retail.

Review Agency. The agent or agency that is authorized by these Regulations to act upon an for a particular type of land use. For example, the Commission on the City Plan for Site Development Plans or Special Permits, the Zoning Enforcement Officer for Zoning Permit, or the Zoning Board of Appeals for variances.

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

Sediment. Solid material, either mineral or organic, that is in suspension, is transported, or has been moved from its site of origin by erosion.

Sedimentation. The process of transporting sediment from its site of origin and/or forming of silt or other sediment due to earth-disturbing activities.

Sign. Any device designed to inform or attract the attention of persons not on the premises on which the device is located that includes the name, identification, description, display, or illustration, and which is affixed to, painted or represented directly or indirectly upon a building, or other outdoor surface which directs attention to or is designed or intended to direct attention to the sign face or to an object, product, place, activity, person, institution, organization, or business, excluding integral architectural features other than letters, trademarks, or moving parts, including; any building feature, roof or other special illumination, special colors or effects, or building or roof lines which serve to identify the use or occupancy of any building or site through a recognized motif or symbol. Signs located completely within an enclosed building, and not exposed to view from a street, shall not be considered a sign. Each display surface of a sign or sign face shall be considered to be a sign. One flag or any one insignia of any governmental agency shall not be considered a sign within the purpose of these Regulations.

Sign, Aerial. Any sign suspended in the air by means of a crane, balloon or other lighter-than-air device.

Sign, Animated. A sign which rotates, moves or in any way simulates motion, except that would not include clocks.

Sign, Area. 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.

Sign, Awning. This sign type consists of one or more faces and is integrated within or part of an Awning extending over a principal entrance and/or first floor windows on a primary or secondary street frontage or spanning across an individual storefront or an entire building façade.

Sign, Band. This Sign type consists of a single face and is placed within a Sign Band that is architecturally integrated into the overall design of the building façade over a principal entrance and spanning across an individual storefront or the entire façade on a primary street frontage.

Sign, Banner. Any temporary sign composed of cloth, canvas, plastic, fabric or similar lightweight, non-rigid material that can be mounted to a structure with cord, rope, cable or a similar method or that may be supported by stakes in the ground.

Sign, Billboard (Commercial Advertising Sign). A large sign designed for advertising a business, goods, products, or services, typically intended for viewing from extended distances and erected in a location different from that of the advertised business, goods, product, or services.

Sign, Business. 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, Canopy. This sign type consists of one or more faces and is integrated within or part of a Canopy extending over a principal entrance and/or first floor windows on a primary or secondary street frontage or spanning across an individual storefront or an entire building façade.

Sign, Directory. This Sign type has a single face and consists of either a panel or individual letters applied directly to a building wall, typically listing the names of building tenants.

Sign, Electronic. A sign that changes its message or copy at intervals by digital, electronic, or mechanical processes, by remote control or other programming device. Any illuminated sign on which the artificial light is not stationary or constant in intensity and color at all times when the sign is in use. Any moving illuminated sign shall be considered a flashing sign.

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

Sign, Freestanding. A sign erected and maintained on a freestanding frame, mast, or pole not attached to any building, and not including monument signs.

Sign, Height. The distance from the base of the sign at finished grade to the top of the highest attached component of the sign or sign structure.

Sign, Internally Illuminated. Any sign designed to give forth any artificial light directly or indirectly through any transparent, reflective, translucent or similar material, from a source of light contained within, upon, or otherwise structurally integrated into such Sign; but not including a "channel" letter in which the light source is concealed within the rear side of a hollow, opaque letter mounted on a wall, with the letter silhouetted against the halo of the reflected light.

Sign, Externally Illuminated. Any sign illuminated by a light source which is remote from the sign structure and so shielded that no direct rays therefrom are visible elsewhere than on the Sign Face, or the area immediately around it, but in no event visible off the Lot where said Sign is located.

Sign, Reverse Channel Illuminated (Backlit): Any sign in which the light source is concealed within a channel on the back side of individual opaque letters or symbols so as to create a "halo" effect around each such letter or symbol.

Sign, Marquee. This Sign type consists of 1-3 faces on a structural feature of a building that projects perpendicular from the façade over a principal entrance.

Sign, Monument. This Sign type consists of 1-2 faces, is placed in a front yard fully detached from a building and is supported along the entire length of its base.

Sign, Off-Premises Advertising. A sign used to advertise a business, goods, products or services which are not sold, manufactured or distributed on or from the premises or facilities on which the sign is located.

Sign, Outdoor Display Case. This Sign type has a single face and consists of a metal or wood framed cabinet mounted onto a building façade on a primary or secondary street frontage with a transparent window and a lockable opening allowing the contents, such as menus or posters, to be kept current.

Sign, Permanent. Any sign, excluding billboards, which does not fall into the categories for temporary signs.

Sign, Projecting. This sign type consists of two (2) faces, and projects perpendicular from the Building façade on a primary or secondary street frontage, or elevation where street frontage is not available.

Sign, Real Estate. A sign designating the sale, lease, or rental of the premises.

Sign, Construction. A sign designating the contractor and the service being provided.

Sign, Sandwich Board. This Sign type is a two-sided, portable sign that is constructed in the form of the letter “A” or similar tent-type shape or attached to a heavy base in the form of an inverted letter “T”.

Sign, Temporary. A sign display constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood or other like materials and that appears to be intended to be displayed for a limited period of time (rather than permanently attached to the ground or a structure) and which identifies an activity of a temporary nature and temporarily identifies an activity of a permanent nature.

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

Sign, Wall. A sign affixed directly to or painted on or otherwise inscribed on an exterior wall and confined within the limits thereof of any building and which projects from that surface less than twelve (12) inches at all points.

Sign, Window. This sign type has a single face and is affixed directly onto or behind the glazing of a window and/or door on a primary or secondary street frontage, or elevation where no frontage is available.

Soil. Any unconsolidated material or organic material of any origin.

Soil Erosion and Sediment Control Plan. A scheme that minimizes soil erosion and sedimentation resulting from development and includes, but is not limited to, a map and narrative.

Story. That part of a building, other than a cellar or basement, located between any finished floor and the floor of the space above it.

Street. 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, Complete. A street designed and maintained for all users, including pedestrians, cyclists, motorists, and public transit riders of all ages and abilities.

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

Street, Primary. A main street, often part of an arterial network, designed to carry large volumes of traffic between different areas, such as neighborhoods or other municipalities.

Street, Non-Primary. Generally, a local street that provides primary access to abutting properties, serving traffic within a limited area rather than acting as a major throughfare.

Structure. Anything constructed or erected which requires location on, in or under the ground, or anything attached to something having a location on, in or under the ground.

Swimming Pool. A solid framed structure that is located in or above the ground 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.

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

Transient Person. 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 thirty days within any 12-month period.

Travel Plaza. A facility that provides fuel and travel services for long haul trucking, travel trailers, recreational vehicles and the general traveling public. These facilities include fuel sales, sanitary waste disposal sites for recreational vehicles, and truck stop/recreational vehicle travel center development. These facilities may include accessory supporting uses such as convenience stores, smaller restaurants and limited transient accommodations providing that they are secondary uses and are supportive of the primary function of providing fuel.

Truck Terminal. A facility for the purpose of transporting and/or storing of goods and the dispatching of trucks and tractor-trailers for transporting said goods.

Uplight. The amount of light directed above the horizontal plane of the luminaire's lowest light-emitting part and be rated with a U-0 BUG rating, where BUG refers to backlight, uplight, and glare.

Use. 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. 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, Permitted. All uses authorized by these Regulations, including by Zoning Permit, Zoning Variance, Site Plan Approval, or Special Permit, except non-conforming uses.

Use, Principal. The primary use, purpose or function for which a premises is used, designed, or intended to be used.

Variance. An exception to these Regulations granted by the Zoning Board of Appeals in accordance with Section 7.6 of these Regulations.

Vendor, Temporary. Someone who conducts a temporary or transient business, selling goods or services while operating from a temporary location. They typically don't have a permanent storefront and may operate from vehicles, stands, tents, or even on foot.

Warehousing. The use of a building or premises primarily for the storage of goods, materials, merchandise, or equipment for distribution or future use. Warehousing may involve the loading and unloading of goods by truck, rail, or other means of transport but generally does not include on-site retail sales to the general public.

Watercourse. Those areas designated and defined as watercourses by the Norwich Inland Wetlands and Water Courses & Conservation Commission, pursuant to its Regulations, as the same may be amended from time to time.

Water-Dependent Uses. 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.

Wholesale. The sale of goods, principally in large quantities, for purposes of resale.

Winery. 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 as accessory uses: a tasting room, on-site sales, conference room space, warehousing, maintenance facilities, sales and administrative offices and winery-related events and event space. A winery may be associated with other farm operations.

Wireless Telecommunication Facility. The equipment and structures involved in receiving or transmitting electromagnetic waves associated with wireless telecommunication services.

Wireless Telecommunication Services. 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.

Yard, Front. The required unoccupied space between the front face of the principal building and the front lot line extending the full width of the lot.

Yard, Rear. The required unoccupied space between the rear face of the principal building and the rear lot line of the lot and extending the full width of the lot.

Yard, Side. The required unoccupied space situated between the side face of the principal building and the side lot line of the lot and extending from the front yard to the rear yard or to a side yard.

Zone, Basic. Those zones listed in Chapter 3.1 through 3.3 of these Regulations.

Zone, Overlay. Those zones listed in Chapter 3.4 of these Regulations.

Zoning Enforcement Officer. The person or persons designated by the Commission on the City Plan to administer and enforce these regulations, or his/her designee, in accordance with Conn. Gen. Stats. §8-12.

Chapter 3: Zoning Districts

Chapter 3 introduces the various zoning districts utilized in the City of Norwich. These Districts are categorized as residential, commercial, mixed-use, other, or overlay districts. This Chapter will also establish the purpose of each District, its minimum requirements, and direct the reader to other relevant Sections of these Regulations.

3.1 Residential Districts

3.1.A Single-Family Districts (R-80, R-40, R-20, R-15, R-10)

3.1.A.1 Purpose

The purpose of the R-80 and R-40 Districts are to establish districts in which the principal use of the land is for low-density, single-family residential and agricultural purposes and to encourage the continuance of such uses within the City of Norwich. Most lots within these Districts are characterized by a lack of access to public water and sewer and are dependent on private well and septic systems. Therefore, these Districts allow the lowest density residential development within the City to ensure a healthy environment.

The purpose of the R-20, R-15, and R-10 Districts is to enable high to moderate-density, single-family residential development as a principal use. Lots within this District are typically connected to public water and sewer infrastructure and are therefore able to support a higher density than that of the R-80 and R-40 Districts.

3.1.A.2 Dimensional Standards

The following dimensional standards are the minimum and maximum requirements for the City of Norwich's single-family residential districts. No lot within such Districts shall be used and no building shall be erected, except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations:

Table 2: Single-Family Districts - Dimensional Standards

District ^c	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks			Lot Coverage	Building Height
			Front Yard ^{A,B}	Side Yard	Rear Yard		
R-80	80,000 sf	200'	60'	40'	60'	10%	36'
R-40	40,000 sf	150'	50'	30'	50'	10%	36'
R-20	20,000 sf	100'	30'	15'	30'	20%	36'
R-15	15,000 sf	85'	25'	10'	30'	25%	36'
R-10	10,000 sf	70'	20'	10'	20'	30%	36'

A. 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.

B. 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.

C. Interior lots and variations of dimensional requirements are permitted within these districts provided the requirements of Section 6.8 of these regulations are met.

3.1.A.3 Permitted Uses

All prohibited, permitted, and special permit uses are delineated in the Consolidated Use Table found in Section 4.1 of these Regulations. The Consolidated Use Table indicates each use’s specific standards (if applicable) and procedural requirements.

3.1.A.4 Additional Standards

In addition to the requirements of this Section, all development within a Single-Family District shall conform to other relevant sections found within these Regulations, including but not limited to those found in Section 3.4 (Overlay Districts), Chapter 4 (Uses & Use Standards), Chapter 5 (Special Development Types), and Chapter 6 (Site Development Standards).

3.1.B Multifamily District (MF)

3.1.B.1 Purpose

The purpose of the Multifamily 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.

3.1.B.2 Dimensional Standards

The following dimensional standards are the minimum and maximum requirements for the City of Norwich’s Multifamily District. No lot within such District shall be used and no building shall be erected, except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations:

Table 3: Multifamily Districts - Dimensional Standards

District	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks			Lot Coverage	Building Height
			Front Yard ^{A B}	Side Yard	Rear Yard		
MF	10,000 sf	60’	20’	10’	20’	30%	60’
A. 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. B. 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.							

3.1.B.3 Permitted Uses

All prohibited, permitted, and special permit uses are delineated in the Consolidated Use Table found in Section 4.1 of these Regulations. The Consolidated Use Table indicates each use’s specific standards (if applicable) and procedural requirements.

3.1.B.4 Additional Standards

In addition to the requirements of this Section, all development within a Multifamily District shall conform to other relevant sections found within these Regulations, including but not limited to

those found in Section 3.4 (Overlay Districts), Chapter 4 (Uses & Use Standards), Chapter 5 (Special Development Types), and Chapter 6 (Site Development Standards).

3.1.C Consolidated Dimensional Standards – Residential Districts

No lot shall be used, and no building shall be erected except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations.

Table 4: Consolidated Dimensional Standards - Residential Districts

District	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks			Lot Coverage	Building Height
			Front Yard ^{A B}	Side Yard	Rear Yard		
R-80 ^C	80,000 sf	200'	60'	40'	60'	10%	36'
R-40 ^C	40,000 sf	150'	50'	30'	50'	10%	36'
R-20 ^C	20,000 sf	100'	30'	15'	30'	20%	36'
R-15	15,000 sf	85'	25'	10'	30'	25%	36'
R-10	10,000 sf	70'	20'	10'	20'	30%	36'
MF	10,000 sf	60'	20'	10'	20'	30%	60'

A. 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.
 B. 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.
 C. Interior lots and variations of dimensional requirements are permitted within these districts provided the requirements of Section 6.8 of these regulations are met.

3.2 Commercial Districts

3.2.A Business Park District (BP)

3.2.A.1 Purpose

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.

3.2.A.2 Dimensional Standards

The following dimensional standards are the minimum and maximum requirements for the City of Norwich’s Business Park District. A business park district shall consist of a minimum size of 50 contiguous acres. No lot within such District shall be used and no building shall be erected, except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations:

Table 5: Business Park District - Dimensional Standards

District	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks			Lot Coverage	Building Height
			Front Yard	Side Yard	Rear Yard		
BP	40,000 sf	200'	30'	25'	25'	65%	105'

3.2.A.3 Permitted Uses

All prohibited, permitted, and special permit uses are delineated in the Consolidated Use Table found in Section 4.1 of these Regulations. The Consolidated Use Table indicates each use’s specific standards (if applicable) and procedural requirements.

3.2.A.4 Additional Standards

In addition to the requirements of this Section, all development within a Business Park District shall conform to other relevant sections found within these Regulations, including but not limited to those found in Section 3.4 (Overlay Districts), Chapter 4 (Uses & Use Standards), Chapter 5 (Special Development Types), and Chapter 6 (Site Development Standards).

3.2.B Chelsea Central District (CC)

3.2.B.1 Purpose

The Chelsea Central District is a mixed-use district intended to provide retail, service, institutional, entertainment, and residential activity and compact development serving a regional market. The district is intended to have a strong sense of place and be a vital social, cultural and economic center for Norwich.

3.2.B.2 Dimensional Standards

The following dimensional standards are the minimum and maximum requirements for the City of Norwich’s Chelsea Center District. No lot within such District shall be used and no building shall be erected, except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations:

Table 6: Chelsea Center District - Dimensional Standards

District	Minimum					Maximum	
	Lot Area	Lot Width	Front Yard ^A	Side Yard	Rear Yard	Lot Coverage	Building Height
CC	5,000 sf	40'	0'	0'	0'	100%	105'

A. No goods, wares, or merchandise shall be displayed in the front yard.

3.2.B.3 Permitted Uses

All prohibited, permitted, and special permit uses are delineated in the Consolidated Use Table found in Section 4.1 of these Regulations. The Consolidated Use Table indicates each use’s specific standards (if applicable) and procedural requirements.

3.2.B.4 Additional Standards

In addition to the requirements of this Section, all development within the Chelsea Center District shall conform to other relevant sections found within these Regulations, including but not limited to those found in Section 3.4 (Overlay Districts), Chapter 4 (Uses & Use Standards), Chapter 5 (Special Development Types), and Chapter 6 (Site Development Standards).

3.2.B.5 Site Design

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. The Zoning Enforcement Officer may determine that site plan review is not required for any change in use and / or use of condemned buildings, provided said development entails renovations and / or conversion of an existing building is necessary, provided that the following criteria are met:

- (1) The building facade improvements are consistent with and complement the historic character of the building. City Staff 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) Planning and Neighborhood Services Staff, in conjunction with the Director of Public Works, may require that sidewalks be replaced in accordance with City sidewalk specifications along the frontage of the street if the sidewalks are in poor condition.
- (3) Signage shall be provided in accordance with Section 6.17 of these Regulations.
- (4) Fencing and / or lighting shall be harmonious with the character of the surroundings as determined to be in accordance with the historic integrity of the area.
- (5) Trash Disposal shall be handled on site with trash compactor and/or an internal trash location. City issued roll-out carts shall be kept indoors or in a location that is not visible from the street and/or sidewalk.

3.2.C General Commercial District (GC)

3.2.C.1 Purpose

The purpose of the General Commercial District is to accommodate areas of general commercial development in the City, typically located at key intersections or organized along arterial streets. Commercial areas within the GC District accommodate automobile access and the standards for the zoning district acknowledge this auto-orientation while encouraging improvement of the pedestrian environment and accommodation of alternate modal choices within the zoning district.

3.2.C.2 Dimensional Standards

The following dimensional standards are the minimum and maximum requirements for the City of Norwich's General Commercial District. No lot within such District shall be used and no building shall be erected, except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations:

Table 7: General Commercial District - Dimensional Standards

District	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks			Lot Coverage	Building Height
			Front Yard ^{A B C}	Side Yard	Rear Yard		
GC	10,000 sf	50'	20'	10' ^D	20'	40%	90'

A. 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 1.3.B, and which supplemental map is made part of this section as fully as if set out herein.

B. 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.

C. No goods, wares, or merchandise shall be displayed in the front yard.

D. One 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.

3.2.C.3 Permitted Uses

All prohibited, permitted, and special permit uses are delineated in the Consolidated Use Table found in Section 4.1 of these Regulations. The Consolidated Use Table indicates each use’s specific standards (if applicable) and procedural requirements.

3.2.C.4 Additional Standards

In addition to the requirements of this Section, all development within a General Commercial District shall conform to other relevant sections found within these Regulations, including but not limited to those found in Section 3.4 (Overlay Districts), Chapter 4 (Uses & Use Standards), Chapter 5 (Special Development Types), and Chapter 6 (Site Development Standards).

3.2.D Industrial Production, Manufacturing, & Research District (IPMR)

3.2.D.1 Purpose

The purpose of the Industrial Production, Manufacturing, & Research District is to provide opportunities for large-scale and intensive industrial development opportunities, generally within areas readily accessible by heavy rail infrastructure.

3.2.D.2 Dimensional Standards

The following dimensional standards are the minimum and maximum requirements for the City of Norwich’s Industrial Production, Manufacturing, & Research District. No lot within such District shall be used and no building shall be erected, except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations:

Table 8: Industrial Production, Manufacturing, & Research District - Dimensional Standards

District	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks			Lot Coverage	Building Height
			Front Yard	Side Yard	Rear Yard		
IPMR	40,000 sf	200i	40'	25'	20'	30%	75'

3.2.D.3 Permitted Uses

All prohibited, permitted, and special permit uses are delineated in the Consolidated Use Table found in Section 4.1 of these Regulations. The Consolidated Use Table indicates each use’s specific standards (if applicable) and procedural requirements.

3.2.D.4 Additional Standards

In addition to the requirements of this Section, all development within an Industrial Production, Manufacturing, & Research District shall conform to other relevant sections found within these Regulations, including but not limited to those found in Section 3.4 (Overlay Districts), Chapter 4 (Uses & Use Standards), Chapter 5 (Special Development Types), and Chapter 6 (Site Development Standards).

3.2.E Neighborhood Commercial District (NC)

3.2.E.1 Purpose

The purpose of the Neighborhood Commercial District is to support a pedestrian-friendly, mixed-use neighborhood environment, allowing access to daily shopping needs and services within walking distance of nearby residential neighborhoods. The NC District provides for a mix of commercial and service uses, closely integrated within the surrounding residential neighborhood fabric to support the concept of a complete neighborhood.

3.2.E.2 Dimensional Standards

The following dimensional standards are the minimum and maximum requirements for the City of Norwich’s Neighborhood Commercial District. No lot within such District shall be used and no building shall be erected, except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations:

Table 9: Neighborhood Commercial District - Dimensional Standards

District	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks			Lot Coverage	Building Height
			Front Yard ^A	Side Yard	Rear Yard		
NC	10,000 sf	50'	10'	10'	10'	60%	60'

A. No goods, wares, or merchandise shall be displayed in the front yard.

3.2.E.3 Permitted Uses

All prohibited, permitted, and special permit uses are delineated in the Consolidated Use Table found in Section 4.1 of these Regulations. The Consolidated Use Table indicates each use’s specific standards (if applicable) and procedural requirements.

3.2.E.4 Additional Standards

In addition to the requirements of this Section, all development within a Neighborhood Commercial District shall conform to other relevant sections found within these Regulations, including but not limited to those found in Section 3.4 (Overlay Districts), Chapter 4 (Uses & Use Standards), Chapter 5 (Special Development Types), and Chapter 6 (Site Development Standards).

3.2.F Norwich State Hospital District (NSD)

This section reserved for the development of a Norwich State Hospital District (NSD) which will follow the completion of the Norwich State Hospital District Study to be conducted by the City.

3.2.G Planned Development Design District (PDD)

3.2.G.1 Purpose

The purpose of the Planned Development Design District is to:

- (1) Provide a creative approach to development within the City;
- (2) Promote attractive planned development that complements natural, historic, and other resources; and
- (3) Promote uses within the District that encourage balanced economic development.

3.2.G.2 Dimensional Standards

The following dimensional standards are the minimum and maximum requirements for the City of Norwich’s Planned Development Design District. No lot within such District shall be used and no building shall be erected, except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations:

Table 10: Planned Development Design District - Dimensional Standards

District	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks ^D			Lot Coverage	Building Height
			Front Yard ^A	Side Yard	Rear Yard		
PDD	120,000 sf ^B	250’ ^C	50’	50’	50’	50%	105’

- A. No goods, wares, or merchandise shall be displayed in the front yard.
- B. The Commission may permit lesser acreage with the provision that parcels are part of a planned subdivision and the total acreage for the entire subdivision is at least equal to 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.
- C. 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.
- D. Excludes architectural features such as spires and cupolas.

3.2.G.3 Permitted Uses

All prohibited, permitted, and special permit uses are delineated in the Consolidated Use Table found in Section 4.1 of these Regulations. The Consolidated Use Table indicates each use’s specific standards (if applicable) and procedural requirements.

3.2.G.4 Additional Standards

In addition to the requirements of this Section, all development within the Planned Development Design District shall conform to other relevant sections found within these Regulations, including but not limited to those found in Section 3.4 (Overlay Districts), Chapter 4 (Uses & Use Standards), Chapter 5 (Special Development Types), and Chapter 6 (Site Development Standards).

3.2.G.5 Curb Cuts

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. In consultation with the City Engineer, this provision may be modified where adequate sightlines can be achieved.

3.2.G.6 Other Site Requirements

The following additional standards shall be required within a Planned Development Design District:

- (1) Exterior metal siding, exterior storage and exterior tanks are prohibited.
- (2) Sidewalks shall be provided along all street frontage and in other appropriate areas to ensure adequate pedestrian safety.
- (3) All utilities shall be underground.
- (4) Signage shall complement the design intent of the district in accordance with Section 6.17.

3.2.H Regional Commercial District (RC)

3.2.H.1 Purpose

The purpose of the Regional Commercial District is to provide opportunities for large-scale business development opportunities that service regional needs.

3.2.H.2 Dimensional Standards

The following dimensional standards are the minimum and maximum requirements for the City of Norwich’s Regional Commercial District. No lot within such District shall be used and no building shall be erected, except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations.

Table 11: Regional Commercial District - Dimensional Standards

District	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks			Lot Coverage	Building Height
			Front Yard ^{A B}	Side Yard	Rear Yard		
RC	120,000 sf	400’	65’	50’	25’	30%	90’

- A. 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 1.3.B, and which supplemental map is made part of this section as fully as if set out herein.
- B. No goods, wares, or merchandise shall be displayed in the front yard.

3.2.H.3 Permitted Uses

All prohibited, permitted, and special permit uses are delineated in the Consolidated Use Table found in Section 4.1 of these Regulations. The Consolidated Use Table indicates each use’s specific standards (if applicable) and procedural requirements.

3.2.H.4 Additional Standards

In addition to the requirements of this Section, all development within a Regional Commercial District shall conform to other relevant sections found within these Regulations, including but not limited to those found in Section 3.4 (Overlay Districts), Chapter 4 (Uses & Use Standards), Chapter 5 (Special Development Types), and Chapter 6 (Site Development Standards).

3.2.I Waterfront Development District (WD)

3.2.I.1 Purpose

The purpose of the Waterfront Development District is to provide opportunities for development on parcels that have direct access to the Thames River and the east and west channels of the Yantic River in the vicinity of the confluence of the Shetucket, Thames, and Yantic Rivers.

3.2.I.2 Dimensional Standards

The following dimensional standards are the minimum and maximum requirements for the City of Norwich’s Waterfront Development District. No lot within such District shall be used and no building shall be erected, except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations:

Table 12: Waterfront Development District - Dimensional Standards

District	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks ^C			Lot Coverage	Building Height
			Front Yard ^A	Side Yard	Rear Yard		
WD	20,000 sf	100’	20’	10’	20’	25% ^B	105’

- A. No goods, wares, or merchandise shall be displayed in the front yard setback.
- B. 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).
- C. For buildings containing water-dependent uses which require proximity to the water, the setbacks above do not apply to any side of the building facing the water.

3.2.1.3 Permitted Uses

All prohibited, permitted, and special permit uses are delineated in the Consolidated Use Table found in Section 4.1 of these Regulations. The Consolidated Use Table indicates each use's specific standards (if applicable) and procedural requirements.

3.2.1.4 Additional Standards

In addition to the requirements of this Section, all development within the Waterfront Development District shall conform to other relevant sections found within these Regulations, including but not limited to those found in Section 3.4 (Overlay Districts), Chapter 4 (Uses & Use Standards), Chapter 5 (Special Development Types), and Chapter 6 (Site Development Standards).

3.2.J Consolidated Dimensional Standards – Commercial Districts

No lot shall be used, and no building shall be erected except in conformance with the following schedule, in addition to the lot standards outlined in Section 6.13 of these Regulations:

Table 13: Consolidated Dimensional Standards - Commercial Districts

District	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks			Lot Coverage	Building Height
			Front Yard ACD	Side Yard	Rear Yard		
BP	40,000 sf	200'	30'	25'	25'	65%	105'
CC	5,000 sf	40'	0'	0'	0'	100%	105'
GC	10,000 sf	50'	20'	10' ^B	20'	40%	90'
IPMR	40,000 sf	200'	40'	25'	20'	30%	75'
NC	10,000 sf	50'	10'	10'	10'	60%	60'
RC	120,000 sf	400'	65'	50'	25'	30%	90'
PDD	120,000 sf ^F	250' ^G	50' ^H	50' ^H	50' ^H	50%	105' ^I
WD	20,000 sf	100'	20'	10'	20'	25% ^E	105'

- A. 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 1.3.B, and which supplemental map is made part of this section as fully as if set out herein.
- B. 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.
- C. 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.
- D. No goods, wares, or merchandise shall be displayed in the front yard setback. This provision shall not apply to the IPMR District
- E. 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).
- F. 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.
- G. 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.
- H. Excludes architectural features such as spires and cupolas.

3.3 Other Districts

The City of Norwich classifies the following districts as “other”, due to their unique nature from the previously established residential and commercial districts.

3.3.A Government Facilities District (GFZ)

3.3.A.1 Purpose

The purpose of the Government Facilities District is to identify municipal, state, and federal properties. All site and building improvements in this zone will come to the CCP as a site plan application.

3.3.A.2 Dimensional Standards

The following dimensional standards are the minimum and maximum requirements for the City of Norwich’s Government Facilities District. No lot within such District shall be used and no building shall be erected, except in conformance with the following schedule:

Table 14: Government Facilities District - Dimensional Standards

District	Minimum					Maximum	
	Lot Area	Lot Width	Setbacks			Lot Coverage	Building Height
			Front Yard	Side Yard	Rear Yard		
GHZ	5,000 sf	50'	5'	5'	5'	90%	105'

3.3.A.3 Permitted Uses

All prohibited, permitted, and special permit uses are delineated in the Consolidated Use Table found in Section 4.1 of these Regulations. The Consolidated Use Table indicates each use’s specific standards (if applicable) and procedural requirements.

3.3.A.4 Additional Standards

In addition to the requirements of this Section, all development within the Government Facilities District shall conform to other relevant sections found within these Regulations, including but not limited to those found in Section 3.4 (Overlay Districts), Chapter 4 (Uses & Use Standards), Chapter 5 (Special Development Types), and Chapter 6 (Site Development Standards).

3.4 Overlay Districts

The City of Norwich has developed the following overlay districts to refine how development can occur within the City. These overlay districts are considered either restrictive or permissive, as follows:

- (1) Restrictive overlay districts impose 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.
- (2) Permissive overlay districts provide additional opportunities for property development. Properties located within these districts can choose the traditional base / underlying zoning district provisions or the alternate enabled by the specific overlay.

3.4.A Coastal Area Management Overlay (CAM)

3.4.A.1 Purpose

The purpose of the Coastal Area Management (CAM) Overlay District is to ensure that development within the coastal areas of Norwich is consistent with the goals and policies of the Connecticut Coastal Area Management Act.

3.4.A.2 Applicability

These Regulations shall apply to all buildings, uses, and structures, including shoreline flood and erosion control structures, that are fully or partially located within Norwich's coastal boundary, as defined in CGS Section 22a-94 and depicted on the official Norwich Coastal Boundary Map, as reproduced for informational purposes on the Norwich Zoning Map.

3.4.A.3 Coastal Site Plan Review Required

All buildings, uses, and structures to which these Regulations are applicable shall be subject to the coastal site plan review requirements and procedures outlines in Section 7.4.B of these Regulations.

3.4.B Floodplain Overlay (FP)

3.4.B.1 Purpose

The purpose of the Floodplain Overlay (FP) is to promote the public health, safety and general welfare and to minimize public and private losses in flood prone areas. These flood prone areas, including areas of special flood hazard and the floodways 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. These Regulations shall:

- (1) Promote the use of floodplains and floodways on public lands for open space and passive recreation and encourage the acquisition of such vacant open space land located within the floodway and floodplain for public lands.
- (2) Restrict and prohibit uses which are dangerous to health, safety or property in times of flood or which cause increased flood heights or velocities.
- (3) Require 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.B.2 Applicability

These Regulations shall apply to all areas of special flood hazard and floodways identified by the Federal Emergency Management Agency (FEMA) in its most recent 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. These supporting documents 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.

The requirements of these Regulations shall be supplementary to the basic requirements of underlying zoning districts within Norwich in which a parcel or lot may lie and Section 7.6 of these regulations. 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, including any attached additions, garages, decks, sunrooms, or any other structure attached to the main structure, must meet the construction requirements of the flood zone. 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. If a structure lies within two or more flood zones, the construction standards of the most restrictive zone apply to the entire structure.

3.4.B.3 Definitions

Base Flood. The flood having a one (1) percent chance of being equaled or exceeded in any given year, also referred to as the one hundred (100) year flood, as published by the Federal Emergency Management Agency (FEMA) as part of a Flood Insurance Study (FIS) and depicted on a Flood Insurance Rate Map (FIRM).

Base Flood Elevation (BFE). 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.

Basement. Any area of the building having its floor subgrade (below ground level) on all sides.

Cost. 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, and irrigation systems. The cost of any work done to a detached structure, such as a garage, shed or gazebo, applies solely to that detached structure for substantial improvement calculation purposes.

Development. 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; 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.

Federal Emergency Management Agency (FEMA). The federal agency that administers the National Flood Insurance Program (NFIP).

Finished Living Space. As related to fully enclosed areas below the base flood elevation (BFE), is a space that is, but is not limited to, heated and/or cooled, contains finished floors (tile, linoleum, hardwood, etc.), has sheetrock walls that may or may not be painted or wallpapered, and other amenities such as furniture, appliances, bathrooms, fireplaces and other items that are easily damaged by floodwaters and expensive to clean, repair or replace.

Flood or Flooding.

- (1) A general and temporary condition of partial or complete inundation of normally dry land areas from:
 - a) The overflow of inland or tidal waters.
 - b) The unusual and rapid accumulation or runoff of surface waters from any source.
 - c) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined above and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
- (2) 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 and unforeseeable event which results in flooding as defined above.

Flood Insurance Rate Map (FIRM). An official map of a community, on which are delineated both the special hazard areas and the risk premium zones applicable to the community.

Flood Insurance Study (FIS). 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.

Floodplain Variance. A grant of relief by a community from the terms of the floodplain management regulation that allows construction in a manner otherwise prohibited and where specific enforcement would result in unnecessary hardship.

Floodplain Violation. 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. 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 (1.0) foot. For the purposes of these regulations, the term "Regulatory Floodway" is synonymous in meaning with the term "Floodway".

Functionally Dependent Use or Facility. 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.

Historic Structure. 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; (b) 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; (c) 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 (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either: (1) By an approved state program as determined by the Secretary of the Interior or (2) Directly by the Secretary of the Interior in states without approved programs.

Lowest Floor. The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area is not considered a building's lowest floor, provided that such an area meets the design requirements specified in this Section 3.4.B.11 of these Regulations.

Manufactured Home. A structure, transportable in one (1) or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term also includes park trailers, travel trailers, recreational vehicles and other similar vehicles or transportable structures placed on a site for one hundred and eighty (180) consecutive days or longer and intended to be improved property.

Manufactured Home Park or Subdivision. A parcel or contiguous parcels of land divided into two (2) or more manufactured home lots for rent or sale.

Manufactured Home Park or Subdivision (Existing). A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured home are to be affixed (including, as a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before June 15, 1978, the effective date of the floodplain management regulations adopted by the community.

Manufactured Home Park or Subdivision (Existing), Expansion of. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Manufactured Home Park or Subdivision (New). A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after June 15, 1978, the effective date of the floodplain management regulation adopted by the community.

Market Value. As related to substantial improvement and substantial damage, the market value of the structure shall be determined by the property's appraised value from the City Assessor, minus land value; or an independent appraisal by a professional appraiser.

Mean Sea Level. 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. 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.

Recreational Vehicle. A vehicle which is: (a) built on a single chassis; (b) four hundred (400) square feet or less when measured at the largest horizontal projection; (c) designed to be self-propelled or permanently towable by a light duty truck; and (d) designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

Special Flood Hazard Area (SFHA). 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.

Start of Construction. For other than new construction or substantial improvements under the Coastal Barrier Resources Act (P.L. 97-348), includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, substantial improvement or other improvement was within one hundred and eighty (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 the 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 erections of temporary forms; not 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, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure. 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.

Substantial Damage. 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. Any combination of repairs, reconstruction, rehabilitation, alterations, additions or other improvements to a structure, taking place during a two (2) year period, in which the cumulative cost equals or exceeds fifty (50) percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage”, regardless of the actual repair work performed. For 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 correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or (2) any alteration of a “historic structure”, provided that the alteration will not preclude the structure’s continued designation as a “historic structure”.

Water Surface Elevation. The height, in relation to the North American Vertical Datum (NAVD) of 1988 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

3.4.B.4 Interpretation of Floodplain & Floodway Boundaries

All permit applications shall be reviewed to determine whether proposed building sites will be reasonably safe from flooding. The local floodplain administrator will obtain and maintain records of the lowest floor and floodproofing elevations for all new construction and substantial improvements.

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 FIRM 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. In a case where the location of such boundaries is unclear, the Zoning Enforcement Officer shall:

- (1) 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 source, including data developed for applications submitted in accordance with these Regulations.
- (2) In AE 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).

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.B.5 Floodways

Floodways, located within Special Flood Hazard Areas (SFHA), are extremely hazardous areas due to the velocity of flood waters which may carry debris and have increased erosion potential.

No encroachments, including fill, new construction, substantial improvements, repairs to substantially damaged structures and other developments, shall be permitted unless certification, with supporting technical data, by a licensed professional engineer 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. A permit may be given which allows encroachments resulting in increases in base flood elevations provided the community first obtains a conditional floodway revision by meeting the requirements of C.F.R. 44, Chapter 1, Subsection 65.12.

3.4.B.6 Permitted Uses

The following uses are permitted within the floodplain 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. 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 Energy & Environmental Protection, the New London County Soil and Water Conservation District, and the U.S. Army Corps of Engineers.

- (1) Agricultural and silvicultural uses according to recognized soil and water conservation practices, including the building of fences. 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 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.

3.4.B.7 Special Permit Uses

The following uses which involve structures (temporary or permanent), fill, excavation of land, storage of materials or equipment may be permitted through the granting of a special permit by the Commission on the City Plan and in accordance with the provisions of Section 3.4.B.7 (below) are addressed; however, not including those uses permitted in Section 3.4.B.6 (above) and those uses prohibited by these Regulations.

- (1) 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.
- (2) Paved roads, paved driveways and paved parking areas.
- (3) Excavation of and the grading and regrading of lands including the deposition of topsoil and the grading thereof and the construction of retaining walls.
- (4) Structures otherwise permitted in the underlying zoning district in which the floodplain is located, provided that:
 - a) All new construction and substantial improvements of residential structures, including manufactured or mobile homes, shall have the lowest floor (including the basement) elevated to one foot 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 frame is at least one foot above the base flood elevation (BFE).
 - b) All new construction and substantial improvements of nonresidential structures, including mixed use structures, shall meet the following:
 - i) Have the lowest floor (including the basement) elevated to one foot above the base flood elevation (BFE); or
 - ii) Together with attendant utilities and sanitary facilities, be designed so that the structure is flood proofed to one foot 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.
- (5) Manufactured (Mobile) Homes in accordance with Chapter 12 of the City of Norwich Ordinances, and the following:
 - a) In all Special Flood Hazard Areas (SFHA), any manufactured (mobile) homes to be newly placed, undergoing a substantial improvement or repaired as a result of substantial damage, shall be elevated so that the bottom of the frame is one foot above the base flood elevation (BFE). The manufactured home must also meet all the construction standards per Section 3.4.B.8 (below). This includes SFHAs outside a manufactured home park or subdivision, or in an existing manufactured home park or subdivision, or on a site in an existing park which a manufactured home has incurred substantial damage as a result of a flood.

- b) All manufactured (mobile) homes within a SFHA shall be placed on a permanent foundation which itself is securely anchored and to which the structure is securely anchored so that it will resist flotation, lateral movement and hydrostatic pressures. Anchoring may include, but not be limited to, the use of over-the-top or frame ties to ground anchors.
 - c) All manufactured (mobile) homes within a SFHA shall be installed using methods and practices which minimize flood damage. Adequate access and drainage should be provided.
 - d) Elevation construction standards include piling foundations placed no more than ten (10) feet apart, and reinforcement is provided for piers more than six (6) feet above ground level.
- (6) Recreational Vehicles (RVs) in accordance with Chapter 12 of the City of Norwich Ordinances. Recreational vehicles placed on sites within a SFHA shall either Be on the site for fewer than 180 consecutive days and be fully licensed and ready for highway use or meet all the general standards of Section 3.4.B.10 and the elevation and anchoring requirement noted in (5), above. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions.

3.4.B.8 Special Permit Requirements

In addition to the requirements of the particular underlying zoning district and the requirements of Section 7.4.C, the following are additional requirements for improvements within the floodplain overlay district:

3.4.B.9 Compensatory Storage

- (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.
- (2) 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.

- (3) 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:
 - a) The provision of such storage would require significant blasting due to geological conditions.
 - b) The provision of such storage will adversely impact the historical integrity of existing structures on the site.
 - c) The provision of such storage will adversely impact important natural and archaeological resources on the site.
 - d) Such compensation will prevent the reuse of existing structures and improvements.
- (4) 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 these items (1) - (3). 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 (3) a) - d) of this subsection. All applicants requesting a waiver in accordance with items (3) a) - d) 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.

3.4.B.10 New Construction & Substantial Improvements

New construction and substantial improvements shall:

- (1) Have the bottom of all in-structure mechanicals, such as electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities, elevated to one foot above the base flood elevation to prevent water from entering or accumulating within the components during conditions of flooding. This includes, but is not limited to, furnaces, oil or propane tanks, air conditioners, heat pumps, hot water heaters, ventilation ductwork, washer and dryer hook-ups, electrical junction boxes, and circuit breaker boxes.
- (2) 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.
- (3) 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 water into the system. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

3.4.B.11 Fully Enclosed Areas Below the BFE of Elevated Buildings

All new construction, substantial improvements, or repair to structures that have sustained substantial damage, whether residential or non-residential, that include fully enclosed areas formed by a foundation and other exterior walls shall have the lowest floor elevated to one foot above the base flood elevation. The elevated building shall be designed to preclude finished living space below the lowest floor and be designed to allow for the entry and exit of flood waters to automatically equalize hydrostatic flood forces on exterior walls (wet flood-proofing). Designs for complying with this requirement must either be certified by a registered professional engineer or architect, or meet the following minimum criteria listed in sections (1)-(7) below. FEMA Technical Bulletin 1 (Openings in Foundation Walls and Walls of Enclosures), Technical Bulletin 2 (Flood Damage-Resistant Material Requirements), and Technical Bulletin 7 (Wet Floodproofing Requirements) should be consulted for guidance and design criteria.

- (1) Provide a minimum of two (2) openings (hydraulic flood vents) having a total net area of not less than one square inch for every one square foot of enclosed area subject to flooding. These hydraulic openings must be located on at least two different walls. Only the area (square footage) that lies below the BFE can be used in the calculation of net area of vents required. If the structure has more than one enclosed area, openings must be installed in the exterior walls of each enclosed area so that flood waters can enter directly from the outside.
- (2) The bottom of all openings shall be no higher than one (1) foot above grade. At least one side of the structure's fully enclosed area must be at or above grade. Fill placed around the foundation walls must be graded so that the elevation inside the enclosed area is equal to or higher than the adjacent outside elevation on at least one side of the building. The finished floor of the enclosed area shall be no lower than the bottom of the foundation openings. The foundation slab of a residential structure, including the slab of a crawlspace, must be set equal to the outside finished grade on at least one side of the building.
- (3) The openings may be equipped with screens, louvers, valves or other coverings or devices provided they permit the automatic entry and exit of flood waters in both directions without any external influence or control such as human intervention, including the use of electrical and other non-automatic mechanical means. Other coverings may be designed and certified by a registered professional engineer or approved by the zoning enforcement officer.
- (4) The area cannot be used as a finished living space. The use of the enclosed area shall be the minimum necessary and shall only be used for the parking of vehicles, building access or limited storage. Access to the enclosed area shall be the minimum necessary to allow for the parking of vehicles (garage door) or limited storage of maintenance equipment used in connection with the premises (standard exterior door) or entry to the living area (stairway or elevator). The enclosed area shall not be used for human habitation or partitioned into separate rooms.
- (5) All interior walls, floor, and ceiling materials located below the BFE plus one foot shall be unfinished and resistant to flood damage.
- (6) Electrical, plumbing, HVAC ductwork, machinery or other utility equipment and connections that service the structure (including, but not limited to, furnaces, oil or propane tanks, air

conditioners, heat pumps, hot water heaters, ventilation, washers, dryers, electrical junction boxes, circuit breaker boxes and food freezers) are prohibited in the fully enclosed area below the BFE plus one foot. Utilities or service equipment located in this enclosed area, even if elevated one foot above the BFE in the space, will subject the structure to increased flood insurance rates.

- (7) A residential building with a structurally-attached garage having the floor slab below the BFE is considered an enclosed area below the BFE and must meet the standards listed above. A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of floodwaters in both directions. Flood openings or vents are required in the exterior walls of the garage or in the garage doors. The human intervention necessary to open garage doors when flooding occurs is not an acceptable means of meeting the openings requirements. In addition to the automatic entry of floodwaters, the areas of the garage below BFE plus one foot must be constructed with flood resistant materials. Garages attached to non-residential structures must also meet the aforementioned requirements or be dry floodproofed as per the requirements of this Section.

3.4.B.12 Other Requirements

- (1) 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.
- (2) The project shall not present a potential pollution hazard to soil, ground or surface waters.
- (3) The project will protect human life and health and limit property damage.
- (4) The project shall not endanger public facilities such as flood-control projects, water, sewer, gas, and electrical lines, streets and bridges.
- (5) 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.

3.4.B.13 Special Permit Applications

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.C of these Regulations and this Section, and on a form furnished by the Commission on the City Plan.

3.4.B.14 Application Materials

The Special Permit Application shall be accompanied by the following information:

- (1) Three 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 Section 3.4.B.7 (5)– (7) and

Sections 3.4.B.9 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.

3.4.B.15 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.

3.4.B.16 Notifications

The Commission on the City Plan shall notify any municipality within 500 feet of the proposed development, the Connecticut Department of Energy & 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.

3.4.B.17 Public Hearing

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 the proceedings found in Section 7.4.C of these Regulations.

3.4.B.18 Fees

Each application for a special permit under this section, in addition to the required fee under Section 7, when deemed necessary by the City Engineer, the Commission may require an additional consultation fee, payable by the applicant, for professional review related to the application. The fee shall be paid prior to the Commission rendering a decision.

3.4.B.19 Post-Approval

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.

The Zoning Enforcement Officer or City Planner shall maintain a record of certification for flood proofing as required by Section 3.4.B.7 (5)– (7) and any other design or plan certifications as may be required under these Regulations.

3.4.B.20 Floodplain Variance

With the exception of “historic structures,” 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 Section until such time as all required documentation is provided to the Zoning Enforcement Officer. Variances of the provisions of this Section may be granted by the Zoning Board of Appeals in accordance with the provisions of Section 7.6.B and those outlined herein.

3.4.B.21 Establishment of Variance Process

- (1) The Zoning Board of Appeals, as established by the City of Norwich, shall hear and decide appeals and requests for variances from the requirements of this Section.
- (2) 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) Upon the granting of the variance, the Zoning Board of Appeals shall notify the applicant in writing that:
 - a) 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.
 - b) Such construction below the flood level increases risks to life and property.
 - c) The notification information outlined in this section shall appear in the variance form filed with the City clerk's office.

3.4.B.22 Specific Situation Variances

- (1) **Functionally Dependent Use or Facility:** Variances may be issued for new construction and substantial improvements and other development necessary for the conduct of a functionally dependent use or facility provided the structure or other development is protected by methods that minimize flood damage, creates no additional threat to public safety and meet all the requirements of Section 3.4BC.10.iv.
- (2) **Floodway Prohibition:** Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.

3.4.B.23 Considerations for Granting of Variances

In reviewing such applications for variances, the Zoning Board of Appeals shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this [ordinance/regulation] and the items listed below as (1) - (11). Upon consideration of these factors and the purposes of this Section, the Zoning Board of Appeals may attach such conditions to the granting of variances as it deems necessary to further the purposes of this Section.

- (1) The danger that materials may be swept onto lands causing injury to others;
- (2) The danger to life and property due to flooding or erosion damage;

- (3) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- (4) The importance of the services provided by the proposed facility to the community;
- (5) The necessity of the facility to waterfront location, in the case of a functionally dependent facility;
- (6) The availability of alternative locations not subject to flooding or erosion damage for the proposed use;
- (7) The compatibility of the proposed use with existing and anticipated development;
- (8) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
- (9) The safe access to the property in times of flood for ordinary and emergency vehicles;
- (10) The heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
- (11) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.

3.4.B.24 Conditions for Variances

Variances shall only be used upon a determination that the variance is the minimum necessary to afford relief considering the flood hazard. Variances shall only be granted upon:

- (1) A showing of good and sufficient cause;
- (2) A determination that failure to grant the variance would result in exceptional hardship;
- (3) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, creation of nuisance, damage the rights or property values of other persons in the area, cause fraud on or victimization of the public, or conflict with existing local laws, ordinances or regulations.

Only hardships that are based on unusual or unique physical characteristics of the property in question, characteristics that are not shared by adjacent parcels, shall qualify to meet subsection (2) above. Claims of hardship based on the structure, on economic gain or loss, or on personal or self-created circumstances are not sufficient cause for the granting of a variance.

No variance may be issued:

- (1) Within a regulatory floodway that will result in any increase in the 100-year flood levels. A variance may be issued for new construction, substantial improvements and other development necessary for the conduct of a “functionally dependent use” provided that there is good and sufficient cause for providing relief; and the variance does not cause a rise in the 100-year flood level within a regulatory floodway. The structure and other developments must be protected by methods that minimize flood damage.
- (2) 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.

3.4.B.25 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.

3.4.C Greenway Overlay (GO)**3.4.C.1 Purpose**

The purpose of the Greenway Overlay (GO) is to provide dimensional standard flexibility within 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.

3.4.C.2 Applicability

The standards of the Greenway Overlay shall apply to areas designated as “potential corridors,” or “potential open space connections” as referenced in the 2023 Plan of Conservation and Development, or officially designated by the Connecticut Greenways Council, or within designated Coastal Area Management areas.

3.4.C.3 Permitted Uses

All uses allowed in the underlying zoning district shall be allowed in the Greenway Overlay District, except when land has been dedicated to open space purposes in accordance with this Section. Please refer to the Consolidated Use Table found in Section 4.1 of these Regulations for all prohibited, permitted, and special permit uses within the underlying zoning district.

3.4.C.4 Dimensional Standards

The Commission may reduce the minimum required dimensional standards (yards, lot size, and frontage) of the underlying zoning district for properties located within the Greenway Overlay District, provided that the requirements of this section are met. Such reductions shall be approved through the special permit process and shall require that the portion of the lot for which the reductions are approved is deeded as open space to the City of Norwich, or, with the Commission's consent, a nonprofit land trust operating within the City. The modified dimensional standards shall be recorded on the Land Records of the City of Norwich.

3.4.D Medical Mixed-Use District (MM)**3.4.D.1 Purpose**

The purpose of the Medical Mixed-Use District is to create opportunities for a compatible mix of land uses related to the district's proximity to Backus Hospital. The MM zoning overlay allows

properties to be developed with a mix of commercial retail, office and/or residential uses. The aim of this overlay is to enhance the hospital area as a mixed-use and pedestrian friendly zone that establishes opportunities for redevelopment at an appropriate scale and intensity.

3.4.D.2 Permitted Uses

All uses in the underlying zoning district shall be allowed in the Medical Mixed-Use District (MM), please refer to Section 4 of these regulations for all prohibited, permitted, and special permit uses within the underlying zoning district.

3.4.D.3 Additional Standards

The Medical Mixed-Use (MM) district standards are intended to encourage and guide high quality development, infill, and redevelopment in the vicinity of Backus Hospital. The purpose of these additional standards is to foster a cooperative and creative approach to design between the City and applicants during the site development process. As a result, projects seeking to utilize the provisions of the MM overlay district will be required to demonstrate that the proposed development's design is consistent with the purpose and intent of these standards.

- (1) Residential or non-medical office uses within such buildings shall be limited to the upper floors, unless determined by the Commission on the City Plan to be acceptable based on the characteristics of the site and the surrounding context.
- (2) Mixed-Use buildings may abut the front lot line when parking is placed to the rear or the side of proposed developments.
- (3) Lot Coverage shall not exceed 60%.
- (4) Except for the front yard setback, dimensional standards for Multi-Family Dwellings as per the Multi-Family Zoning District shall apply.
- (5) Useable Recreation Area shall be a minimum of 5% of the lot area.
- (6) Sites should be designed to anticipate future shared parking with adjacent properties to minimize future curb cuts and provide a more pedestrian friendly environment.
- (7) Required number of parking spaces may be reduced by 10% where such space is used to provide pedestrian and bicycle accommodations, transit accessibility, and shared parking.

3.4.E Mill Reuse Overlay (MR)

3.4.E.1 Purpose

The purpose of the Mill Reuse Overlay (MR) regulations are 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. This purpose is consistent with the intent of the City's Mill Enhancement Program (MEP), found in Chapter 7, Article V, Division 4 of the City's Code of Ordinances.

3.4.E.2 Applicability

The standards of the Mill Reuse Overlay District regulations shall be applied to those sites identified in the Historic Mills of Norwich, Connecticut Feasibility & Planning Study (1992). The zone shall also include structures that are architecturally or historically notable, of the period and related geographically to a Historic Mill.

3.4.E.3 Permitted Uses

All uses allowed in the Multifamily (MF), Neighborhood Commercial (NC), Chelsea Central (CC), General Commercial (GC), Regional Commercial (RC), and Business Park (BP) Districts may be permitted within the Mill Reuse Overlay District, provided the use is a part of the conversion of a historic mill building(s). Please refer to the Consolidated Use Table found in Section 4.1 of these Regulations for all prohibited, permitted, and special permit uses within these zoning districts.

3.4.E.4 Additional Standards

All zoning requirements that apply to the underlying zoning district shall continue to govern the Mill Reuse Overlay District, unless as otherwise specified in this chapter. In addition to the requirements of this Section and those of the underlying zoning district, all development within the Mill Reuse Overlay District shall conform to other relevant sections found within these Regulations, including but not limited to those found in Chapter 4 (Uses & Use Standards) and Chapter 6 (Site Development Standards).

3.4.E.5 Site Plan Approval Required

Any proposal to utilize the Mill Reuse Overlay District shall submit application for site plan approval in accordance with Section 7.4.A of these Regulations. When reviewing the site plan application, the Commission shall determine if the conversion meets the purpose of this overlay district and the Mill Enhancement Program ordinance (Chapter 7, Article V, Division 4 of the City's Code of Ordinances). In making such a determination, the Commission shall consider the impact of the proposed use 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 Commission on the City Plan may refer the site plan 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.

Upon approval of the site plan application, the applicant shall obtain a conversion permit. 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.F Village District Overlay (VDO)

3.4.F.1 Purpose

The Village District Overlay (VDO) is adopted pursuant to the authority of CGS Sec. 8-2j with the purpose to establish Village Districts in areas of distinctive character, landscape or historic value that have been specifically identified in the Norwich Plan of Conservation and Development (POCD). To do so the Commission on the City Plan shall regulate new construction, substantial reconstruction, and rehabilitation of properties within an established village district and in view from public roadways, including, but not limited to:

- (1) The design and placement of buildings;
- (2) The maintenance of public views;

- (3) The design, paving materials and placement of public roadways; and
- (4) Other elements that the Commission deems appropriate to maintain and protect the character of the village district.

In order to accomplish the purpose and objectives established herein, the following building and site considerations shall apply:

- (1) Buildings, the layout of buildings, and included site improvements shall reinforce existing buildings and streetscape patterns and the placement of buildings and included site improvements shall ensure there is no adverse visual effect on the district;
- (2) The maintenance of historic buildings, monuments, and landscaping shall be encouraged;
- (3) Proposed streets and walkways shall be connected to the existing district road network, wherever possible;
- (4) Open spaces within the proposed development shall reinforce open space patterns of the district, in form and siting;
- (5) Locally significant features of the site such as distinctive buildings, sight lines or vistas from within the district, shall be integrated into the site design;
- (6) Landscape design shall complement the district's landscape patterns;
- (7) Exterior signs, site lighting and accessory structures shall support a uniform architectural theme if such a theme exists and be compatible with their surroundings; and
- (8) The scale, proportions, massing and detailing of any proposed building shall be in proportion to the scale, proportion, massing and detailing in the district.

3.4.F.2 Establishment of Districts

The POCD recognizes several community nodes as focal points where compatible development may reinforce a sense of place for residents and enhance community character. These include, but are not limited to Norwichtown, Occum, Thamesville, Greeneville, Bean Hill, Downtown, Taftville, and Yantic.

Establishment of village districts will encourage the conversion, conservation and preservation of existing buildings and sites in a manner that maintains the historic or distinctive character of the specific district. These regulations shall not apply to existing structures used solely for residential purposes.

3.4.F.3 Permitted Uses

Permitted uses within a Village District shall be unique to that district, as established through the approval process described below.

3.4.F.4 Uses in the Norwichtown Village District

The following uses are permitted within the Norwichtown Village District:

- (1) Bed and breakfasts
- (2) Current uses permitted within the underlying district,

The following uses are not permitted in the Norwichtown Village District:

- (1) Excavation and Earth Removal Operations

- (2) Large public utility facilities
- (3) Solar equipment, 1 megawatt (MW) and greater
- (4) Commercial kennels
- (5) Boat sales (i.e., display and repair, including sale of marine equipment or products) or Docks, slips, piers, Marina / yacht clubs
- (6) Motor vehicle fueling stations (NOTE: Repair is a storage occupancy)
- (7) Motor vehicle retail (e.g., passenger cars, recreation vehicles and mobile homes)
- (8) Motor Vehicle Repair Garages
- (9) Car Wash Facility
- (10) Storage Rental Facility
- (11) Any exterior storage not shielded from public view

3.4.F.5 Design Guidelines

The Council of the City of Norwich shall adopt Village District Design Guidelines following review by the Commission on the City Plan, which may be updated from time to time, by the Council of the City of Norwich to include specific criteria to encourage compatibility for each particular village district. The guidelines shall include design criteria to achieve the compatibility objectives stated above.

The regulations shall establish criteria from which a property owner and the commission may make a reasonable determination of what is permitted or encouraged within such district. Utilizing the Village District Design Guidelines, the following shall be considered in all development proposals:

- (1) Proposed buildings or modifications to existing buildings shall be harmoniously related to their surroundings, and the terrain in the district and to the use, scale and architectural style of existing buildings in the district that have a functional or visual relationship to a proposed building or modification,
- (2) All spaces, structures and related site improvements visible from public roadways shall be designed to be compatible with the elements of the area of the village district in and around the proposed building or modification,
- (3) The color, size, height, location, proportion of openings, roof treatments, building materials and landscaping of commercial or residential property and any proposed signs and lighting shall be evaluated for compatibility with the local architectural motifs and the maintenance of views, historic buildings, monuments and landscaping.
- (4) Exterior structures or sites shall be consistent with the Connecticut Historical Commission - The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, revised through 1990, as amended or the distinctive characteristics of the District identified in the municipal Plan of Conservation and Development.
- (5) The removal or disruption of historic traditional or significant structures or architectural elements shall be minimized.

3.4.F.6 Reviewing Agency

All applications for new construction and substantial reconstruction within the village district and in view from public roadways shall be subject to review and recommendation by an architect or architectural firm, landscape architect, or planner who is a member of the American Institute of Certified Planners contracted by the City of Norwich and selected by the Commission on the City Plan and designated as the village district consultant for such application.

Alternatively, the Council of the City of Norwich may adopt an ordinance to designate an architectural review board as the village district consultant whose members shall include at least one architect, landscape architect or planner who is a member of the American Institute of Certified Planners. Should the commission hire an outside consultant for review of village district proposals, such services shall be paid for by the applicant. The village district consultant or architectural review board, as the case may be, is hereinafter referenced as “the village district reviewing agency.”

3.4.F.7 Tiered Activities

The City has established a tiered approach to review VDO development proposals based on their complexity. It is at the discretion of the Zoning Enforcement Officer to determine the appropriate tier.

- (1) **Tier 1 Activities:** Sign, awning, lighting, public art/historical markers, solid waste, and recycling storage, fire exits, and handicapped access or fence.
- (2) **Tier 2 Activities:** Replacement of stairs, accessory buildings, landscaping, minor additions of 200 square feet or less, sidewalks, siding and facades, or window and door replacement.
- (3) **Tier 3 Activities:** New structures, major additions of over 200 square feet, new paved parking lots, scale roof-mounted solar systems, and any application or site plan that requires approval from the Commission on the City Plan. All municipal improvements and proposals that do not adhere to Tier 1 or 2 shall be considered a Tier 3 Activity.

To demonstrate that proposals meet the requirements of the Village District, the following items must be submitted, in accordance with the relevant Tier. The village district reviewing agency or the Zoning Enforcement Officer may request additional materials for permitting.

- (1) **Exempted Activities:** Routine maintenance and replacement of shingles, siding, windows, and other architectural features on buildings that are in the district, but not contributing buildings in the local, state, or national district.
- (2) **Tier 1 & 2 Activities:** Material specs, spec sheet, simple assessor’s map plot plan, and any other information required to ensure the proposal meets the requirements of the Village District Guidelines.
- (3) **Tier 3 Activities:** Stamped architectural/ engineering site plans, survey, drawings, models, renderings, and/or perspectives that illustrate the 3-dimensional massing and architectural character of proposed new buildings and/or substantial renovation of existing buildings, including adjacent buildings that are adequate to properly assess the application.

3.4.F.8 Review Process

The village district reviewing agency shall review all applications and report its suitability findings at the next regular meeting of the Commission of the City Plan or within thirty-five (35) days of receipt of the application. Such report and recommendation shall be considered to render a decision on

the village district compatibility. Failure of the village district reviewing agency to report within the specified time shall not alter or delay any other time limit imposed by the regulations.

In reviewing village district proposals, recommendations may be sought from any City agency or regional council or outside specialist with which it consults, including, but not limited to, the regional council of governments, the municipality's historical society, Historic District Commission, the Connecticut Trust for Historic Preservation and the University of Connecticut College of Agriculture and Natural Resources. Any reports or recommendations from such councils or organizations shall be entered into the public hearing record.

3.4.F.9 Commission Decision

In determining an application for its compatibility, the Commission on the City Plan shall state upon the record the reasons for its decision. If a commission denies an application, the reason for the denial shall cite the specific regulations under which the application was denied. Notice of the decision for Village District applications shall be published in a newspaper having a substantial circulation in the municipality. An approval shall become effective in accordance with subsection (b) of section 8-3c of the Connecticut General statutes. The fee for the legal notice shall be paid by the applicant.

No approval under this section shall be effective until a copy thereof, certified by the commission after rendering a decision regarding compatibility, containing the name of the owner of record, a description of the premises to which it relates and specifying the reasons for its decision, is recorded in the Norwich Land Records. The City Clerk shall index the same in the grantor's index under the name of the then record owner and the record owner shall pay for such recording.

Chapter 4 Uses & Use Standards

Chapter 4 of these Regulations will establish the prohibited, permitted, and special permit uses and their related standards within the City of Norwich. Section 4.1 introduces the consolidated use table for the City and the remainder of this Chapter will describe specific use standards in the City.

4.1 Consolidated Use Table

4.1.A Organization

The consolidated use table is organized as follows:

- (1) Use Classifications refer to the broadest and most general use categories, such as Residential, Commercial, or Industrial (among others).
- (2) Use Categories represent major subgroups of each use classification that have common functional, product, or physical characteristics, such as Food & Beverage Services and Manufacturing/Production Facilities.
- (3) Use Types identify the primary land uses that fall within the various categories, such as a Restaurant within the Food & Beverage Services use category.
- (4) Additional Criteria indicates additional standards and/or procedures that may apply to such use type. Any use type noted as having additional criteria within the consolidated use table shall adhere to such additional standards, located within this Chapter.

4.1.B Use Designations

The consolidated use table uses the following designations and abbreviations to describe the allowable uses and applicable permitting procedures:

- (1) Allowed by Right (ABR): Indicates the use type is allowed by right (no permit required) within the designated zoning district.
- (2) Zoning Permit (Z): Indicates the use type is allowed with issuance of a Zoning Permit.
- (3) Site Plan (SDP): Indicates the use type is allowed with Site Plan Approval.
- (4) Special Permit (SP): Indicates the use type is allowed with Special Permit Approval.

4.1.C Prohibited Uses

The following uses are prohibited in all zoning districts:

- (1) Garbage and refuse incineration, not originating on the lot of a principal building except by the City of Norwich.
- (2) The distillation of bones, rendering of fat or reduction of animal matter.
- (3) Oil refining.
- (4) Slaughterhouses, stockyards or feeding pens.
- (5) Storage or treatment of ash or other similar material causing dust.
- (6) Junkyards and scrapyards.

- (7) 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.
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4.1.D Uses Not Listed

Unless otherwise allowed by the Consolidated Use Table or prohibited by Section 4.1.C above, any use of land, buildings, or structures that is not expressly permitted in a district by these Regulations is prohibited within that district, unless determined to be similar in nature by the Commission on the City Plan. Prior to making such a determination, the Commission shall refer the proposed use to the Zoning Enforcement Officer (ZEO) for a recommendation regarding its consistency with the intent and purpose of the zoning district and the nature of permitted uses therein.

4.1.E Consolidated Principal Uses Table

The Consolidated Principal Uses Table provided on the following pages establishes all permitted principal uses within each of the City's base Zoning Districts.

4.1.F Consolidated Accessory Uses Table

The Consolidated Accessory Uses Table provided on the following pages establishes all permitted accessory uses within each of the City's base Zoning Districts.

Consolidated Principal Use Table

Use Category	Principal Use	R-80	R-40	R-20	R-15	R-10	MF	BP	CC	GC	IPMR	NC	NSD	PDD	RC	WD	GFZ	Use Standards	
RESIDENTIAL USES																			
Dwellings	Conservation Residential Development	SP	SP	SP														Sec. 5.2	
	Multifamily Dwelling, Low Density (3-4 Units per lot)				Z	Z	Z					SDP						Sec. 4.16	
	Multifamily Dwelling, Medium Density (5-20 Units per lot)						SDP		SDP			SDP				SDP		Sec. 4.16	
	Multifamily Dwelling, High Density (21+ Units per lot)						SP		SP			SP				SP		Sec. 4.16	
	Single-Family Dwelling ¹	Z	Z	Z	Z	Z	Z												
	Two-Family Dwelling ¹			Z	Z	Z	Z												
Group Living	Reserved																		
	Rooming or Lodging House						SP												
	Congregate, Convalescent, Nursing Homes, & Assisted Living	SDP	SDP	SDP			SDP			SP		SP			SP			Sec. 4.7	
	Group Home	Z	Z	Z	Z	Z	Z												
	Transitional Home / Sober Home	As Permitted by CGS 88-3e																	
Mixed Use	Mixed-Use Buildings (1-2 Residential Units)						SDP		Z	SP		Z			SP	SP		Sec. 4.15	
	Mixed Use Building (3-4 Residential Units)						SDP		Z	Z		Z			Z	SDP		Sec. 4.15	
	Mixed-Use Building (5-20 Residential Units)						SP		SDP	SDP		SDP			SDP	SP		Sec. 4.15	
	Mixed-Use Building (21+ Residential Units)						SP		SP	SP		SP			SP	SP		Sec. 4.15	
COMMUNITY FACILITIES & INSTITUTIONAL USES																			
Community	Athletic and Philanthropic Uses	SP	SP	SP	SP	SP	SP					SP							
	Religious Uses / Places of Worship	SP	SP	SP	SP	SP	SP		SP			SP							
	Cemeteries	SP	SP	SP	SP	SP	SP								SP				
	Clubs	SP	SP						Z	Z		SP		SP	Z	SP			
	Hospitals			SP			SP			SP		SP						Sec. 4.13	
	Museums, Galleries, & Libraries (Government or Non-Profit)			Z	Z	Z	Z		Z	Z		Z			Z	Z			
	Places of Assembly							SP	Z	Z		SDP			Z	SP			
	Reserved																		
Educational	Public Educational Facilities	SP	SP	SP	SP	SP	SP					SP			SP		SDP		
	Private Educational Facilities	SP	SP	SP	SP	SP	SP	SP				SP		SP					
Government	Government Buildings / Facilities	SP	SP	SP	SP	SP	SP	Z ⁺	Z ⁺	Z ⁺	Z ⁺	SP		SP	Z ⁺	Z/SP	SDP		
Recreation & Open Space	Active Recreation (Municipal)	SDP	SDP	SDP	SDP	SDP	SDP	SDP	SDP	SDP	SDP	SDP	SDP	SDP	SDP	SDP	SDP	SDP	
	Passive Recreation, & Open Space (Municipal)	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	

¹ 1 per lot.

* Buildings greater than 5,000 square feet require a site plan approval.

Use Category	Principal Use	R-80	R-40	R-20	R-15	R-10	MF	BP	CC	GC	IPMR	NC	NSD	PDD	RC	WD	GFZ	Use Standards
COMMERCIAL USES																		
Adult-Oriented	Adult Bookstores, Theaters, and Clubs ²										SP							
Animal	Equestrian Farms, Riding Academies or Boarding Stables	SP																Sec. 4.3
	Commercial Kennel / Animal Day Care	SP						SP		SP								Sec. 4.4
	Grooming Facility									SDP		SDP			SDP			Sec. 4.4
	Veterinary Hospitals							SDP		SDP		SP			SDP			Sec. 4.4
Automotive	Car Wash Facility									SDP								
	Gas Station									SP					SP			Sec. 4.11
	Motor Vehicle Collision Center									SP								
	Motor Vehicle Sales									SDP								Sec. 4.11
	Motor Vehicle Services									SDP								Sec. 4.11
	Motor Vehicle Repair Garage									SP								Sec. 4.11
	Recreational Vehicles/Mobile Homes Sales									SP								Sec. 4.11
Controlled Sales & Service									Z	Z		Z			Z			Sec. 4.6
	Cannabis Hybrid Retailer								Z	Z		Z			Z			Sec. 4.6
	Cannabis Retailer								Z	Z		Z			Z			Sec. 4.6
	Firearm Stores									Z		Z						
	Hookah Lounge / Tobacco Bar								Z	Z								
	Package Stores								Z	Z		Z			Z			
Day Care	Child Care Center								SDP	SDP		SP						
Entertainment & Recreation	Gyms, Fitness, & Personal Training Centers							Z	Z	Z		Z		Z	Z	Z		
	Indoor Recreation, Commercial							SDP	SDP	SDP		SP		SDP	SDP	SP		
	Outdoor Recreation, Commercial ³	SP	SP					SP		SDP				SP	SDP	SP		
Food & Beverage	Bar/Tavern								Z	Z		Z			Z	Z		
	Nightclub								SP	SP						SP		
	Restaurants, No Drive Thru							Z	Z	Z	Z	Z		SDP	Z	Z		
	Restaurant, Fast Food								Z	Z		SDP			Z	Z		
	Restaurant, Take Out								Z	Z		Z			Z	Z		
Hotel / Inn	Hotel / Inn ⁴						SDP	SDP	SDP		SDP		SDP	SDP	SDP		Sec. 4.14	
Medical Facility & Offices	Office, Medical / Clinic							Z	Z/SP ⁵	Z		Z			Z			
	Rehabilitation and Treatment Facility							SP		SP		SP			SP			
	Urgent Care / Surgical Center							Z	Z	Z		SDP		SDP	Z			
Professional Offices	Financial Institution							Z	Z/SP ⁵	Z		Z		Z				

² Provided that the buildings are more than 500 feet from a boundary with any residential or commercial district, and 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.

³ Minimum lot area must be 10 acres in R- Districts and the WD and PDD

⁴ In the NC & CC, with the provision that the length of stay shall not exceed one month in a period of one year.

⁵ A special permit is required if such use is proposed to be provided on the first floor.

*** Buildings greater than 5,000 square feet require a site plan approval.**

Use Category	Principal Use	R-80	R-40	R-20	R-15	R-10	MF	BP	CC	GC	IPMR	NC	NSD	PDD	RC	WD	GFZ	Use Standards
Personal Services	Office, Business / Professional							Z	Z / SP ⁵	Z	Z	Z		Z	Z	SP		
	Customer Service Establishment								Z	Z		Z			Z	Z		
Retail	Pawn Shop									Z								
	Retail, Store / Shopping Center								Z	Z		Z		SP	Z	SP		
	Retail, Yard							SDP		SDP								
	Vendors, Temporary								Z	Z		Z				Z		
Storage	Self-Storage Facility									SDP					SP			
Water Dependent	Boat & Marine Sales									SP						Z		
	Boatyard															Z		
	Marina / Yacht Club															SDP		
Funeral Home	Funeral Home						SP			SP		SP						
INDUSTRIAL USES																		
Manufacturing	Foundry							Z			Z							
	Manufacturing, Advanced & Precision							Z	SP	SP	Z	SP		SP				
	Manufacturing, Food & Alcohol ⁶							SP	SP	SP				SP	SP			
	Manufacturing, Low							Z	Z	Z	Z	Z		Z	Z			
	Manufacturing, Medium							Z		SP	Z	SP		SDP				
	Manufacturing, High							Z			SP ⁷			SP				
Processing	Beverage Redemption Center							Z		SDP		SDP						
	Blacksmith / Machine Shop ⁸										SP							
	Regional Redemption Processing Center							SDP			SDP							
	Stone / Monument Works										SP							
	Woodworking Shop							Z			Z							
Waste Facilities	Waste Disposal / Transfer Station																SP	
	Waste Processing Facility ⁷										SP							
Technology & Research	Data Center							SP						SP				
	Research & Development							Z		SDP		SP		Z	SDP	SDP		
Storage & Warehousing	Bulk Storage ⁷										SP							
	Warehousing / Storage							SDP			SDP			SDP				
	Distribution / Fulfillment Center							SDP						SDP				
OTHER																		
Agricultural	Community Garden	ABR	ABR	ABR	ABR	ABR	ABR										ABR	
	Farm, Commercial	Z	Z															Sec. 4.3

⁶ 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.

⁷ Provided that the buildings are more than 500 feet from a boundary with any residential or commercial district.

⁸ Excluding punch presses over 20 tons rated capacity and all drop hammers.

* Buildings greater than 5,000 square feet require a site plan approval.

Use Category	Principal Use	R-80	R-40	R-20	R-15	R-10	MF	BP	CC	GC	IPMR	NC	NSD	PDD	RC	WD	GFZ	Use Standards
	Farm, Noncommercial Residential	Z	Z	Z	Z	Z												Sec. 4.3
	Livestock & Poultry Farm	SDP																Sec. 4.3
	Urban Farm				Z	Z	Z		SDP			Z						
Utility	Public Utility Facility ⁹	Z/SP	Z/SP	Z/SP			Z/SP	Z	Z	Z	Z/SP	Z/SP		Z/SP	Z	Z/SP	Z/SP	
Parking & Transportation	Parking, Garage							SDP	SP	SP				SDP	SP	SP		
	Transportation Center / Hub / Park & Ride								SP	SP					SP	SP		
	Travel Plazas									SP					SP			
	Truck Terminal							SP		SP	SP			SP				Sec. 4.18
Commercial Advertising	Commercial Advertising Signs													SP				Sec. 6.17

⁹ As defined under CGS. Within a Residential District, the following shall require a Zoning Permit: (i) Water, propane or natural gas tanks up to 50,000 gallons, (ii) New electrical substations with 5 or less megawatt capacity, and (iii) Transmission towers of 35 feet or less in height. Should the facility exceed these parameters, a Special Permit is required.

* Buildings greater than 5,000 square feet require a site plan approval.

Consolidated Accessory Use Table

Accessory Use	R-80	R-40	R-20	R-15	R-10	MF	BP	CC	GC	IPMR	NC	NSD	PDD	RC	WD	GFZ	Use Standards
Accessory Apartment / Accessory Dwelling Unit	SP	SP	SP	SP	SP	SP											Sec. 4.2
Farm, Noncommercial Animal	Z	Z	Z	Z	Z												Sec. 4.3, 6.1
Farm, Accessory Agricultural Uses	SP	SP	SP	SP	SP												Sec. 4.3.E
Farm, Stand	SDP	SDP	SP	SP	SP												Sec. 6.1D
Alcoholic Beverages, Sale of							ABR	ABR	ABR	ABR	ABR		ABR	ABR	ABR		Sec. 4.6
Bed & Breakfast	SP	SP	SP	SP	SP	SP					SP						Sec. 4.5
Bulk Storage ¹⁰										SP							
Donation Drop-Off Boxes ¹¹	Z	Z	Z	Z	Z	Z		Z			Z		Z	Z			Sec. 4.8
Drive-Thru Facilities									SDP		SP			SDP			Sec. 4.9
Equestrian Farms, Riding Academies or Boarding Stables	SDP	SDP															Sec. 4.3
Family Child Care Home	ABR	ABR	ABR	ABR	ABR	ABR			ABR		ABR						
Farm Brewery/Cidery/Winery	SP	SP											SP				Sec. 4.10
Farm, Noncommercial Residential ¹²	ABR	ABR	ABR	ABR	ABR												Sec. 4.3
Garage / Yard Sales ¹³	Z	Z	Z	Z	Z	Z											
Group Child Care Home	ABR	ABR	ABR	ABR	ABR	ABR			ABR		ABR						
Helipad							SP						SP				
Home Office	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR		ABR			ABR	ABR		Sec. 4.12
Home-Based Business, Major	SP	SP	SP	SP	SP	SP											Sec. 4.12
Home-Based Business, Minor	Z	Z	Z	Z	Z	Z		Z	Z		Z			Z	Z		Sec. 4.12
Housing, Dormitory			SP	SP	SP	SP		SP			SP						
Kennel, Noncommercial	ABR	ABR															Sec. 4.4
Kennel, Residential	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR	ABR		ABR						
Motor Vehicle Repair Garage ¹⁴							SP		SP	SP			SP				Sec. 4.11
Off-Street Parking, Satellite Lot							Z	Z	Z	Z	Z		Z	Z	Z	SDP	Sec. 4.17
Parks, Passive Recreation, & Open Space	SP	SP	SP	SP	SP	SP	SP				SP		SP			SP	
Power Plant							SP						SP				
Retail, Store								Z	Z	Z	Z		SP	Z	SP		
Retail, Yard							SDP		SDP					SDP			

¹⁰ Provided that the buildings are more than 500 feet from a boundary with any residential or commercial district.

¹¹ Allowed as an accessory to a legally conforming house of worship.

¹² If Keeping Animals, Permit may be Required per 4.3.D.2.

¹³ 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.

¹⁴ Permitted in association with Trucking Terminals & Fleet Maintenance.

*** Buildings greater than 5,000 square feet require a site plan approval.**

4.2 Accessory Apartments

4.2.A Purpose

The purpose of this section is to establish the minimum standards for an accessory apartment within the City of Norwich. For the purposes of these Regulations, the term “accessory apartment” is interchangeable with the term “accessory dwelling unit”.

4.2.B General Requirements

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

- (1) No more than one accessory apartment shall be allowed per lot.
- (2) The accessory apartment may be located either within the principal dwelling unit (attached) or within an accessory structure located on the same lot as the principal dwelling unit (detached). If the accessory apartment is located within the principal dwelling unit (attached), 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 dwelling. In general, any new entrance shall be located on the side or in the rear of the building.
- (3) The owner(s) of the principal dwelling unit shall occupy at least 1 of the dwelling units on the premises.
- (4) 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.
- (5) At least three off-street parking spaces shall be provided.
- (6) 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.
- (7) 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.
- (8) The Commission may require additional conditions deemed necessary to protect public health, safety, and welfare and the single-family residential character of the neighborhood.

An accessory apartment may deviate from the above general requirements under the following circumstances:

- (1) 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.
- (2) 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.

4.3 Agriculture & Farming

4.3.A Purpose

The following agricultural and farming related use standards are intended to guide agricultural, farming, and other compatible low intensity development within the City of Norwich

4.3.B Equestrian Farms, Riding Academies, and Boarding Stables

Where authorized, such uses shall have the following additional requirements:

- (1) The lot area is no less than ten (10) acres and the lot area allocated for the keeping of animals is provided at the rate of three (3) acres of open land for the first horse or pony on the premises and one (1) additional acre for each additional animal thereafter; and,
 - (2) No riding ring or boarding stable or any similar structure or area for the keeping of animals or for the storage of fertilizer or manure will be located closer than three hundred (300) feet to any lot line or street line, or to any building, structure or area intended or used for permanent or temporary human habitation on property other than that of the proprietor.
 - (3) A single dwelling for a full-time caretaker or watchman may be allowed on the premises but shall be limited to three rooms totaling 750 sf. of living space. Said dwelling shall not be freestanding and shall be an integral part of a building housing horses or facilities.
-

4.3.C Livestock & Poultry Farms

Where authorized, such uses shall have the following additional requirements:

- (1) The lot area is no less than ten (10) acres;
 - (2) No building, structure or similar enclosure for the housing of livestock or poultry, or for the storage of fertilizer or manure will be located closer than one hundred fifty (150) to any street or lot line or to any building or structure designed or intended for human habitation;
 - (3) The animals are kept in a manner that conforms to all applicable regulations of the Public Health Code, the Department of Energy and Environmental Protection, the Connecticut Department of Agriculture and the General Statutes of Connecticut.
 - (4) All other animals not covered under these regulations may be permitted under a special use permit, if it complies with the requirements of this Section 4.3.C, and such additional conditions or modifications as the Commission may require.
-

4.3.D Non-Commercial Animal Farm

4.3.D.1 Purpose

The purpose of these controls is in furtherance of the public health, safety and welfare of the residents of the City of Norwich and to protect and enhance the living environment and the value of properties thereof. Toward these ends these controls provide minimum adequate standards for the keeping of domestic animals as accessory to a single-family home, the location and number of structures for the housing of said animals. Commercial Farms are excluded from this section.

4.3.D.2 Permit Required

A permit shall be required when the keeping of such domestic animals exceeds the allotted number of animal units in the table detailed in Section 4.3.D.3 below. Such a permit shall not be granted for the keeping of animals in excess of one (1) animal unit over the permitted units.

The Zoning Enforcement Officer shall grant approval for a Noncommercial Animal Agricultural Permit when satisfied that the application complies with the criteria and standards presented in this section of the regulations. Location requirements of Section 4.3.D.4(7) will not be required where the building or structure in question is clearly intended for agricultural use and is an existing nonconforming building or structure.

4.3.D.3 Number of Animals

The number and type of animal constituting an animal unit as well as the number of animals permitted by lot size is described in the following table. Combinations of different animals and fowl are permitted provided total permitted animal units are not exceeded for available acreage. All other animals not covered under these regulations may be permitted at the discretion of the commission under a special use permit.

Table 15: Permissible Animal Quantities

Type of Animal	Number of Animals Per Animal Unit	Number of Animals Permitted on:
Horse, Pony, Mule, Donkey, Cattle, Llamas	1	One (1) unit for two (2) acres and one half (1/2) acre for each additional unit.
Sheep, Goats, Alpacas	4	One (1) unit for two (2) acres and one half (1/2) acre for each additional unit.
Poultry (Chickens, Ducks, Geese, Turkeys, and Similar Fowl)	12	One (1) unit per acre when kept as single type animal on the property or ½ unit on lots under an acre. When combined with other animals such as horses, sheep, or pigs ½ unit will be allowed as a secondary unit for each primary unit.
Pigs	2 Mature Pigs + 1 Litter (3 Months or Less)	One (1) unit for two (2) acres and one half (1/2) acre for each additional unit.
Rabbits	10	One (1) unit per acre when kept as single type animal on the property or ½ unit on lots under an acre. When combined with other animals such as horses, sheep, or pigs ½ unit will be allowed as a secondary unit for each primary unit.

4.3.D.4 Minimum Requirements

Where authorized, such uses shall have the following additional requirements:

- (1) The care for and number of such animals and the maintenance of the area in which they are to be kept shall be such that no environmental, health hazard or nuisance will be created and that the values of abutting properties are not adversely affected.
- (2) Poultry: The keeping of these animals shall meet the following minimum requirements:
 - a) Minimum lot size of one half (½) acre;
 - b) Maximum of 6 birds on lots less than one (1) acre (roosters allowed in the R-80 and R-40 zones only);
 - c) A coop and fenced in play yard that is a complete enclosure on all sides is provided;
 - d) An adequate landscape buffer surrounding the “fenced structure” to provide noise and sight relief to neighboring properties; and,
 - e) The coop/fenced area must be at least 25 feet from the side and rear lot lines.
- (3) The keeping of pigs or the building of a pigsty on marshy ground or land subject to overflow or within 300’ of any inhabited house upon property other than that of the proprietor of the pigsty is prohibited.
- (4) The animals are kept in a manner that conforms to all applicable regulations of the Public Health Code, the Department of Environmental Protection, the Connecticut Department of Agriculture and the General Statutes of Connecticut.
- (5) In no case shall an enclosure for animals, excluding household pets such as dogs and cats, be located between the street and a dwelling intended for human habitation.
- (6) The storage of manure shall meet all requirements of Local and state health officials, but in no case will it be located closer to lot lines than the minimum setback requirements of the zoning district in which the premises are located and shall not exceed two (2) cubic yards in bulk.
- (7) No shelters, stables, barns or similar structures, buildings or appurtenance used for the keeping or housing of animals shall be located:
 - a) Closer to side and rear lot lines than the minimum setback requirements of the zoning district in which the premises are located; or
 - b) Closer than 150 feet from the front lot line; or
 - c) Within 150 feet from an existing dwelling under separate ownership.

4.3.E Accessory Agricultural Uses

The following uses may be permitted as accessory uses to a permitted farm or agricultural use. Accessory uses do not need to be located in the same building as the principal use.

- | | |
|---------------------------------|---|
| (1) Event and conference space. | (4) Tasting room. |
| (2) Office. | (5) Information center. |
| (3) Retail store. | (6) Storage of Farm Equipment and Products. |

4.4 Animal Related Facilities

4.4.A Purpose

The purpose of this section is to establish the minimum standards for animal-related facilities within the City of Norwich and to ensure the protection of the public health, safety and welfare of the residents of the City Of Norwich.

4.4.B Commercial Kennels & Dog Training Facilities

Where authorized, such uses shall meet the following general requirements:

- (1) The lot area is no less than ten (10) acres;
 - (2) A maximum total of thirty (30) dogs are kept in the kennel buildings(s);
 - (3) No building for the boarding, breeding or selling dogs or exercise run is within three hundred (300) feet of any property or street line;
 - (4) Any outdoor dog runs shall be supervised at all times by staff when in use to prevent unwanted noise.
 - (5) Any building housing dogs shall be of solid construction, be masonry or conventional framed construction with sheathing and insulation; shall have finished interior walls; and all external doors shall be of solid core construction;
 - (6) Exercise runs shall have finished floors with covered drains and shall be separated by solid partitions of at least four (4) feet in height;
 - (7) All ceilings shall be insulated and finished with sound absorbent materials;
 - (8) Kennel rooms shall be mechanically ventilated and shall have no opening windows;
 - (9) No animals shall be housed in outside kennels;
 - (10) Landscape buffers are to be included in the plan submitted with the application for a Special Permit;
 - (11) 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.
-

4.4.C Grooming Facilities & Pet Stores

Where authorized, such uses shall meet the following general requirements:

- (1) The facility is established in a commercial building which may be designed for single or multiple tenants and;
- (2) The total floor space of the facility does not exceed 1,500 square feet and;
- (3) Animals shall not be kept overnight and;
- (4) All animals shall be kept inside a building constructed to attenuate animal noises.

4.4.D Non-Commercial Kennels

Where authorized, such uses shall meet the following general requirements:

- (1) The lot area is no less than five (5) acres;
- (2) A maximum of ten (10) dogs are to be kept at the dwelling;
- (3) Dogs are kept inside the dwelling from between at least 9 p.m. to 7 a.m.;
- (4) A fence adequate to contain the dogs during exercise is provided and that no part of the fence is within fifty (50) feet of any lot or street line;
- (5) Landscape buffers be included in the plan submitted with the application for a special permit.

4.4.E Veterinary Hospitals

Where authorized, veterinary hospitals shall meet the following general requirements:

- (1) No more than fifteen (15) animals are to be kept indoors for medical treatment;
- (2) No building for caring for animals is within the setbacks for the district or a minimum fifty (50) feet of any property or street line, whichever is more.

4.4.F Approval Required

All Animal Related Facilities shall require approval of a special permit in accordance with Section 7.4.C of these Regulations. A floor plan of the kennel area 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.

4.5 Bed & Breakfast Inns

4.5.A Purpose

The purpose of this section is to:

- (1) Allow for the offering of overnight accommodations and alternate lodging within residential zones;
- (2) Provide for a more flexible use of the larger, historic and architecturally unique dwellings;
- (3) Support the City's efforts to promote tourism;
- (4) Preserve the City's historic character; and
- (5) Protect the residential integrity of neighborhoods.

4.5.B General Requirements

Where authorized, bed and breakfast inns shall meet the following general requirements:

- (1) Bed and breakfast inns shall have a full-time on-site resident operator if not the property owner who resides in the dwelling.
- (2) Bed and breakfast inns shall be conducted entirely within the principal dwelling.

- (3) Guest rooms shall contain a minimum of 120 square feet.
- (4) Parking shall be provided on-site in accordance with Section 6.14 of these Regulations.
- (5) Landscaping shall be provided in accordance with Section 6.9 and 6.10 of these Regulations, with the exception that in no case shall the buffer strip be reduced to less than ten (10) feet in width. The intent of this provision is to enhance and maintain the residential character of the neighborhood.
- (6) 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 6.17 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 special permit 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.

4.5.C Approvals Required

A bed and breakfast inn shall require special permit n approval in accordance with Section 7.4.A and 7.4.C of these Regulations.

4.5.C.1 Special Permit

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, including 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.

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.

4.5.C.2 Site Plan

A proposed floor plan of the entire dwelling shall be submitted as part of the special permit application. It shall include, but not be limited to, the following information:

- (1) Dimensions and square footage of all rooms in the structure;
- (2) Proposed area to be dedicated to guest accommodations; and
- (3) Proposed area to be dedicated to owner's private residential use.

The Commission may require any special permit site plan to be prepared and sealed by an architect licensed in the State of Connecticut.

4.5.C.3 Referrals

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.

4.5.C.4 Approval

Upon approval of the bed and breakfast inn by the Commission, the applicant shall obtain a conversion permit (zoning permit) in accordance with Section 7.3.A 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.

4.6 Controlled Sales & Services

4.6.A Purpose

The purpose of this section is to establish the minimum standards required for all controlled sales and services within the City of Norwich.

4.6.B General Requirements for Sale of Alcoholic Beverages

Uses involving the sale and / or dispensing of alcoholic beverages, for 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.

- (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.
- (2) The foregoing provisions shall not be deemed retroactive, except if an alcoholic beverage use is abandoned, such use shall not be resumed except in conformity with this section.

4.6.C General Requirements for Sale of Cannabis

Uses involving the sale and / or dispensing of cannabis, pursuant to a permanent permit issued by the Connecticut Department of Consumer Protection, shall also comply with this section for the

following activities. Cannabis establishments are permitted as described in the use table and anywhere in the City where manufacturing is permitted.

- (1) A cannabis establishment 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 cannabis establishment.
- (2) The foregoing provisions shall not be deemed retroactive, except if a cannabis use is abandoned, such use shall not be resumed except in conformity with this section.
- (3) The production and/or storage of cannabis shall not create the emission of dust, odor, fumes, smoke, wastes, noise, vibrations, traffic, and environmental impacts to surrounding properties.
- (4) As part of the application for a cannabis establishment other than a cannabis delivery service or cannabis transporter facility, the applicant shall demonstrate that the facility has provisions for odor monitoring and mitigation, even with an interruption to power supply, and that odors and fumes will be substantially removed from the air prior to being vented from the building.

4.7 Convalescent Homes, Nursing Homes, & Assisted Living

4.7.A Purpose

The purpose of this section is to establish the minimum standards for convalescent homes, nursing homes, and assisted living facilities within the City of Norwich.

4.7.B General Requirements

Where authorized, such uses shall meet the following general requirements:

- (1) For a lot serviced by an on-site septic system, the minimum lot area shall be 4,500 square feet for each person accommodated, including patients and employees.
- (2) For a lot serviced by municipal sanitary sewer, the minimum lot area shall be 1,500 square feet for each person so accommodated. No building shall be located closer than 50 feet to an existing dwelling.
- (3) Suitable recreation facilities, appropriate in function and area shall be provided.
- (4) Internal circulation shall provide for easy movement of vehicle and pedestrian traffic and convenient access of emergency vehicles.

4.7.C Approval Required

A convalescent home, nursing home, or assisted living facility shall require approval of a special permit in accordance with Section 7.4.C of these Regulations.

4.8 Donation Drop-Off Boxes

4.8.A Purpose

The purpose of this section is to establish the minimum standards for Donation Drop-Off Boxes within the City of Norwich.

4.8.B General Requirements

Non-profit donation drop-off boxes may be allowed where so indicated in these Regulations provided that:

- (1) **Accessory Use:** The donation drop-off boxes shall be accessory to a legally conforming House of Worship.
- (2) **Lot Area:** The lot size is at least ten thousand (10,000) square feet unless the house of worship is subject to an existing Special Permit.
- (3) **Location:**
 - a) The donation drop-off boxes shall only be placed within the buildable area of the lot;
 - b) The donation drop-off boxes shall only be located on paved/concrete surfaces or crushed stone;
 - c) The donation drop-off boxes shall not block or restrict vehicle or pedestrian sight lines internal or external to the site;
 - d) The donation drop-off boxes shall not be placed in required parking spaces
- (4) **Number / Size/ Design:**
 - a) There shall be no more than two (2) donation drop-off boxes per lot;
 - b) The donation drop-off boxes shall not be larger than six (6) feet wide, by six (6) feet deep or eight (8) feet high;
- (5) **Ownership / Operation:**
 - a) The donation drop-off boxes shall only be owned and operated by a duly authorized not-for-profit organization that has tax exempt status under Section 501c3 of the Internal Revenue Code as amended (evidence of the owner and operator's non-profit status shall be submitted with the Zoning Permit application);
 - b) The donation drop-off boxes shall contain the identification of the organization responsible for the drop-off box, along with a local or toll-free phone number and address clearly visible on the donation drop-off box;
 - c) All donations shall be fully enclosed in a donation drop-off box and any donations that are not fully enclosed in a donation drop-off box will be considered a public nuisance and subject to removal by the City of Norwich at the lot owner's expense (the expense of the removal may constitute a lien on the whole lot where the donation drop-off box is located).

4.9 Drive-Through Facilities

4.9.A Purpose

The purpose of this section is to establish the minimum standards for drive-through facilities within the City of Norwich.

4.9.B General Requirements

Where authorized, drive-through facilities shall meet the following general requirements:

- (1) Vehicle queuing lanes (stacking lanes) shall be separated from other circulation lanes and identified by pavement striping. 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.
- (2) One 7' wide (minimum width) bypass lane shall be provided for any drive-through facility, regardless of the number of drive-through lanes.
- (3) The distance from the pick-up window to the exit onto the street shall be a minimum of 30 feet in the NC and 60 feet in all other Commercial, Overlay, and Village Districts.
- (4) An exit or entrance for site access lanes shall be as far away as possible from a street intersection.
- (5) Each entrance lane shall provide a minimum queue 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) Drive-through windows or lanes shall be located at least 20 feet from any lot line where the adjacent lot is used for residential purposes.
- (7) A solid wood fence, synthetic wood-like fence, or masonry wall at least six (6) feet in height shall be installed where site conditions may warrant. 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.

4.10 Farm Brewery, Cidery, or Winery

4.10.A Purpose

The intent of these regulations is to support agriculture in Norwich by allowing expanded economic enterprises on farms while ensuring that activities are compatible with residential zones and minimizing potential impacts to nearby dwellings. The activities and uses permitted via Special Permit in this Section are intended to be accessory to a farm operation.

4.10.B General Requirements

Where authorized, these uses shall meet the following general requirements:

- (1) Be located on a lot with a minimum of 5 acres.
- (2) All refuse areas shall be located a minimum of 100 feet from all lot lines.

- (3) All buildings, structures and parking related to the brewery, cidery, distillery, or winery operation shall be located a minimum of 75 feet from all lot lines.
- (4) The farm brewery, winery, cidery, or distillery shall grow on the premises of the farm brewery, winery, cidery, or distillery or on property under the same ownership and control of the applicant or leased by applicant within Connecticut an average crop of ingredients, excluding water, equal to not less than 25% of the ingredients used in the manufacture of the farm brewery, winery, cidery, or distillery's product.
- (5) Except as otherwise provided in these regulations, the establishment shall primarily sell, serve, or offer tastings of alcoholic beverages that are manufactured by the proprietor.
- (6) To the extent practicable, truck deliveries and pick-ups between 10 p.m. and 6 a.m. should be avoided.
- (7) Unless otherwise restricted by state law, hours open to the public are limited to: Sunday, noon to 6 p.m.; Monday through Wednesday, noon to 8 p.m.; Thursday through Saturday, noon to 9 p.m.
- (8) Noise analysis. The Commission may require that applicants proposing events featuring amplified music submit a Noise Analysis prepared by a professional sound engineer as part of the Master Plan review. Such analysis shall specify areas affected and sound proofing or other mitigation that will be employed to eliminate excessive noise levels on adjacent properties which shall not exceed those established in Section 4.10.E.
- (9) No more than three (3) food trucks are permitted. On parcels at least two (2) times the minimum lot size, the Commission may allow additional food trucks as part of the Special Permit Process. Establishments may permit visitors to bring food or may serve snacks. The preparation and serving of meals is prohibited, other than by food trucks.

4.10.C Accessory Uses

The following accessory uses may be authorized as part of the special permit application review process, and requested by the applicant:

- (1) Tastings, for free or for a fee. Additional screening may be required for areas used for outdoor tastings or seating to reduce disturbances to adjacent residential uses. Areas used for outdoor seating and outdoor tastings shall be located at least 100 feet from all lot lines.
- (2) Tours.
- (3) Retail and wholesale sales of the products grown or manufactured on the premises. Alcoholic beverages manufactured within thirty miles of the premises and within the State of Connecticut may also be sold and tasted on-site provided they comprise 25% or less of the alcoholic beverage selection available for sale.
- (4) Retail sales of related merchandise, such as glasses, mugs, and items that promote the product or are directly related to the use of the product. Merchandise unrelated to the products produced on site may be offered for sale provided that the amount offered is clearly accessory to related merchandise. In general, no more than 25% of merchandise displayed for sale shall be unrelated merchandise.
- (5) Other uses customary and incidental to a farm.

4.10.D Event Requirements

If an establishment plans to host promotional or marketing events onsite, their 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.
- (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) 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:
 - a) The applicant has submitted a traffic control plan which shall be referred to the City Traffic Authority (Police Department) for review and comment. A qualified traffic controller must be provided at the event.
 - b) The applicant shall provide abutter notification in accordance with Section 7.2.F.

4.10.E Amplified Entertainment

When an event proposed at a Farm Brewery, Cidery, or Winery involves amplified entertainment for more than two days per calendar year, the following conditions shall be imposed:

- (1) Exits from the building, which are not limited to emergency use only, shall not be opposite a residential district adjoining the site.
- (2) The site shall be maintained free of litter and graffiti at all times. The owner or operator shall provide for removal of trash, litter, and debris from the premises and on all abutting sidewalks within 20 feet of the premises. Graffiti shall be removed within 48 hours of written notice from the City.
- (3) A noise and vibration analysis by a qualified professional sound engineer specifying areas affected and sound proofing or other mitigation that will be employed to eliminate excessive noise exposure on adjacent property shall be submitted to the Commission on the City Plan with a Special Permit application.
- (4) The Special Permit may be reconsidered for additional review in accordance with Section 7.3.C of these Regulations if the Commission on the City Plan determines that the live entertainment is creating a disturbance or interfering with peaceful enjoyment based on a documented pattern of disturbance as evidenced by citizen complaints, inappropriate noise levels, Police reports, Fire Department reports, code enforcement reports and violations of the Town ordinances or other State statutes.
- (5) The applicant will be required to implement any security measures identified by the City's Police Department.
- (6) The maximum building occupancy shall be provided to the Commission on the City Plan and shall be specified in the Special Permit certificate.

4.11 Garages, Filling Stations, Motor Vehicles Sales & Repair

4.11.A Purpose

The purpose of this section is to establish the general requirements for garages, filling stations, motor vehicles sales and repair uses within the City of Norwich. All such uses shall obtain location approval in accordance with Section 7.3.C.

4.11.B General Requirements

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

- (1) No gasoline pump or filling appliance shall be located within 25 feet of any lot line.
- (2) Canopies over gas pumps must meet all setbacks and lot coverage requirements for the zone.

4.12 Home-Based Businesses

4.12.A Purpose

The purpose of this section is to establish the minimum standards for home-based businesses within the City of Norwich.

4.12.B Home Office / Studio

Nothing in these Regulations shall restrict the use of a dwelling 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 of the occupant are employed or otherwise working for the business on the premises.
 - (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 dwelling.
-

4.12.C Minor Home-Based Business

Where authorized, a minor home-based business shall meet the following general requirements:

- (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.
- (9) Meet the parking-related requirements listed in Section 4.12.D (2) and (3).

4.12.D Major Home-Based Business

Where authorized, a major home-based business shall meet the following general requirements:

- (1) Signs pertaining to a major home-based business must conform to regulations listed in Section 6.17.
- (2) Parking shall be provided in accordance with Section 6.14.C, except that on-street parking may be provided if such on-street parking does not create safety or traffic concerns or hazards as determined by the Director of Public Works, the Police Chief and the Commission on the City Plan.
- (3) Off-street loading shall not be required for a home-based business.
- (4) For properties where the operator of the major home-based business is not the property owner, the applicant shall submit a written statement, signed by the property owner, outlining their knowledge and consent to the operations.
- (5) The applicant shall provide abutter notification in accordance with Section 7.2.F.

4.13 Hospitals

4.13.A Purpose

The purpose of this section is to establish the minimum standards for hospitals within the City of Norwich.

4.13.B General Requirements

Where authorized, hospitals shall meet the following general requirements:

- (1) Be located on a lot with a minimum lot area of 20 acres.
- (2) Accessory uses which are commonly associated with and maintained in conjunction with a hospital, such as childcare centers, professional offices, out-patient treatment centers, are permitted on the same lot provided that the total area devoted to such accessory uses shall not exceed 35% of the total floor area of the entire facility.

4.14 Hotels & Inns

4.14.A Purpose

The purpose of this section is to establish the minimum standards for hotels and inns within the City of Norwich.

4.14.B General Requirements

Where authorized, hotels and inns shall meet the following general requirements:

- (1) A hotel or inn may include multiple structures, provided all structures are architecturally compatible and are part of comprehensive planned development.
- (2) The facility shall provide a separate lobby and a separate sitting area, as well as at least one of the following amenities: tennis court, swimming pool, spa, health and/or fitness rooms.
- (3) Landscape plans shall be provided and shall be implemented using a diverse and creative design. All species shall be native and non-invasive and include perennial flowering plants to enhance curb appeal.

4.15 Mixed-Use (Commercial/Residential)

4.15.A Purpose

The purpose of this section is to establish the general requirements for a mixed-use (commercial and residential) development within the City of Norwich.

4.15.B General Requirements

Where authorized, mixed residential / commercial use shall meet the following general requirements:

- (1) The commercial space shall be located on all sides of the building facing at least two, street frontages where applicable for the length of the building located on the first floor/or street level.
- (2) No building with a mixed residential and commercial use shall have residential uses allowed below or beneath the first floor and/or street level, except that residential storage shall be permitted in a basement and / or cellar (outside of a FEMA designated Special Flood Hazard Area).
- (3) No garage or filling station as prescribed in Section 4.11 hereof shall be used for residential purposes.
- (4) Each residential dwelling unit shall contain its own designated kitchen and bath facilities.
- (5) There is no minimum number of dwelling units.

4.16 Multifamily Dwellings

4.16.A Purpose

The purpose of this section is to establish the general requirements for a multifamily dwelling within the City of Norwich.

4.16.B Dimensional Standards

Multifamily dwellings shall be designed and/or converted in accordance with the following dimensional standards:

Table 16: Dimensional Standards for Multifamily Dwellings

Standard		District			
		MF	NC / WD	GC / PC	CC
Maximums	Height	60 ft	60 /105 ft	90 ft	105 ft
	Dwellings / Lot Area	1/2500 sf	1/5000 sf	1/5000 sf	1/300 sf
Minimums	Site Area	-	-	1 Acre	-
	Distance Between Buildings	30 ft	30 ft	30 ft	0 ft
	Front Yard	20 ft	25 ft	30 ft	0 ft
	Side Yard	10 ft	15 ft	30 ft	0 ft
	Rear Yard	20 ft	30 ft	30 ft	0 ft
	Useable Recreation Area (per acre) ^{A, B, C}	10%	10%	10%	0 sf

- 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.
- B. Each multiple-family development of five (5) units or more shall provide open space and recreation areas at a minimum level of ten (10) percent of the total tract size for both active and passive recreation on the site. No more than fifty (50) percent of the open space area shall be composed of land that lies in a regulated Flood Hazard Zone, inland wetlands, or the development of which is restricted by State or Federal environmental regulations.
- C. Usable Open Space. Space on a lot that is: (a) unoccupied by principal or accessory buildings, (b) not devoted to service driveways or off-street parking or loading, (c) devoted to landscaping, recreations space and other like uses, and (d) available in the same proportion to all occupants of the building or building on the lot. In addition, up to twenty-five percent (25%) the required usable open space of any dwelling unit may be made up of space on exterior balconies and roofs.

4.16.C Design Standards within the Chelsea Central District and other Commercial Zones

The following specific design standards shall be required for existing commercial buildings, in addition to those described above:

- (1) In any existing building within the Chelsea Central District or other Commercial Zones, ADA-accessible residential units may be located at the rear of the ground floor, provided such units do not reduce or eliminate the viability of a continuous, active commercial frontage along the primary street-facing façade. The extent of any ground-floor residential use shall be limited to the area necessary to meet accessibility requirements and shall be designed to preserve a functional and engaging commercial presence at the street level.

4.16.D Development Standards

Any multifamily dwelling proposed within the City of Norwich shall meet the following site development standards:

4.16.D.1 Height Plane

- (1) 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.
- (2) 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 lot lines, 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.

4.16.D.2 Useable Recreation Area

For any development containing five (5) or more dwelling units, usable recreation area shall be provided for the residents. This requirement shall not apply to four-family dwellings or less. The following standards shall be met in regard to the useable recreation area:

- (1) Usable recreation area may include indoor or outdoor spaces such as common yards, gardens, patios, play areas, or recreation rooms, and must be designed to be safely and conveniently accessible to all residents.
- (2) 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.
- (3) 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.
- (4) Where considered necessary, the Commission may require that such recreation areas be enclosed with fences up to six feet in height.
- (5) No part of any required yard, sidewalk, driveway, or parking area shall be included as part of any such recreation area.

- (6) 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, or bonded in accordance with Section 7.7 of these Regulations.

4.16.D.3 Landscaping

In addition to the landscaping and buffering requirements outlined in Section 6.9 and 6.10 of these Regulations, the following additional standards apply:

- (1) The entire area of the lot not used for buildings, driveways, parking, useable recreation area, and amenities areas shall be landscaped with lawn and with trees and/or shrubs or shall be left undisturbed as natural terrain.
- (2) Within the Chelsea Central Zoning District, flowers in window boxes or planted pots shall be required where no landscaped area exists.

4.16.D.4 Sanitary Requirements

All multifamily dwellings of 5 units or more shall be connected to public water and public sanitary sewerage systems when located within 200 feet of an available public water supply service line, and within a reasonable distance of a readily available public sanitary sewer system. In the event that a proposed multifamily development falls outside of this distance, such development is required to provide for private water and sewerage systems that meet the minimum requirements of the City and State departments of health or the Department of Energy and Environmental Protection, as the case may be.

All multifamily dwellings of 5 units or more are required to have a waste management plan submitted as part of the Site Development Plan application. City Roll-Out totes shall not be provided for any development of 5 units or more. Applicants must contract with a private commercial waste hauler for trash and recycling removal services.

4.16.D.5 Vehicular Accessways

- (1) Driveways serving up to 4 dwelling units shall be designed for a minimum driveway width of 10 feet up to 16 feet maximum, with a 2½ inch bituminous concrete layer over 8 inches of processed gravel. The Commission may allow an alternate surface upon the recommendation of the City Engineer after evaluation of with the proposed maintenance provisions. Alternate surface means crushed stone, gravel, or other materials deemed appropriate to the use. 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.
- (2) Driveways serving 5 or more dwelling units shall be designed for a minimum driveway width of 16 feet, with a 2½ inch bituminous concrete layer over eight (8) inches of processed gravel. 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.

4.17 Satellite Parking Facilities

4.17.A Purpose

The purpose of this section is to establish the minimum standards for satellite parking facilities within the City of Norwich.

4.17.B General Requirements

Where authorized, satellite parking facilities shall meet the following general requirements:

- (1) The satellite lot must be associated with a principal commercial use that is located wholly within the boundaries of the City of Norwich.
- (2) The lot in which the satellite parking facility is located shall contain a minimum of 1 acre.
- (3) The facility shall include a pedestrian shelter if transportation is provided to the associated principal commercial use.
- (4) The facility shall be designed to accommodate pedestrian movement through the parking lot.

4.18 Transportation Facilities

4.18.A Truck Terminals

4.18.A.1 Purpose

The purpose of this section is to establish the general requirements for truck terminals within the City of Norwich. All truck terminals shall be subject to the provisions of CGS §14-54 and 14-321, as amended, and the approvals outlined within Section 7.3.C of these Regulations.

4.18.A.2 General Requirements

Where authorized, trucking terminals shall meet the following general requirements:

- (1) Dispensation of gasoline and oil lubricant products and the repair of motor vehicles provided said dispensation of product and repair services are limited to the owners and operators of the terminal and those under private contract to them and are not available to the general public.
- (2) No signs advertising the availability of such products and services shall be displayed on the premises.

4.19 Wireless Telecommunication Facilities

4.19.A Purpose

The purpose 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 purpose shall include the following:

- (1) Encourage the use of non-residential buildings and structures, such as water storage tanks, for joint use / co-location of facilities.
- (2) Accommodate the need for wireless communication antennas while regulating their location and number.
- (3) Protect historic and residential areas from potential adverse impacts of wireless communication facilities.
- (4) Encourage suitable siting measures.
- (5) Minimize adverse visual effects of wireless communication facilities.
- (6) Reduce the number of antennas needed in the future.

4.19.B Applicability

This section of these 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.

4.19.C Permitted Facilities

The following uses generally pose a minimum adverse visual effect and shall be deemed permitted uses in all zoning districts by zoning permit, except for those parcels within a designated national or local historic district and/or listed on the National Register of Historic Places, subject to the standards in these Regulations and the issuance of a special permit by the Commission on the City Plan (See 4.19.D).

- (1) Wireless telecommunication facilities where the antenna is mounted on the rooftop or facade of a non-residential building, provided the following standards are met:
 - a) No change is made to the height of the building.
 - b) Equipment cabinets and sheds shall meet the requirements of these Regulations.
 - c) 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.
- (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:
 - a) No change is made to the height of the structure.
 - b) 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. Panel and dish antennas shall be designed to meet the minimum industry requirement as to not diminish the historic aesthetic.
 - c) Equipment cabinets and sheds shall meet the requirements of these regulations.

- d) 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.
- e) 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.

4.19.D Other Facilities

Wireless telecommunication facilities which do not meet the criteria contained above, shall be subject to special permit requirements in accordance with Section 7.4.C of these Regulations. 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.

Chapter 5 Special Development Types

5.1 Adaptive Reuse of Historic Structures

5.1.A Purpose

The purpose of this adaptive reuse regulation is to encourage restoration and preservation of existing buildings of historic value and to promote harmony of surrounding land uses.

5.1.B Applicability

In order for a property to utilize the adaptive reuse regulations of this section, the structure(s) located on such property must be designated as historically significant and a contributing building by:

- (1) Registry in the National Register of Historic Places;
- (2) The State Register of Historic Places;
- (3) The Local Historic Inventory; or
- (4) The Commission on the City Plan upon presentation of adequate evidence of historic significance, such as the Norwich Connecticut Historical Survey (1977).

Any request to utilize the adaptive reuse regulations of this section shall comply with the standards of this section.

5.1.C Permitted Uses

There are some uses, both residential and commercial, which would enhance historic structures and would not disrupt the neighborhood if properly conducted. Therefore, by special permit, the following uses may be allowed in a historic structure utilizing the adaptive reuse regulations herein. 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. 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:

- | | |
|---------------------------|--------------------------|
| (1) Antiques shops | (7) Museums |
| (2) Bed and breakfast inn | (8) Professional offices |
| (3) Bookstores | (9) Restaurants |
| (4) Galleries | (10) Day Spa |
| (5) Gift shops | (11) Retail Boutique |
| (6) Hotels / inns | |
-

5.1.D Development Standards

All site development standards, including dimensional requirements, of the underlying zone in which the subject property is located shall be met, unless otherwise addressed herein. The

following standards and requirements shall be met for all projects proposing to use the adaptive reuse regulations:

- (1) The architectural integrity of the structure must be preserved, and the proposed use must be in harmony with surrounding uses.
- (2) The proposed use must meet all health and safety requirements, including adequate water supply for drinking and firefighting, adequate sewage disposal, safe traffic flow and control, drainage, off-street parking; wetlands approval where needed, etc., as well as building code requirements.
- (3) 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 the front or side yard.
- (4) There is no minimum lot size requirement; however, an existing lot cannot be divided or reduced in area if it creates a nonconforming lot or makes an existing nonconforming lot more nonconforming (including the lot containing the historic structure).
- (5) No evidence of nonresidential use shall be visible from the public right-of-way, except for a business sign not to exceed 20 square feet.
- (6) Where applicable, an engineered site plan, and floor plans / sketches will be submitted with the application. The Commission may allow for use of a copy of the Assessor's GIS Map of the property if the scope of the project does not warrant a site plan.

5.2 Conservation Residential Development

5.2.A Purpose

The purpose of the Conservation Residential Development standards is to allow flexibility in residential development while considering the conservation of natural resources and open space. 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 one 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.

5.2.B Development Options

The Commission may permit a conservation residential development under two options, describe herein:

- (1) 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) 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 in accordance with the Connecticut Common Ownership Act.

5.2.C Dimensional Standards

All conservation residential developments are subject to the dimensional standards shown in the table below:

Table 17: Conservation Residential Development - Dimensional Standards

Standards		R-80	R-40	R-20
Minimum	Overall Site Area ^{A, B}	15 Acres		
	Overall Site Setbacks ^C	100 ft	50 ft	
	Front ^C	30 ft	30 ft	40 ft
	Side ^C	15 ft	15 ft	15 ft
	Rear ^C	30 ft	30 ft	30 ft
	Unit Lot Area Per Dwelling Unit	20,000 sf	10,000 sf	5,000 sf
	Contiguous Open Space/Unit	20,000 sf	10,000 sf	5,000 sf
Maximum Building Height		2 ½ Stories		
<p>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.</p> <p>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 residential districts.</p> <p>C. 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.</p>				

5.2.D Density

The following formula shall be used to determine the maximum permitted density of a proposed conservation residential development:

$$Net\ Site\ Area \times Density\ Factor = Maximum\ Unit\ Density$$

Where *Net Site Area* is equal to the *Gross Site Area* (in square feet, as determined by a Class A-2 Survey prepared by a Connecticut licensed land surveyor) minus the area classified as inland wetlands and watercourses (as identified by a Certified Soil Scientist in accordance with CGS §22a-36 to §22a-45) and steep slopes (those greater than 25%).

$$Net\ Site\ Area = Gross\ Site\ Area - Inland\ Wetlands\ \&\ Watercourses - Steep\ Slopes$$

And where the density factor shall be determined by the district in which the conservation residential development is proposed to be located in, as described herein:

- (1) Within the R-80 District: 0.4
- (2) Within the R-40 District: 0.8
- (3) Within the R-20 District: 1.5

The total number of dwelling units shown on the conservation residential development plan shall not exceed the number of lots allowed under these Regulations. Units may be single-family or two-family type units.

5.2.E Open Space

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. 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 Permit 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) At the option of the applicant, transfer of the land to a land trust organization or other entity to own and maintain the land for the intended open space purposes. 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.

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.

5.2.F Special Permit Required

All conservation residential developments shall be approved as a Special Permit, in accordance with the requirements of Section 7.4.C. The Commission may require the applicant to submit such additional information as it deems necessary to make a reasonable decision on the application.

The applicant shall submit development plans, showing conformance with all the information required by this section.

- (1) Development plans may be phased, but any open space land and/or scenic easements proposed and given approval shall be established in the first phase including suitable access to such land.
- (2) Once Final Plans are approved under Option 2, the Final Plans must be submitted within 24 months of approval. The Approval shall become null and void if the Final Plans are not filed within that timeframe. If Development Option 1 is approved, the applicant must submit a

mylar and record subdivision map in accordance with the time frames of Conn. Gen. Stats. 88-26.

Chapter 6 Development Standards

6.1 Accessory Structures

Square footage of accessory structures, with the exclusion of Farm Buildings as defined in Section 6.1.C, shall not exceed the square footage of the primary dwelling including all floor area of the second floor if applicable. The calculation is a combination of all accessory buildings on the lot.

6.1.A Animal Enclosures

- (1) Buildings for housing livestock or poultry which are kept for domestic use shall meet the minimum applicable requirements outlined in Section 4.3.
-

6.1.B Docks, Slips, Piers

- (1) Docks, slips, and piers are permitted by right in the CC, GC, WD Districts pursuant to a permit issued by the Connecticut Department of Energy and Environmental Protection. The DEEP permit shall be provided to the Zoning Enforcement Officer as proof of approval.
-

6.1.C Farm Buildings

Buildings used for the storage, processing, and manufacture of agricultural products when accessory to a farm shall comply with the following general requirements. Such buildings are permitted within the R-40 and R-80 Districts with a Zoning Permit.

- (1) No building or structure other than a dwelling or display and sales area is permitted within 75 feet of any lot line.
 - (2) Farm buildings may be used 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.
-

6.1.D Farm Stand

Roadside stands for the sale of farm produce and products raised and / or produced on the farm provided they shall:

- (1) Contain no more than 100 square feet in area of enclosed or outdoor sales or display,
 - (2) Have no more than 2 signs, aggregating 12 square feet in area advertising such produce or products.
 - (3) Such stands and signs shall be not less than 20 feet from any street line, and not less than 50 feet from any street intersection.
-

6.1.E Fences

- (1) No fence over four (4) feet in height shall be erected within the front yard setback of any residential dwelling.
- (2) Fences located between the front façade of the principal building and the street line of a dwelling shall be designed and constructed to avoid obstructing views of the house from the

street. Solid fences or walls that fully block visibility of the dwelling are prohibited. The finished side of a fence shall face outwards towards the abutters and public view.

- (3) 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 (6) feet in height above the finished grade for any required yard nor be located nearer than six (6) inches to any lot line. Proposed fences located on berms shall only be permitted where shown on a site plan approved by the Commission on the City Plan.
- (4) Fences shall adhere to all guidance and limitations found in the Connecticut Coastal Management Act, Chapter 444 of the Connecticut General Statutes.

6.1.F Greenhouses

- (1) When permitted in a Residential District, a greenhouse shall not include a florist shop.
- (2) Greenhouses in Commercial Zones are allowed as accessory to a permitted retail use.

6.1.G Private Garages

- (1) A private garage is permitted within residential districts as an accessory use to a dwelling for use by occupants of the principal dwelling, provided that:
 - a) The maximum footprint of such garage shall not exceed a 30 ft by 40 ft area.
 - b) The maximum height of such garage shall not exceed a single story or 18 feet, whichever is less.
 - c) The single story or 18-foot height limit may be increased to 25 feet for the construction of an accessory apartment above a garage via Special Permit.
 - d) There are not more than 3 motor vehicles on 1 lot.
- (2) Parking of not more than 1 commercial motor vehicle is permitted on a residential lot, provided that such vehicle is not more than 13,000 pounds gross vehicle weight and is owned or operated by the owner or occupant of the dwelling.

6.1.H Sheds

Detached accessory buildings not used for human habitation, housing of animals, or vehicular storage shall:

- (1) Be located not nearer than five feet to any lot line when located in the rear yard and shall otherwise observe all front and side yard requirements.
- (2) Not be more than 14 feet in height to the midpoint of the roof nor be more than 160 sq. ft. in building area.
- (3) Small Tool Sheds and Lawn Storage Sheds under 100 sq. ft. shall be exempt from permitting requirements if they meet the setback requirements for an accessory structure.

6.1.I Solar & Energy Conservation Equipment

The following accessory renewable energy structures are permitted, provided they meet the appropriate requirements below.

6.1.1.1 Building-Mounted Solar Structures

A building mounted solar system/structure located on any roof face, or side and rear building façade, of a principal or accessory structure may be permitted, provided that the system meets the following standards:

- (1) The system shall not exceed the total square footage of the roof surface to which it is attached.
- (2) The system shall be less than 4 inches from the roof surface, whenever possible and shall not project laterally from the building facade or roof edge more than 3.5 feet.
- (3) The system shall be designed to meet one of the following height standards based on the roof type in which the system is located on:
 - a) Pitched Roof: Shall not extend beyond 3 feet parallel to the roof surface or more than 5 feet above the highest peak of said roof.
 - b) Flat Roof: Shall not extend beyond 4 feet parallel to the roof.
- (4) Signage or writing of any kind is not permitted on any portion of the system, other than required manufacturer plates and safety labeling.

6.1.1.2 Free-Standing Solar Structures

A freestanding solar structure/system located in the side yard or rear yard of a property may be permitted, provided that the system meets following standards:

- (1) The system shall not produce more than one megawatt of electricity or exceed a total area of 10% of the total lot area.
- (2) The system shall not exceed a height of 6 feet in a Residential District, 8 feet in a Commercial District and shall be located as close to the ground as practicable, with the minimum clearance between the lowest point of the system and the surface on which it is mounted being 3 feet.
- (3) All parts of the freestanding system shall be set back a minimum of 5 feet from the side and rear lot lines and shall not be located in a public utility easement.
- (4) Such system must be gray, natural green, or beige in color, with the exception of the solar photovoltaic panels which are usually black, or system must be screened from view from surrounding residential properties. Such system shall not include any unfinished lumber.
- (5) Any mature tree that is to be removed to accommodate such free-standing solar structures shall be replaced on property at the discretion of the Conservation Superintendent.

6.1.1.3 Parking Lot Canopy Solar Structures

A solar parking lot canopy structure/system located in the side yard or rear yard of a property may be permitted, provided that the system meets the following standards:

- (1) The system shall not cover more than 50 percent of the parking lot or top floor of the parking structure in which it is located.
- (2) The system shall be between 8 and 15 feet in height, so as to provide parking underneath said system, with a minimum clearance of 7.5 feet between the lowest point of the system and the surface above which it is mounted.

- (3) All parts of the system shall be set back a minimum of 5 feet from the side and rear lot lines and shall not be located in a public utility easement.
- (4) Such system must be gray, natural green, or beige in color, with the exception of the solar photovoltaic panels which are usually black, or system must be screened from view from surrounding residential properties. Signage or writing of any kind is not permitted on any portion of any parking lot canopy solar energy system, other than required manufacturer plates or safety labeling. Such system shall not include any unfinished lumber.

6.1.I.4 Roof-Mounted Wind Structure

A wind energy system attached to the roof of a building may be permitted, provided such system meets the following standards:

- (1) Such a system is only permitted on structures that are a minimum of 4 stories or 40 feet tall and only on roofs with a slope of 1 inch per foot or less.
- (2) One turbine shall be permitted for every 750 square feet of the combined roof area of all buildings on the lot. For a pitched roof, each surface of the roof shall be included in the roof area calculation.
- (3) The system shall not exceed a maximum rated capacity of 3 kilowatts per turbine.
- (4) The system shall be located so that it is set back from the roof or parapet wall one foot for every foot in height of the device above the roof or parapet wall.
- (5) The maximum height of the system shall be 15 feet measured from the roof surface on which the system is mounted to the highest edge of the system, with the exception of any pitches 10:12 or greater. For a pitched roof, the system shall not extend more than 5 feet above the highest peak of said roof.
- (6) The system shall not be visible from the street when installed on any property designated as historic or located within a historic district.
- (7) The system shall be installed by a professional installer certified to install wind turbines and only pursuant to manufacturer specifications.

6.1.J Swimming Pools

- (1) Swimming pools may be installed in any district as an accessory use. When such use is accessory to a dwelling, a swimming pool shall not be located between the dwelling and the street line.
- (2) A swimming pool must be installed in the rear or side yard of the lot, if located outside the dwelling. All pools must be set back a minimum of ten (10) feet from any side or rear lot line including any associated accessory decks.

6.1.K Temporary Farm Dwellings

Temporary farm dwellings are permitted within the R-80 and R-40 Districts. Where authorized, temporary farm worker dwellings shall comply with the following general requirements.

- (1) A temporary farm dwelling may only be located on a lot with a minimum of 25 acres.
- (2) The property on which the temporary farm dwelling is located must be used as, or accessory to, an active farm operation.

- (3) A temporary farm dwelling may utilize manufactured housing.
- (4) Such housing shall only be used to house farm laborers and shall be removed when farm laborers are no longer occupying the housing.

6.1.L Other Requirements

- (1) 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.
- (2) 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.
- (3) A building accessory to a residential dwelling shall not have separate utilities.

6.2 Access, Driveways, & Shared Driveways

- (1) No vehicular access to a commercial or industrial district shall be permitted through a residential district except by means of a public street.
- (2) Shared driveways shall not be permitted for any residential use, within a residential district, unless such shared driveway:
 - a) Existed prior to the adoption of these Regulations;
 - b) The project in which the shared driveway is proposed is approved as a common interest ownership community;
 - c) The project in which the shared driveway is proposed involves a mixed-use development or a conservation residential development in accordance with these regulations; or
 - d) The shared driveway would reduce impacts to wetlands or watercourses as defined by the City of Norwich Inland, Wetlands and Watercourses Conservation Commission.
- (3) The Commission may permit shared driveways within a commercial or industrial district, for commercial, multifamily developments, mixed use, conservation residential development and industrial uses, provided that:
 - a) The following note should be added to the site plan and the deed: "City services will not be provided for common / shared drives."
 - b) No driveway shall exceed 8 percent grade unless paved with bituminous concrete or any alternate acceptable to the Director of Public Works.
 - c) A permit for driveway shall be obtained from the Directory of Public Works.
- (4) Common/shared driveways shall be owned and maintained by an association of the development complying with the Connecticut Common Interest Ownership Act. Maintenance shall be permanently guaranteed by such an association which shall provide for mandatory assessments for maintenance expenses to each tenant use. Each individual deed, and the deed, trust or articles of incorporation, shall include provisions designed to

affect these provisions. Documents creating such an association shall be submitted to the Commission for approval and shall thereafter be recorded on the Land Records.

6.3 Earth Alterations

6.3.A Purpose

The purpose of this section is to control the conditions and operations of excavating, grading, filling, and removal of earth, sand, stone, gravel, soil, minerals, loam, fill, clay, peat moss, and any other earth products.

6.3.B Applicability

The filling and/or removal of earth products is subject to special permit approval as provided below. The filling with and/or removal of earth products includes:

- (1) Cutting and filling of materials on the site where there is no import or export activity;
 - (2) Import or export of materials from the site;
 - (3) A combination of 1 & 2 above.
-

6.3.C Exemptions

The provisions of this section and the requirement to obtain additional approvals do not apply to filling or removal in the following cases, provided that the filling or removal is only the minimum quantity of material necessary to make such lot, site, or right-of-way suitable for the proposed use.

- (1) Necessary filling with or removal of earth products in direct connection with the building construction, structural alteration, or site improvements on a lot for which appropriate planning and/or subdivision approvals have been obtained and zoning and building permits have been issued.
 - (2) Necessary filling with or removal of earth products in direct connection with required site improvements in accordance with an approved site or subdivision plan.
 - (3) Necessary filling with or removal of earth products in direct connection with street or utility improvements within a public right-of-way for which the Department of Public Works or State of Connecticut Department of Transportation has granted a street opening permit.
 - (4) Plowing, spading, cultivating, harrowing or dicing of soil or any operation usually and ordinarily associated with the tilling of the soil for agricultural or horticultural purposes.
 - (5) Any operation for the purpose of soil and water conservation as defined or prescribed by the Soil Conservation Service of the United States Department of Agriculture.
 - (6) Necessary excavation/filling in connection with resurfacing of an existing sidewalk, parking lot, or driveway, provided it does not adversely change the existing water flow direction or intensity characteristics.
 - (7) Any environmental remediation work involving excavation/filling required and monitored by the State of Connecticut Department of Energy and Environmental Protection.
-

6.3.D General Requirements

The entire excavation or land filling and grading project carried out and authorized under and pursuant to a Special Permit issued by the Commission on the City Plan in accordance with the

provisions of these Regulations shall be conducted and completed in such a manner as to not create any hazardous condition.

6.3.D.1 Topsoil

- (1) No owner, developer or excavator shall remove to any point beyond the boundary lines of the land in question any topsoil whatsoever, unless and until the City Engineer has determined that enough topsoil has been reserved on site such that not less than five (5) inches of compacted topsoil can be uniformly placed over the entire surface of the land except those portions thereof that shall be or shall become permanently covered by building or structure, street, pavement, curb, sidewalk, driveway, or other paved area as shown on the re-use plan, or by any body of water or waterway.
- (2) As part of the earth removal and/or filling operation, topsoil shall be uniformly placed or replaced over the entire area or surface of the land on or before the completion date set forth in the soil removal permit so that the final grades of said replaced topsoil shall conform to the proposed final grades shown on the topographical map.
- (3) In no event shall the owner, developer or excavator remove from the land more topsoil than needed to restore and stabilize the site as indicated above.

6.3.D.2 Drainage

- (1) The applicant shall provide for proper drainage of the area during the operation to prevent the collection and stagnation of water and to prevent harmful effects upon surrounding properties.
- (2) The final restoration plan shall provide for proper drainage upon completion of the operation.

6.3.D.3 Setbacks and Grades

- (1) Excavation below the established grade of a street will not be permitted within seventy-five (75) feet of any street.
- (2) No excavation shall occur within fifty (50) feet of any lot line except by mutual agreement of adjoining property owners.
- (3) No bank shall exceed a slope of 2:1 (horizontal to vertical).

6.3.D.4 Disturbance/Stones/Stumps/Debris

- (1) Disturbance within the preservable section of the area shall be minimized to avoid erosion and loss of vegetation.
- (2) All tree stumps and other debris shall be removed from the property unless the Commission on the City Plan approves the grinding of stumps for mulch to be used on-site.
- (3) In a landfilling operation, the burial of tree stumps and other debris shall not be permitted.
- (4) Large stones/boulders and any other material may be buried if in compliance with applicable regulations of the State of Connecticut Department of Energy and Environmental Protection.

6.3.D.5 Hours of Operation

No Excavating Operation shall be conducted except as follows:

- (1) During the hours from 7:00AM to 5:00PM weekdays only.

- (2) Sunday operation is expressly excluded.
- (3) These hours also include any subsidiary operation associated with the excavation operation such as but not limited to equipment warm up, delivery of equipment, or servicing of equipment.

6.3.D.6 Trucking Operations

- (1) Truck access to the excavation area shall be arranged to minimize danger to traffic and pedestrians and nuisance to surrounding properties. The access road entrance shall have a properly installed construction entrance with an anti-tracking pad.
- (2) All trucks used in the operation shall be covered prior to driving on a City street in such a manner that sand, dirt, or dust does not blow from said truck.
- (3) When transporting soil through any roadways in the City, the permittee shall ensure that such roads shall be cleaned of all dust, dirt, and mud daily.
- (4) Fugitive dust control measures shall also be used as deemed necessary by the Public Works Department.

6.3.D.7 On-Site Processing of Material

- (1) Note regarding commission approval, hours, equipment, material, noise, etc. Screeners and Crushers.

6.3.E Application Requirements

In addition to the application requirements for a Special Permit, an application for earth removal and filling shall include the following:

- (1) An estimate of the quantity of soil in cubic yards to be excavated, moved or deposited, broken down into separate figures, topsoil (based on borings taken in 100-foot grid spacing) and other soil;
- (2) The proposed dates of commencement and completion of work;
- (3) A statement of the type and number of machines and other equipment to be used; the daily hours of operation of such machines;
- (4) Names of addresses of all property owners located within two hundred (200) feet of all the boundaries of the affected property according to the latest records of the City Assessor;
- (5) A plan of the property, certified to A-2 standards showing:
 - a) The existing elevations of all buildings, structures, streets, streams, bodies of water and watercourses, natural or artificial;
 - b) Existing and proposed grading at two (2) foot contour intervals for each five (5) acres of disturbance;
 - c) Proposed slopes and lateral supports at the limits of the area upon completion of the proposed work.
 - d) Proposed phases of excavation and restoration.
- (6) The quantities, in cubic yards, of both cut and fill for the soil involved in the work.

- (7) A re-use plan depicting the potential development in compliance with these Regulations upon completion of the excavation.
- (8) All applications shall comply with Section 6.5 of these Regulations.

6.3.F Administration and Enforcement

- (1) The City Engineer is hereby designated as the officer whose duty it shall be to enforce the provisions of this section of these Regulations. The City Engineer shall upon his/her initiative and whenever directed by the Commission on the City Plan inspect the premises for which permits have been granted to ensure compliance with the conditions of approval and of these Regulations. He/she shall immediately report all violations to the Corporation Counsel and take such action as may be necessary in the circumstances.
- (2) For the purposes of administering and enforcing the provisions of this section of these Regulations, any duly authorized officer, agent or employee of the City shall have the right to enter into and upon lands in or upon which soil removal or filling operations are being conducted to examine and inspect such lands and operations thereon.

6.4 Encroachments

The following encroachments and projections are permitted within the City of Norwich:

- (1) Nothing in the Code of Ordinances of Norwich, Connecticut, including these Regulations, shall prohibit the extension or projection of wheelchair or other access to a dwelling (including stairs) or structure into any yard required by the dimensional standards found in Chapter 3, 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. Further, the Zoning Enforcement Officer is authorized to modify the requirements of these Regulations where necessary to meet the requirements of the State or Federal Americans with Disabilities Act. Any such modification may be required to terminate when a similarly disabled person no occupies the premises.
- (2) Any wheelchair or other access shall be required to be constructed so as to minimally invade any front yard, side yard or rear yard required under the dimensional standards found in Chapter 3, while maintaining required design and construction specifications.
- (3) 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) 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 but not to exceed 20 feet higher than the maximum building height allowed in the zone.

6.5 Soil Erosion & Sediment Control

6.5.A Purpose

The purpose of the soil erosion & sediment control regulations are to prevent or minimize soil erosion and the deposition of sediments off-site from site work being conducted in the City of Norwich. Soil erosion & sediment control plans shall be developed in accordance with these Regulations and the current "Connecticut Guidelines for Soil Erosion and Sediment Control" by the Council on Soil and Water Conservation in collaboration with Connecticut Department of Energy and Environmental Protection as amended ("Guidelines"). Soil erosion, sediment, and stormwater runoff control plans shall:

- (1) Minimize the potential for erosion and sedimentation during construction
 - (2) Ensure all disturbed areas are permanently stabilized and protected from erosion when completed; and
 - (3) Does not cause off-site erosion and / or sedimentation.
-

6.5.B Applicability

A soil erosion & sediment control plan shall be submitted for any development or redevelopment 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.

The clearing of vegetation for any development that requires approval as a Special Permit or Coastal Site Plan, is not allowed until such approval has been granted by the Commission on the City Plan, final plans approved, and the site inspected by the City Engineer and Planning and Neighborhood Services Staff.

Such a plan for any new construction may be incorporated into other documents associated with Site Plan and Special Permit applications.

6.5.C Certification Required

In any case in which more than 500 cubic yards of material is to be disturbed, the soil erosion & sediment control plan shall be certified by a professional engineer licensed in the State of Connecticut.

- (1) Said plan shall then be submitted to and certified by the Commission on the City Plan.
- (2) Where a site plan is not required and more than ½ acre of land will be disturbed, a soil erosion & sediment control plan must be submitted to the Zoning Enforcement Officer for certification. This includes all municipal projects that disturb over ½ acre of property.

To be eligible for certification, a soil erosion & sediment control plan shall:

- (1) Contain proper provisions to adequately control accelerated erosion and sedimentation;

- (2) Prevent downstream flooding or sedimentation; and
- (3) Eliminate any potential for downstream damage associated with stormwater runoff from the proposed site based on the best available technology.

Such principles, methods, and practices necessary for certification are found in the Guidelines. Alternative principles, methods, and practices may be used with approval of the Commission.

6.5.D Minimum Standards

The minimum standards for individual measures are those in the "Connecticut Guidelines for Soil Erosion and Sediment Control," as amended.

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.

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.

6.5.E Plan Requirements

A soil erosion & sediment control plan shall include, but not be limited to, a narrative and site plans in accordance with this section. The City may require additional information deemed necessary and appropriate for the application.

6.5.E.1 Narrative

A narrative describing the development, grading and construction activities, design criteria, construction details, and operation and maintenance program is required. These components shall be detailed as follows:

- (1) **Grading & Construction Activities:** Shall include the schedule and sequence of such activities, including start and completion dates, and the sequence for installation and / or application of soil erosion and sediment control measures and final stabilization of the project site.
- (2) **Design Criteria:** All structural erosion control management facilities shall be designed for the twenty-five-year storm and shall be designed to ensure non-erosive velocities of stormwater runoff exit the facility. Copies of all stormwater runoff calculations associated with the soil erosion & sediment control plan shall be submitted with the plan(s).
- (3) **Construction Details:** The construction details for all of the proposed soil erosion and sediment control measures shall be provided on the plans and shall conform to the Guidelines.
- (4) **Operations & Maintenance Program:** Shall provide for the periodic inspection and maintenance including but not limited to the removal and deposition of foreign materials, accumulated sediment or other, and the general repairs to the erosion control measures. An emergency contact shall be provided for the person or organization responsible for said operation and maintenance.

6.5.E.2 Erosion & Sediment Control Plans

Plan(s) indicating all of the appropriate erosion control measures shall be provided at a sufficient scale (no less than 1:40 unless an overall plan) for all phases of development. Intermittent phased plans may be required for the larger and/or more complicated site development plans as determined by City Staff. Plan(s) are to include all features identified in the Guidelines and at a minimum the following:

- (1) Location of the proposed development and adjacent properties;
- (2) Existing and proposed topography using at minimum 2' contour interval, soil types, wetlands, watercourses and water bodies;
- (3) Existing structures on the project site, if any;
- (4) Proposed area of alterations, including cleared, excavated, filled or graded areas and proposed structures, utilities, roads and, if applicable, new lot lines;
- (5) Location of and design details for all proposed soil erosion and sediment control measures;
- (6) Sequence of grading and construction activities;
- (7) Sequence of installation and / or application and maintenance of soil erosion control measures;
- (8) Sequence for final stabilization of the development site. The site area that may be cleared at a given point in time
- (9) Intermittent phase plans to include proposed contours between initial and final grades incorporating erosion control measures appropriate for the intermittent stage of site grading.

6.5.F Commission Approval & Conditions

The Commission on the City Plan shall either certify that the erosion and sediment 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.

- (1) 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.
- (2) 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.
- (3) The Commission may forward a copy of the development proposal to the Conservation Commission or other review agency or consultant for review and comment.

The following conditions shall apply to an approval of a soil erosion and sediment control plan:

- (1) The estimated costs of measures required to control soil erosion and sedimentation, as specified in the certified plan, shall be covered in a bond acceptable to the Commission.
- (2) Site development shall not begin unless the soil erosion & sediment 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.

6.5.G Inspections

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.

- (1) 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.
- (2) 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.
- (3) If said measures and facilities are found to not be in compliance with the certified plan, the plan shall become invalid:
 - a) 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.
 - b) 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.
 - c) 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.

6.6 Stormwater Management

6.6.A Purpose

The following goals of stormwater management practices are intended to emulate the guidance and objectives of the Connecticut Department of Energy & Environmental Protection Connecticut Stormwater Quality Manual Publication Date: September 30, 2023, Effective Date: March 30, 2024, as revised and amended (Water Quality Manual):

- (1) Preserve pre-development hydrology (runoff, infiltration, interception, evapotranspiration, groundwater recharge and stream base flow) to the maximum extent possible.
- (2) Protect and preserve natural resources.
- (3) Manage runoff velocity and volume in a manner that maintains or improves the physical and biological character of existing drainage systems and prevents increases in downstream flooding/streambank erosion.
- (4) Minimize sediment, nutrient and pollutant loading of stormwater runoff discharges to downstream resources, properties and storm drainage facilities.
- (5) Minimize increases in peak stormwater runoff rates and volume discharged from both construction sites and post-construction developed sites.
- (6) Incorporate pollution prevention strategies and Best Management Practices (BMP) for source control.
- (7) Encourage the inclusion of Low Impact Development (LID) strategies.
- (8) Reduction of Directly Connected Impervious Area (DCIA) where feasible.
- (9) Provide long-term maintenance protocols for all stormwater management features to ensure proper functions and long-term optimal water quantity and quality treatment.

6.6.B Definitions

Definitions applicable to this section are included within Chapter 2 of the City of Norwich Zoning Regulations and those within the Connecticut Stormwater Quality Manual of the Connecticut Department of Energy and Environmental Protection, as amended.

6.6.C Exempted Activities

The following activities are exempt from these requirements:

- (1) Construction on an existing single-family residential lot and/or accessory uses on a lot of record providing that there is not more than 10,000 square feet of disturbance on the lot.
- (2) Redevelopment of a lot of record providing there is not more than 10,000 square feet of external disturbance (site work) on the lot.
- (3) Implementation of disconnecting DCIA and incorporation of LID techniques are encouraged regardless of exemption status.

The following activities are exempt from meeting all of the stormwater management requirements, but required to provide stormwater runoff quantity and quality management satisfactory to the City Engineer:

- (1) Construction on an existing single-family residential lot and/or accessory uses on a lot of record providing between 10,000 square feet and 40,000 square feet of disturbance on the lot.
- (2) Construction on an existing single-family residential lot and/or accessory uses on a lot of record providing between 10,000 square feet and 40,000 square feet of disturbance on the lot.
- (3) Construction on an existing single-family residential lot and/or accessory uses on a lot of record providing between 10,000 square feet and 40,000 square feet of disturbance on the lot.

6.6.D Site Design

At a minimum, all site design plans providing 40,000 square feet and more of site disturbance shall comply with the objectives identified in the most recent version of the Stormwater Quality Manual as well as the general criteria contained herein. Proprietary treatment devices and stormwater BMPs shall include technical design criteria from the manufacturer and scientific documentation supporting the performance provided for City Staff review.

This section for stormwater management shall apply for subdivision plans as well as site plans.

6.6.E Site Design Criteria

Land development applications shall incorporate the stormwater management requirements provided in the CTDEEP Stormwater Quality Manual, as amended, including but not limited to conformance to the five (5) Standards prescribed in Chapter 4 of the Stormwater Quality Manual. These standards are briefly described as follows:

6.6.E.1 Runoff Volume and Pollutant Reduction

- (1) Incorporation of non-structural Low Impact Development (LID) measures, to the maximum extent achievable, prior to consideration of other management practices.
- (2) Stormwater Retention and Treatment (Structural)
 - a) Retention: Retain on-site the following post-development stormwater runoff volume for the site (Required Retention Volume) to the maximum extent achievable using structural stormwater BMP's:
 - i) Required Retention Volume (RRV):
 - 100% of the site's Water Quality Volume (WQV)
 - 50% of the site's WQV if site has a DCIA of 40% or more
 - b) Additional Treatment without Retention: Where prescribed retention cannot be achieved, provide structural BMPs to achieve annual average pollutant load reductions for sediments, floatables and nutrients per Table 4-3 of the Water Quality Manual.

6.6.E.2 Stormwater Runoff Quantity Control

- (1) **Peak Runoff Attenuation for Site Development/Redevelopment:**
 - a) Control the 2-year, 24-hour post-development peak flow rate to 50% of the 2-year, 24-hour pre-development peak flow rate for each point at which stormwater discharges from a site using structural BMP's.
 - b) Control the 10-year, 24-hour post-development peak flow rate to the 10-year, 24-hour pre-development peak flow rate for each point at which stormwater discharges from a site using structural BMP's.
 - c) Control the 100-year, 24-hour post-development peak flow rate to the 100-year, 24-hour pre-development peak flow rate for each point at which stormwater discharges from a site using structural BMP's.
 - d) Demonstrate that any increased volume or change in timing of stormwater runoff will not result in adverse effects downstream of the site or at other site locations as required by City Staff.
- (2) **Conveyance Protection:** Design the conveyance system leading to, from, and through structural stormwater BMP's minimally based on the post-development peak flow rate associated with the 10-year, 24-hour storm
- (3) **Emergency Outlet Sizing:** Size the emergency outlet of stormwater quantity control structures to safely pass the post-development peak runoff from the 100-year, 24-hour storm event in a controlled manner without erosion downstream of the discharge.

6.6.E.3 Construction Soil Erosion and Sediment Control

Develop and implement a Soil Erosion and Sediment Control (SESC) Plan in accordance with the Connecticut Guidelines for Soil Erosion and Sediment Control Guidelines and, as required, the CT DEEP Construction Stormwater General Permit.

6.6.E.4 Post-Construction Quantity Control

Develop and implement a long-term Operations and Maintenance (O&M) Plan which identifies required inspection and maintenance activities for all structural BMP's incorporated in the site plan.

6.6.E.5 Stormwater Management Plan

Prepare a Stormwater Management Plan to document how the proposed stormwater management measures meet the Stormwater Management requirements herein as well as described in the Water Quality Manual.

6.6.F Soil Testing and Reporting

All stormwater BMP's require subsurface soil testing to confirm the integrity of the design stormwater management system components. Stormwater conveyance systems that do not provide any runoff quantity or quality control features do not require subsurface soil testing.

All proposed infiltration systems (as defined in the Water Quality Manual) shall provide subsurface soil testing in accordance with the Water Quality Manual.

6.6.G Practices for Stormwater Management Systems

All structural stormwater management facilities shall be selected and designed using the appropriate criteria from the most recent version of the Water Quality Manual.

The Commission may require a stormwater treatment design to attenuate specific stormwater pollutants of concern where the receiving waters are identified as impaired or susceptible to water quality impairment or are in areas where Total Maximum Daily Loads (TMDLs) have been completed.

Applicants may be required to submit documentation to demonstrate the performance of the facility in removal of pollutants based on available scientific literature /studies documenting pollutant removal efficiencies.

6.6.H Stream Channel Protection

Stream Channel Protection shall be consistent with the CT Water Quality Manual, CT DOT Drainage Manual and CT E&S Guidelines.

The protection of channels from bank and bed erosion and degradation shall be provided by:

- (1) Controlling the 2-year; 24-hour post-development peak flow rate to 50% of the 2-year; 24-hour pre-development level; or
 - (2) Controlling the 2-year; 24-hour post-development peak flow rate to the 1-year; 24-hour pre-development level.
-

6.6.I Channel Protection Waiver

Requirements for stream channel protection may be waived for:

- (1) Small sites (i.e., sites requiring less than 1-inch diameter orifice); or
 - (2) Sites with post-development discharges less than 2 cubic feet per second (cfs); or
 - (3) Direct discharges to 4th order or greater streams, lakes, and reservoirs, where the development area is less than 5% of the watershed area upstream of the development site; or
 - (4) Indirect discharges to an existing drainage network with adequate capacity to accommodate the flows from the site where the ultimate discharge is to a 4th order or greater stream, lake, or reservoir.
-

6.6.J Conveyance Criteria

Where practicable, low impact development practices to promote sheet flow of roadway run-off to vegetated areas, permeable soils and water quality treatment facilities shall be incorporated to reduce concentrated run-off volumes and velocities.

- (1) The proposed stormwater conveyance system shall, at a minimum, accommodate the runoff from a 10-year storm event. The discharge from any stormwater facility must be conveyed through properly constructed water courses to provide for non-erosive flows during all storm events. Rip-rap (or other approved energy dissipaters) shall be placed at all flared-end sections, pipe outlets, overflow weirs, drainage swales, and any other location. Rip-rap shall be sized such that the stones will be able to resist movement due to discharge velocity.

- (2) All drain lines to be connected to the municipal drain line shall be constructed by way of a drain manhole being installed between the existing drain line and the proposed drain line(s). Calculations indicating the existing piping system has capacity to accept the connected flows shall be provided.
- (3) Emergency outlets must safely pass the post-development peak runoff from the 100-year design storm event in a controlled manner without erosion of the outlet works or downstream drainage system and provide a freeboard of at least one (1) foot.

6.6.K Hydrologic Basis for Design of Structural Practices

For facility sizing criteria, the basis for hydrologic and hydraulic evaluation of development sites are as follows:

- (1) Off-site areas draining to the site shall be included in the hydrologic and hydraulic analyses.
- (2) The models TR-55 and TR-20 (or approved equivalent) shall be used for sizing all stormwater practices other than those used strictly for conveyance.
- (3) Stormwater conveyance features shall be sized using the Rational Method.
- (4) For purposes of computing runoff and assigning hydrologic curve numbers, all pervious lands in the site prior to development shall be assumed to be in “good” condition regardless of conditions existing at the time of computation unless proven otherwise.
- (5) The specified design storms shall be defined as 24-hour, Type III distribution design storm events using the rainfall amounts specified for New London County in the latest revision to the NOAA Atlas 14 (and subsequent generations of NOAA precipitation-frequency products).

6.6.L Site Stormwater Management Plan and Report

A site stormwater management plan is required and shall be prepared by a State of Connecticut Licensed Professional Engineer. A Stormwater management plan shall be provided for all subdivisions, site plans, special permit and zoning compliance applications unless deemed exempt per previous section or waived by City Staff.

6.6.M Site Stormwater Management Plan Contents

The stormwater management plan shall contain an executive summary, drainage area maps, calculations, descriptions, and other data sufficient to demonstrate compliance with these standards. The plan shall include all items as listed and described in Chapter 12 of the Water Quality Manual as amended and the following information:

- (1) Soil characteristics of the site and all soil test results.
- (2) Location of surface water bodies and wetlands on and adjacent to the site, and the depth to any groundwater or aquifer areas on or adjacent to the site.
- (3) CT DEEP water quality classifications for surface water and groundwater on and adjacent to the site and identification of any waterbodies on or adjacent to the site documented by CT DEEP as not meeting water quality standards pursuant to Section 303(d) of the Federal Clean Water Act.
- (4) Description of potential pollutant sources, anticipated stormwater pollutants and calculations for removal of total suspended solids and other pollutant removal rates where

required using published pollutant concentrations and pollutant reduction efficiencies as prescribed in the Water Quality Manual.

- (5) Stormwater management systems shall be designed and maintained to manage site run-off to eliminate surface and groundwater pollution, prevent flooding and control peak discharge.
- (6) Proposed operation manuals and inspection and maintenance schedule for all stormwater quality treatment BMP devices used to prevent runoff, encourage sheet flow or infiltration, or treat stormwater.
- (7) Identification of the party responsible for maintenance, inspection and repair of site stormwater BMP's.

6.6.N Construction Inspection

The City of Norwich shall have the right to inspect construction of any stormwater facility at reasonable times during construction. The City may charge the applicant an application fee that covers the cost of inspections performed by an outside consultant engaged by the City.

The City may require the permittee to have the construction of the stormwater facility inspected by a Connecticut Licensed Professional Engineer during construction to ensure construction is in accordance with the approved plans, specifications and permit conditions.

6.6.O Bonding

The City may require the applicant to provide a bond for the cost of construction and any performance monitoring of the stormwater facility required per conditions of permit or plan approval which stormwater facility prevents erosion and sediment on the site. The bond shall be in the amount of 100% of the estimated cost of the stormwater facility. The estimated cost shall be based on a detailed estimate prepared by a Connecticut Licensed Professional Engineer or other qualified person and subject to the review of the City. Bonds shall be provided in a form and content acceptable to the City's Attorney. The City of Norwich may utilize the bonds to complete the stormwater facility in the event the property owner fails to do so; inspect, to repair or remedy any such facility that is improperly installed or constructed; to provide additional measures where those implemented by the owner are insufficient to achieve the goals of this regulations; to perform periodic inspections; to perform maintenance that, following reasonable notice, the owner fails or refuses to perform; and to otherwise assure compliance with the requirements and objectives of this section.

6.6.P Right of Entry

The City shall have the right to enter upon the property to conduct inspections for compliance with this section during construction, maintenance operations and routine operations, upon reasonable notice for the circumstances. By the filing of a land use or permit application to the City of Norwich, the property owner shall have deemed to have consented to access for the above.

6.6.Q Operation and Maintenance Standards

- (8) The stormwater treatment facility shall not be modified or removed without the approval of the City Engineer.

- (9) The responsible party shall inspect and maintain the stormwater facilities on a regular basis in accordance with the Operations and Maintenance Plan.

6.6.R Operations and Maintenance Plan

An Operations and Maintenance (O&M) Plan for all stormwater management systems, including structural and non-structural controls, shall be submitted for City Engineer approval as part of the application documents. The O&M Plan shall be developed to ensure the system and its components function as designed and are maintained so as not to create or result in a nuisance condition, such as but not limited to flooding, erosion, pollutant discharge, excessive algal growth, over-grown vegetation, mosquito breeding, unsightly debris, or impairments to public safety and health. The property owner shall have primary responsibility for implementing the operations and maintenance plan and maintaining records of all inspections, repairs, improvements and/or alterations to all stormwater management components. These records shall be made available to City Staff upon request.

The contents of the O&M Plan shall include all the information as noted in Chapter 12 of the Water Quality Manual, as amended.

6.7 Historic Preservation

6.7.A Purpose

The purpose of the Historic Preservation Regulations outlined herein is to guide the preservation of important historic structures in the City of Norwich and support their restoration through the protections of exterior standards of buildings on the Register.

6.7.B Applicability

The Historic Preservation Regulations shall apply to all structures in the City of Norwich that are identified by:

- (1) The Registry in the National Register of Historic Places;
- (2) The State Register of Historic Places; or
- (3) The Norwich Connecticut Historic Survey (1977).

6.7.C General Requirements

Any contributing building to be renovated within a National Historic District, or individually listed building, shall not be modified on the exterior to the extent that it changes the historic appearance of the building so that it is no longer eligible to be listed. All efforts should be made to use like materials and maintain unique features so as to preserve the appearance of the building remains in harmony with the surrounding neighborhood. Exterior details should be maintained.

6.8 Interior Lots

6.8.A Applicability

An interior lot, as defined in Chapter 2 of these Regulations, is permitted in the R-80, R-40, and R-20 single-family residential districts, provided the standards of this section are complied with.

6.8.B General Requirements

- (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 minimum lot area shall be calculated to the point that the lot meets the lot width requirement.
- (2) The 25-foot minimum frontage shall be on a City accepted street. The width of drive for an interior lot shall be 25 feet, and in the event a drive serving an interior lot exceeds 100 feet in length, the Commission on the City Plan or the Zoning Enforcement Officer shall require additional width or pull-offs for passing purposes or other safety purposes in consultation with the City Engineer and/or Fire Marshal.
- (3) The front yard setback line shall meet minimum requirements of the specific district and run parallel to the road line measured at the point where the lot meets the minimum width for the district.
- (4) Other dimensional requirements within the underlying district are to be complied with.
- (5) The interior lot shall be accessible from an approved City street or a private road;
- (6) Any new road shall be designed according to the City of Norwich Subdivision Regulations and approved by City Staff prior to installation.
- (7) No private drive serving an interior lot shall be closer than 300 feet to another private driveway serving an interior lot on the same side of the street. Construction of driveways shall comply with Section 6.2 of these Regulations.

6.9 Landscaping

6.9.A Purpose

The purpose of these landscaping regulations is intended to preserve existing vegetation and encourage or require the planting of new screening and landscaping material to enhance the appearance and natural beauty of the City and to protect property values and the appearance of neighborhoods and commercial zones through appropriate landscaping and fencing.

6.9.B Applicability

The standards listed in this section apply to uses in all zoning districts with the exception of 6.9.B.1.

6.9.B.1 Single Family Homes & Multi-Family Units (2-4)

Single unit, and multi-unit homes up to 4 units are required to landscape front yard areas and maintain such landscaping in good condition, per Section 6.9.C.9. In no case will the landscaping be required to exceed 30 feet from the front lot line, except for those lots that are specifically called out in the table notes for the residential bulk requirements. Any other landscape features

associated with single family homes, and multi-family units up to 4, such as fences, walls, walkways, and other features, must be maintained by the property owner. Plantings along the street must be installed in accordance with the Subdivision Regulations and maintained.

6.9.C General Requirements

The following landscape requirements shall be the minimum standards within the City of Norwich:

6.9.C.1 Landscaping/Maintenance Required

Any portion of a developed lot or property which is not used for the location of buildings, structures, accessory uses, off-street parking and loading areas, sidewalks, active or passive recreation, or similar purposes, shall be landscaped and maintained in such manner as to minimize stormwater runoff.

6.9.C.2 Existing Vegetation

- (1) To the extent possible, existing trees, vegetation, and unique site features such as stone walls shall be retained and protected.
- (2) Existing healthy, mature trees, if property located, shall be fully credited against the requirements of these Regulations.
- (3) The Director of Public Works / City Tree Warden shall be consulted if the proposed development requires the removal of any existing trees located on City property.

6.9.C.3 Native and Invasive Species

Native species should be used wherever possible. No tree, shrub, or any other plant shall be installed that has been identified as an invasive species by the State of Connecticut Invasive Plants Council.

6.9.C.4 New Planting

- (1) All regraded areas shall be covered with loam to a depth of six inches and seeded.
- (2) Landscaping, trees, and plants required by these Regulations shall be planted in growing condition according to accepted horticultural practices and they shall be maintained in a healthy growing condition.
- (3) Any landscaping, trees, and plants which are in a condition that does not fulfill the intent of these Regulations shall be replaced by the property owner during the next planting season for the particular plant material.
- (4) Permanent watering systems shall be encouraged.
- (5) At the time of planting, trees shall be the following minimum size:
 - a) Shade Trees: three (3) inch caliper measures three (3) feet above grade
 - b) Evergreen Trees: seven (7) foot height
 - c) Flowering Trees: two (2) inch caliper, single stem, eight (8) foot height
- (6) All landscaping, trees, and planting material adjacent to parking areas, loading areas, or driveways shall be property protected by barriers, curbs, or other means from damage by vehicles.

6.9.C.5 Screening Fence/Wall

A screening fence or wall required by these Regulations shall be maintained by the property owner in good condition throughout the period of use on the lot.

6.9.C.6 Maintenance

Failure to maintain any landscaped area or buffer strip required by these Regulations shall constitute a violation of these Regulations.

6.9.C.7 Planting Season

Unless otherwise shown on the plans or directed by the City Planner, the planting season shall be as indicated below and no planting shall be done in frozen ground or when the ground is snow covered, or when soil is otherwise in unsatisfactory condition for planting.

Table 18: Planting Seasons

	Spring	Fall
Deciduous Material	March 1 – May 15 (Inclusive)	October 15 – December 15 or until the ground freezes
Evergreen Material	March 1 – June 1 (Inclusive)	August 15 – October 1 (Inclusive)

6.9.C.8 Design and Selection of Materials

- (1) **All Season:** Landscaping should be designed to remain functional and attractive during all seasons through a thoughtful selection of deciduous, evergreen, berrying, and flowering plant varieties.
- (2) **Turf:** Turf must not be planted in strips of less than five (5) feet wide.
- (3) **Lawns:** Lawn seed mixes should be drought resistant. To achieve a high level of drought tolerance, lawn mixes may include, but not limited to, a predominance of fine fescues.
- (4) **Plant Hardiness:** Plant varieties should be selected for resistance to drought, moisture, salt, urban conditions, or insects and other pests depending on the location of landscaping and the specific stressors anticipated for different areas of the site.
- (5) **Minimal Care:** Plants should be selected so that landscaping can be maintained with minimal care and the need for watering, pesticides, or fertilizers can be minimized or eliminated.

6.9.C.9 Front Landscape Area

A front landscape area is required for all uses in all zoning districts. The purpose of the landscaping is to enhance the appearance of the use on the lot and not to screen the use from view.

- (1) **Required Materials:** The required landscaped area must be covered with grass, ground cover, or other decorative landscape materials and include appropriate trees and shrubs.
- (2) **Area Between the Front Lot Line and the Edge of the Street:** In cases where the edge of the pavement within a public right-of-way does not coincide with the front lot line, the property

owner must landscape the area between the front lot line and the edge of the street that is not covered by sidewalk with the use of turf, pavers, or other natural materials approved by the Commission on the City Plan.

6.9.C.10 Street Trees

At a minimum, one street shade tree having a caliper of three (3) inches and a minimum height of six (6) feet must be planted for each fifty (50) feet or fraction thereof of lot frontage. Street trees should be approved by the City Tree Warden or a licensed arborist.

6.9.C.11 Substitutions

On an already developed site where the following exists, the Commission may allow the required front landscaped area to be met through the substitution of planters, plant boxes or pots containing trees, shrubs, and/or flowers in lieu of in-ground planting:

- (1) The building is within ten (10) feet of the front lot line and there is an existing or proposed sidewalk within this area, or
- (2) There is existing parking within this front area that cannot be relocated to other areas of the site.

In determining such substitution, the Commission shall consider: (a) the lot size and shape and the location of existing structures and parking areas; (b) the availability of other areas where any such parking may be located on the lot; (c) the number, size, location, and quality of the planter boxes to be used; (d) the design of the building and uses that face the street and the need for visual buffering of such buildings and uses; (e) the need for street trees within this location.

6.9.D Front Landscape Areas

In addition to the requirements of Section 6.9.B, the following apply in Commercial and Industrial Districts.

6.9.D.1 GC, RC, WD, BP, PDD, IPMR Districts

- (1) **Front Lot Line Area:** A landscaped strip along and contiguous to the front lot line(s) must be provided at a minimum width of ten (10) feet.
- (2) **Front of Buildings:** A minimum five (5) foot wide landscape area must abut the front of the buildings on site using one of the following options:
 - a) Provide a continuous landscape strip at least five (5) feet wide along the entire length of the building frontage, not including doorways.
 - b) Provide an area of landscaping equivalent to that required in Section 6.9.C.1.2.a along the building frontage that covers a minimum of fifty (50) percent of the length of the building.
- (3) **Parking in Front of Buildings:** Parking in front of a building must be designed to meet pedestrian safety standards and item 2 above for front of building landscape requirements.

6.9.D.2 MF and NC Districts

- (1) **Front Lot Line Area:** A landscaped strip along and contiguous to the front lot line(s) must be provided in accordance with the following minimum widths:

- a) **MF:** Ten (10) feet or the area in front of an existing building if the existing building is less than ten (10) feet from the front lot line.
 - b) **NC:** Five (5) feet or the area in front of an existing building if the existing building is less than five (5) from the front lot line.
- (2) **Front of Building:** A minimum of five (5) feet wide landscape area must abut the front of the buildings on the site using one of the following options:
- a) Provide a continuous landscape strip at least five (5) feet wide along the entire length of the building frontage, not including doorways.
 - b) Provide an area of landscaping equivalent to that required in Section 6.9.C.2.2.a along the building frontage that covers a minimum of fifty (50) percent of the length of the building.
- (3) **Parking in Front of Buildings:** Parking in front of a building must be designed to meet pedestrian safety standards and item 2 above for front of building landscape requirements.

6.9.D.3 Alternative Arrangements

Where lot size and shape or existing structures make it infeasible to comply with the requirements for a front landscaped area or landscaped parking area, the Commission on the City Plan, or Zoning Enforcement Officer, depending on the type of approval required, may accept the substitution of planters, plant boxes, or pots containing trees, shrubs, and/or flowers to comply with the intent of these regulations.

6.9.E Side Landscape Areas

No parking facilities shall be located within five (5) feet of any rear or side lot line in any zone, excluding Chelsea Central, except in the paved portion of the driveway that gives access to said facility and such area shall be appropriately landscaped.

6.9.F Parking Lot Landscaped Area

Any parking lot in any zone providing spaces for twenty (20) or more vehicles shall include a perimeter landscaped area around such parking lot (except for driveway access) with:

- (1) A minimum dimension of five (5) feet. Such distance may be increased for lanes of ingress and egress.
- (2) Plantings of grass or shrubs, and at least one (1) deciduous tree of not less than three (3) inch caliper and at least six (6) feet in height, for every fifty (50) feet along the perimeter of the parking area.

Any parking lot in any zone providing spaces for fifty (50) or more vehicles must comply with the following:

- (1) **Minimum Landscaping:** A minimum of ten (10) square feet of interior landscaping within the paved portion of the parking area for each parking space.
- (2) **Landscaping Purpose:** Landscaped areas (islands) are required to indicate and assure safe and efficient channelization of both pedestrian and vehicular traffic and to separate the major vehicle accessways through the parking area from parking aisles.

- (3) Landscaping Requirements: Each separate landscaped area (island) must contain a minimum of 100 square feet, with a minimum dimension of at least eight (8) feet, be constructed with sub-surface drainage, incorporate compaction resistant soil, be planted with grass or shrubs, and include at least one deciduous shade tree of not less than two (2) inch caliper, at least six (6) feet in height. Any landscape area that is continuous along a major accessway within the parking lot should include at least one deciduous tree of not less than two (2) inch caliper, at least six (6) feet in height, for every fifty (50) lineal feet within this landscaped area.

Where the parking area is fully integrated with an adjacent parking area, the Commission on the City Plan may, via Special Permit, approve a modification to these parking lot landscaped area regulations.

6.10 Buffer Areas

6.10.A Purpose

The purpose of the buffer area is to provide privacy from noise, headlight glare, and visual intrusion into existing and potential residential uses.

6.10.B Applicability

A buffer area is required along and within all boundaries of a lot for any of the following:

- (1) A use in a commercial or industrial district where the lot is abutting or directly across a local street from any lot in a residential district.
- (2) All Special Permit uses within a Residential District or abutting any residential district or residential use.
- (3) Failure to maintain any required landscaped buffer strip or improvements thereon, shall constitute a violation of the provisions of these regulations.

6.10.C Design Standards

A required buffer area must comply with at least one of the following minimum design standards with details provided to support the approved option. The Commission on the City Plan or Zoning Enforcement Officer will make the determination as to which option will be used depending on the permitting approval path.

6.10.C.1 Buffer Width and Landscape Planting:

The buffer must be designed to provide both minimum width and landscape plantings.

- (1) **Width:** The minimum width of buffer areas is as follows:
 - a) Neighborhood Commercial & Waterfront Development: 5 Feet
 - b) General Commercial & Regional Commercial: 15 Feet
 - c) Business Park & Planned Development Design District: 20 Feet
 - d) Industrial, Production, Manufacturing, & Research: 20 Feet

- e) Special Permit Uses within a Residential District or abutting any residential district or residential use: 15 Feet
- (2) **Landscape Plantings:** At a minimum, the plantings must consist of evergreen trees a minimum of six (6) feet in height planted at intervals (staggered) that will create a contiguous screen of vegetation while providing enough space for the tree to thrive. Non-evergreen planting may be included to supplement evergreen planting, but not to take its place.

6.10.C.2 Berm/Fence/Wall and Landscape Planting:

The buffer must be designed to include both a berm/fence/wall and landscape plantings. A minimum buffer width is not required for this option.

- (1) **Berm/Fence/Wall:** A six (6) to eight (8) foot high earthen berm or a six (6) to eight (8) foot high solid and opaque wall or fence where the berm, fence, or wall is at a location and of a design and materials deemed by the Commission on the City Plan or Zoning Enforcement Officer, depending on approval path, to be sufficient to accomplish the purposes of this Section as stated in Section 6.10.A above.
- (2) **Landscape Plantings:** Landscaping, including trees and shrubs, must be provided to enhance and soften the area of the berm, fence, or wall.

6.10.C.3 Natural Vegetation:

This buffer option may be used where the existing landscaping or vegetated area provides adequate buffering between the two properties and meets the following:

- (1) The existing vegetation includes a healthy stand of trees that will be maintained.
- (2) The width of the existing vegetation is a minimum of 1.5 times the required buffer width in Section 6.10.C.1 above.

6.11 Trash & Recycling Locations

Unless otherwise regulated by specific building or site type, all trash, recycling, and other waste storage areas shall comply with this section and apply to all zoning districts.

6.11.A Location

- (1) **Rear Yard:** Trash, recycling, and other waste areas must be located in the rear yard of the lot, except as allowed by this subsection.
- (2) **Side Yard:** When no rear yard exists or when the rear yard is less than five (5) feet in depth, trash, recycling, and other waste areas may be located in the rear portion of a side yard
- (3) **Other Yard:** Where no rear or side yard exists, trash, recycling, and other waste may be located in a yard, other than the front yard, provided that the containers are fully screened from the street and adjoining properties consistent with Section 6.12 of these Regulations.
- (4) **No Yards;** Where no yards exist, trash, recycling, and other waste containers may be located within the public right-of-way, provided it does not interfere with multi-modal traffic or create a hazardous condition, only upon approval of the Commission on the City Plan in conjunction with the Department of Public Works, with an encroachment permit and maintenance agreement.

- (5) **Indoors:** Trash, recycling, and other waste areas may be located inside the building with access doors off the rear or side façade. Access doors may be located facing a street if no other option exists. Access doors must be opaque, screening a minimum of 80% of the opening.

6.11.B Other Requirements

- (1) See Section 6.12 for required screening of trash, recycling, and other waste areas.
 (2) All waste and recycling areas shall be maintained in a clean and sanitary condition.

6.12 Screening of Refuse & Mechanical Areas

6.12.A Purpose

To reduce the visibility of trash, recycling, and other waste areas; loading areas; and mechanical equipment from public areas and adjacent properties.

6.12.B Applicability

The following requirements apply to all dumpsters, loading areas, open storage, waste and recycling areas, and mechanical equipment on all development except single-, two-, three-, and four-unit dwellings.

6.12.C Design Standards

- (1) **General Location:** Services and outdoor storage areas, large utility cabinets and mechanical equipment, and waste receptacles (dumpsters, compactors, and mechanical equipment) must be located away from highly visible areas, such as streets and pedestrian walkways, to minimize visual, noise or physical impacts on the site, street environment, adjacent public open spaces, and adjacent properties.
- (2) **Solid Waste/Recycling Enclosure:** All solid waste receptacles and recycling bins not located within parking garages or other indoor facilities must be located on a concrete base, in a freestanding enclosure that is architecturally consistent with the primary structure(s) or other walls on the site. Chain link fencing with slats may be used if not prohibited by the underlying zone. The enclosure should be in an area convenient for on-site use and accessible for collection.
- (3) **Service & Outdoor Storage Areas:** Service areas (loading docks, compactors, large utilities) and outdoor storage areas should not face or be highly visible from a street. Where not feasible due to multiple street frontages, lot size, or other existing development on site, these areas should be screened from view with a solid visual barrier, using materials consistent with the design of the primary structure(s) on the site. Utility cabinets and smaller scale service elements may be screened with landscaping or structures.
- (4) **Mechanical Equipment:** All mechanical equipment, including air conditioners, heaters, vents, and similar equipment, rooftop and ground-mounted, must be screened from public view (both on and off-site) and from adjacent residential districts, except for any equipment less than thirty (30) inches in height that is located on the ground or any permitted renewable energy generation equipment that is for individual single-family or two-unit dwelling on a

private property. Screening must be located to not interfere with operation of the equipment. All screening for mechanical equipment must meet the following standards:

- (5) **Large Private Mechanical Equipment:** Includes ground-mounted equipment at least four (4) feet in height.
 - a) **Fence or Wall.** An opaque wood fence or brick-faced masonry screen wall is required on all sides facing a street right-of-way.
 - b) **Shade Trees.** Medium or large shade trees are required at a minimum of 40 feet on center, with at least one shade tree required for each segment of buffer.
 - c) **Shrubs.** Planting beds consisting of a double row of mixed shrubs with a minimum mature width of twenty-four (24) inches each, spaced no more than thirty-six (36) inches on center, and height maintained between thirty (30) and seventy-two (72) inches.
- (6) **Small Private Mechanical Equipment:** Includes ground-mounted equipment less than four (4) feet in height. Landscape screening with shrubs spaced no more than thirty (30) inches on center must be utilized, and the type and size of shrubs planted must such that the equipment will be fully screened within two (2) years.
- (7) **Roof-Top:** All screening devices should be integrated into the architectural design through elements such as parapet walls, false roofs, roof wells, clerestories, or equipment rooms. Screening walls or unit-mounted screening is allowed but less desirable. To the extent practicable, all rooftop mechanicals must be painted to blend with structural roof and limit its visibility.

6.13 Lot Requirements

6.13.A 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:

- (1) They were owned by the same person(s) at any time upon, or following, the adoption of these Regulations; and
- (2) One or more of the lots is undeveloped; and
- (3) One or more of the lots does not conform to the dimensional standards noted in Chapter 3 of these Regulations; and
- (4) They are listed on the same Deed and are adjacent and/or abutting to one another; and
- (5) If taken together, the resulting combined lot would meet or more nearly meet the requirements of these Regulations.

6.13.B Lot Splits or Lot Line Revisions

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 Commission on the City Plan.

The Zoning Enforcement Officer shall require certification and legal documentation from a Connecticut licensed land surveyor 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 and Conn. Gen. Stats. §8-26.

Any person who fails to obtain 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.

6.13.C Corner Visibility

On a corner lot 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.

6.13.D Lot Area

Notwithstanding the minimum lot areas specified for each zoning district in Chapter 3, the following minimum lot areas shall be required, as recommended by the State's 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.
- (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.

6.13.E Principal Buildings

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 Chapter 3 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 is no longer permitted).
- (2) The lot is located in a zone other than R-80, R-40, R-20, R-15, or R-10, and either:
 - a) The permitted principal buildings are under the same ownership, or
 - b) The lot and buildings constitute common interest ownership property.

In all cases, the dimensional standards of Chapter 3 of these Regulations shall be applicable.

6.13.F Yard Setbacks

The following additional yard setbacks shall be considered for all lots in the City:

- (1) 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.
- (2) 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.
- (3) 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) 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.
- (5) 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.

6.14 Off Street Parking

6.14.A Purpose

The purpose of this section is to provide adequate parking and loading facilities to serve all existing and proposed uses and activities in the City. It is the goal of this section to:

- (1) 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) Require bicycle parking facilities, both short- and long-term, for appropriate development type(s).
- (3) Weigh the need for parking against the potential impact of stormwater from impervious surfaces required for off-street parking.

6.14.B Applicability

These parking standards provided herein shall apply to any development or redevelopment in Norwich.

6.14.C Parking & Loading Requirements

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.

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 altered 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.

6.14.C.1 Minimum & Maximum Required Parking & Loading Spaces

The following table specifies the minimum and maximum parking requirement for each land use within the City. Parking shall be located on the same lot as the use it serves, unless the Commission approves satellite parking as part of a site plan or Special Permit application in accordance with these Regulations. The following shall also be considered in calculating the required parking for a use:

- (1) 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.
- (2) 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.
- (3) 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.
- (4) For a shopping center, the parking requirements shall be computed on the basis of the overall patron floor area built therein, without regard to the specific use of each store, bay, or other leasable unit contained therein.
- (5) For non-residential uses, except shopping centers, parking and loading spaces required shall be interpreted as spaces per square foot (SF) of gross floor area (GFA).

Table 19: Minimum/Maximum Parking & Loading Spaces by Use

Use	Parking Spaces		Loading Spaces
	Minimum	Maximum	Minimum
Residential Uses			
Accessory Apartment	1 per unit, plus spaces required for the principal unit		
Home-Occupation	Based on Peak: 1 per visitor/client + 1 per employee		
Multifamily Dwellings	Efficiency/1-Bedroom Units: 0.75 per unit.		1 per 40,000 sf of building area.
	2+ Bedrooms: 1.5 per unit	2 per unit	
Bed & Breakfast	2 for the principal dwelling, plus 1 per guest bedroom or rooming unit	1.5 per guest bedroom	

Use	Parking Spaces		Loading Spaces
	Minimum	Maximum	Minimum
Single-Family Dwelling	2 per unit		
Two, Three, Four-Family Dwellings	2 per unit	2 per unit	
Community & Institutional Uses			
Churches, Places of Worship, Stadium, Clubs	1 per 4 seats of total seating capacity	1 per 3 seats of total seating capacity	
Assisted /Convalescent/Nursing Homes	1 space for every 4 dwelling units, plus 1 space for every two (2) employees during the largest shift.	1 space for every 3 dwelling units, plus 1 space for every two (2) employees during the largest shift.	
Place of Public Assembly	1 per 4 seats of total seating capacity	1 per 3 seats of total seating capacity	
Schools: K-8	1 per teaching station	2 per teaching station	
Schools: 9-12 + Higher Learning	5 per teaching station	0.5 per student	
Commercial Uses			
Automotive Dealership	1 per 400 sq. ft. of Gross Floor Area or 1 per 1,000 sq. ft. of gross lot area, whichever is greater	1 per 400 sq. ft. of Gross Floor Area or 1 per 1,000 sq. ft. of gross lot area, whichever is greater	
Child Care Center	1 per employee + 1 per 6 children enrolled. Must provide an acceptable area for dropping off children.	1 per employee + 1 per 10 children enrolled. Must provide an acceptable area for dropping off children.	
Funeral Homes	1 space per 100 sq. ft. of area intended for public occupancy.	1 space per 60 sq. ft. of area intended for public occupancy.	
Gas Station	One (1) space for every 400 sq. ft. of gross floor area (not including fuel pumping areas outside and/or under a	One (1) space for every 200 sq. ft. of gross floor area (not including fuel pumping areas outside and/or under a canopy),	1

Use	Parking Spaces		Loading Spaces
	Minimum	Maximum	Minimum
	canopy), plus one (1) per employee.	plus one (1) per employee.	
Car Wash Facilities, Self Service	Two (2) stacking spaces per wash bay at the entrance and one (1) space at the exit.	A ten (10) percent increase over the minimum parking requirement	
Car Wash Facilities, Automatic	One (1) for each two (2) employees plus 10 vehicle stacking spaces at the carwash entrance and two (2) spaces at the exit.		
Hospitals & Skilled Nursing Homes	1 per 3 beds + 1 per employee on largest shift.	1 per 2 beds + 1 per employee on largest shift.	1 for each 40,000 sf of gross floor area, or fraction thereof, excluding basements.
Hotel / Inn	1 per guest bedroom plus one (1) per each two (2) employees on the premises at any time.	1.5 per guest bedroom, plus one (1) per each two (2) employees on the premises at any time.	
Marina / Yacht Club	0.5 per occupied boat mooring.	1 per occupied boat mooring.	
Medical, Dental Offices, Veterinary Hospitals	1 per 250 sq. ft. of gross floor area.	1 per 200 sq. ft. of gross floor area.	
Motor Vehicle Service & Repair Garage	3 per repair bay, plus one per vehicle used by the business	4 per repair bay, plus one per vehicle used by the business	
Other Offices	1 per 350 sq. ft.	1 per 200 sq. ft.	
Public Financial Institution Area with Teller Window	1 per 335 sq. ft. of gross floor area.	1 per 200 sq. ft. of gross floor area.	
Bar/Tavern (Standalone or within a Restaurant)	1 per 75 sq. ft. of patron floor area	1 per 30 sq. ft. of patron floor area	
Restaurant, Fast Food	1 per 50 sq. ft. of patron floor area, with a minimum of 5 spaces	1 per 40 sq. ft. of patron floor area	
Restaurant, Standard	1 per 4 seats, plus 20%		

Use	Parking Spaces		Loading Spaces
	Minimum	Maximum	Minimum
Restaurant, Take Out	4	1 per 100 sq. ft. of patron floor area	
Retail Stores - Small Scale (≤10,000 sq. ft.)	1 per 250 sf of patron floor area	1 per 200 sf of patron floor area	1 for each 40,000 sf, or fraction thereof, excluding basements.
Retail Stores / Shopping Center – Medium Scale (>10,000 sq. ft. to 40,000 sq. ft.)	1 per 350 sf of patron floor area	1 per 300 sf of patron floor area	
Retail Stores / Shopping Center – Large Scale (>40,000 sq. ft.)	1 per 400 sf of patron floor area	1 per 350 sf of patron floor area	
Shopping Center (4+ Retail Stores or > 100,000 sf)	1 per 300 sf of patron floor area	1 per 200 sf	
Self-Storage Facility	1 per 600 sf of office space + 2 per 100 units		
Indoor Commercial Recreation	1 per 300 sq. ft. of gross floor area	1 per 150 sq. ft. of gross floor area	
Outdoor Commercial Recreation	1 per 1,000 sq. ft. of lot area, plus 1 per every 2 employees.	1 per 1,000 sq. ft. of lot area, plus 1 per every 1 employee.	
Stadiums	N/a – Parking & Traffic Management Plan Required Per Site Plan Review		
Data Center	N/a	Office: 1 per 300 sq. ft. Other Floor Area: Requires Staffing Plan as part of Special Permit Application	
Manufacturing, Processing, & Assembling Plants	1 per 1,000 sq. ft. of gross floor area	1 per 600 sq. ft. of gross floor area	1 per 40,000 sf, or fraction thereof, excluding basements.
Research Laboratories	1 per employee	1 per 700 sq. ft.	
Warehouse, Wholesale Business,	1 per every 3,000 sq. ft. of storage space	1 per every 2,000 sq. ft. of storage space	

Use	Parking Spaces		Loading Spaces
	Minimum	Maximum	Minimum
Terminals, & Distributors			

6.14.C.2 Reductions in Minimum Parking Requirements

Subject to a special permit and site plan review, the Commission may reduce the minimum off-street parking requirements when requested 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 or can demonstrate industry standards which recommend less parking.

- (1) The Commission shall refer said application to the City Parking Commission who shall review and report 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) In consideration of 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:

Table 20: Reduced Parking Minimums

Walking Distance ^A	Reduction Factor (%)
0 – 250 feet	100
251 – 500 feet	75
500 – 600 feet	50
Over 600 feet	0

A. 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.

6.14.C.3 Parking in the Chelsea Central District

If one or more of the following conditions are met, the required off-street parking and loading facilities for motor vehicles do not apply for existing buildings in the Chelsea Central District. The Commission may reduce parking requirements for buildings in the CC in accordance with the standards listed under Section 6.14.C.2 and the following circumstances:

- (1) Adequate parking can be provided by nearby public or private parking lots.
- (2) 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.
- (3) The Commission shall consider the following criteria in determining whether adequate parking is provided within the area to meet the needs of the project:

- a) Peak demand times for parking use and its relationship to the potential of shared parking.
- b) Provision of parking for employees.
- c) Availability of parking facilities outside of the immediate area in conjunction with public transit.

6.14.C.4 Handicapped Parking

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. In addition:

- (1) 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.
- (2) 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.

6.14.C.5 Shared Parking

Nothing in this section shall be deemed to prohibit a cooperative action on the part of any property owners 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 1000 feet of the building which it serves. 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.

6.14.C.6 Bicycle Parking

Bicycle parking shall be required for the following uses/developments, in accordance with requirements of this section:

- (1) New construction, changes of use, or substantial improvement (MF, CC, NC, GC, RC, PDD, WD, BP);
- (2) All new multi-family developments of 5 dwelling units or more;
- (3) New retail, office, and institutional developments greater than 5,000 square feet; and
- (4) All transit transfer stations and park-and-ride lots.

6.14.C.7 Bicycle Parking Requirements

- (1) Multi-Family Developments and Residential Units in Mixed-Use Developments.
 - a) Long-Term (Resident) Spaces: 1 per 4 Units.
 - b) Short-Term Spaces: 1 per 10 Units
 - c) No Residential Development shall be required to provide more than 35 total bicycle parking spaces.

- (2) Commercial Sites, excluding automotive and animal related uses.
 - a) Long-Term (Employee) Spaces Over 5000 sq. ft.: 25% of Required Short-Term Spaces.
 - b) Short Term Spaces: 1 per 10 required parking spaces or one per 2500 sq. ft., whichever is greater.
- (3) Educational, Recreational, and Public Uses shall provide bicycle parking facilities at a rate deemed appropriate by Planning and Neighborhood Services Staff in cooperation with the Department of Public works or the Commission on the City Plan.
- (4) Short-Term Bicycle Parking areas must be located within 100 feet of the main entrance to the building.
- (5) Long-Term Resident or Employee Bicycle Parking is strongly encouraged to be located internal to the building or in a covered, secure area on-site.
- (6) All bicycle racks must be anchored to the ground in a manner that will resist removal and constructed of materials that will resist rust or corrosion. Bicycle parking spaces shall at a minimum provide a bicycle rack that permits the locking of a bicycle frame and one (1) wheel while supporting the bicycle in a stable position that will not damage the bicycle or its components or interfere with pedestrian access to the sidewalk and ingress and egress to buildings or facilities.
- (7) 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.

6.14.D Design Standards

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, the State Department of Transportation for approval of all curb cuts, driveway openings, or improvements or modifications to parking areas before a permit may be obtained therefor. The following standards shall apply when designing an off-street parking facility:

- (1) Required parking facilities shall be provided on the same lot as the building they serve or on a lot within 1000 feet from such building, except as provided in Section 4.17.B.
- (2) 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.
- (3) 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.
- (4) The light, including illuminated signs, on any parking area or driveway shall be located and arranged to reflect away from residential areas and streets.
- (5) Pedestrian safety. All off-street parking areas shall be designed to provide for the safe and convenient movement of pedestrians through such areas.

6.14.D.1 Parking on Sidewalks

Parking is prohibited on sidewalks and on sidewalk crossings of driveways.

6.14.D.2 Parking in Yard Areas

Parking spaces in all zoning districts shall be located to the side or rear of the principal residential building. Parking spaces shall not be located within a front yard except within a driveway and located to the side or rear of the principal residential structure. Parking for residential uses is prohibited in front yard areas except on approved driveways that comply with all applicable regulations of these Regulations.

6.14.D.3 Parking Lot Construction

Parking lot construction shall be in accordance with the following parking specifications and shall be discussed in consultation with the City Engineer and the Zoning Enforcement Officer:

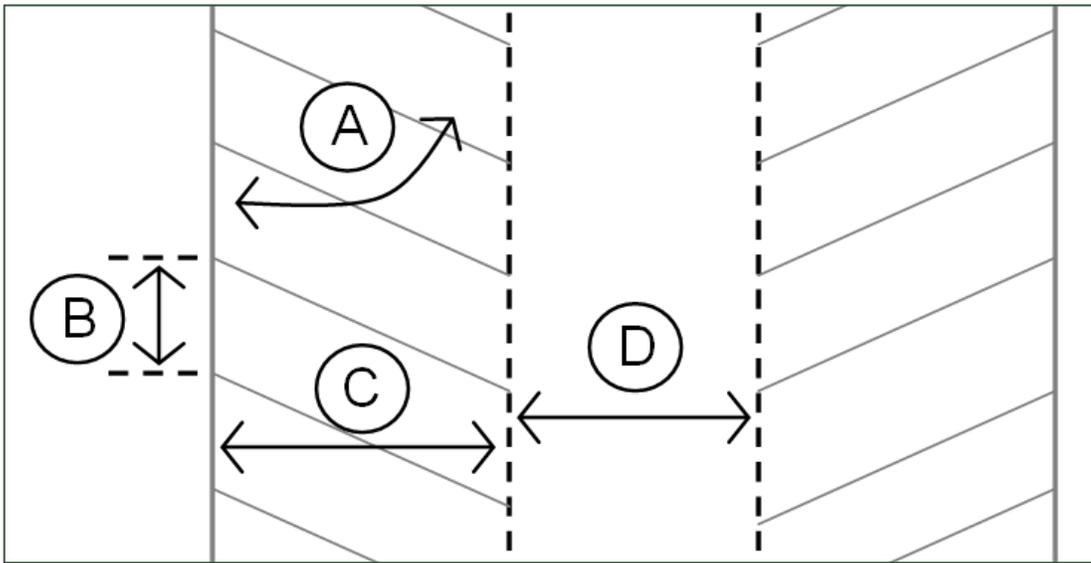
- (1) The parking surface shall be treated with bituminous pavement products unless the Commission approves an alternative surface.
- (2) The Commission may allow an alternate surface if the use is a low traffic generator, and the Commission is satisfied with the maintenance provisions.
- (3) Use of 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. And shall be required for parking lots that trigger MS-4 review by the City Engineer to the extent required to comply with MS-4 standards.

6.14.D.4 Parking Spaces

Required off-street parking spaces and aisles shall be installed and maintained as follows:

Table 21: Minimum Parking Dimensions – Off-Street Parking

Parking Space Type (A)	Dimensions			Travel Aisle Width (D)	
	Space Width (B)	Space Length (C)	Vertical Clearance (Stall & Aisle)	One-Way	Two-Way
Parallel	8.0'	18.0'	7.5'	11.0'	22.0'
30° Angle	9.0'	18.0'	7.5'	11.0'	20.0'
45° Angle	9.0'	18.0'	7.5'	13.0'	24.0'
60° Angle	9.0'	18.0'	7.5'	18.0'	24.0'
90° Angle	9.0'	18.0'	7.5'	24.0'	24.0'



6.14.D.5 Loading Spaces

A required loading space shall not be less than 10 feet wide, 25 feet long, and 15 feet high, exclusive of access.

6.14.D.6 Compact Parking Spaces

In parking lots that are over 50 spaces in size, 20% of the spaces can be made to service compact motor vehicles. All or any part of the parking spaces provided in addition those required by these Regulations may be for compact vehicles. Compact parking stalls shall be built to the following standards:

- (1) The size of these compact spaces shall be 8 feet in width by 16 feet in length.
- (2) Compact parking stalls shall be grouped in contiguous, uniform stalls and shall have signs placed in appropriate locations indicating parking for compact vehicles only.

6.14.D.7 Bicycle Parking

Bicycle parking spaces shall be designed to:

- (1) Provide a convenient place to lock a bicycle and be capable of locking the bicycle and supporting the bicycle in an upright position.
- (2) Be at least 6 feet long, 2 feet wide, and shall provide at least 7 feet of vertical clearance, unless a bicycle locker is provided.
- (3) Be securely anchored to a supporting surface.
- (4) Not interfere with pedestrian circulation and shall be separated from automobile parking.
- (5) Bicycle racks shall be located at each main building entrance and placed in an area that is highly visible.

6.14.D.8 Landscaping

Parking lots in commercial and industrial districts and multi-family developments of five (5) units or more shall provide landscaping as described herein, in addition to the required landscaped buffer strips noted in Section 6.9 and 6.10:

- (1) **Minimum:** Parking lots shall include at least ten (10) square feet of green space, seeded to grass and planted with trees and shrubs for each parking space.
- (2) **Purpose:** Islands are required to provide safe and efficient channelization of pedestrian and vehicular traffic and to separate major vehicle accessways through the parking area from parking aisles.
- (3) **Requirements:**
 - a) **Terminal End Islands.** Landscape islands are required at terminal ends of freestanding rows or bays of parking. Freestanding rows or bays are those not abutting the parking lot perimeter or building face and may have a single or double row of parking.
 - b) **Row Islands.** For rows of parking with more than ten (10) spaces, a landscape island is required for every ninth parking space with a result of no more than ten (10) continuous parking spaces in a row without a landscaped island.
 - c) **Island Size.** The minimum size of an island is five (5) feet wide and the depth of a parking space.
 - d) **Island Trees.** A minimum of one (1) medium or large shade tree, a minimum of three (3) inches in caliper, must be installed within each island.
 - e) **Stormwater.** Islands may accommodate stormwater detention or retention areas, rain gardens, or other infiltration systems.

6.14.E Other Parking Requirements

6.14.E.1 Parking Installation Deferment

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:

- (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 stormwater management system shall be designed for the full parking requirement and the deferred parking area shall be served by such system;
- (3) That the Commission find the reduced number of parking spaces proposed to be installed will adequately serve the proposed development;
- (4) 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 Site Development Plan or Special Permit, the parking for which is affected by this subparagraph, and be so recited in

the document evidencing such Site Development Plan or Special Permit recorded on the land records.

6.14.E.2 Lots 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 shall be considered 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. Enlargement of any existing structure or use, or any change of occupancy or manner of operation that would increase the demand for the number of parking, loading or bicycle spaces required by 50% or more shall require improvements to parking layout, loading, circulation, or lighting to maximize the efficiency of the existing lot, 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 demand for 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 the number of parking spaces for the existing structure or use are deficient, additional parking spaces may also be required where conditions allow to meet the standards of these Regulations.
- (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 Zoning Enforcement Officer in consultation with the Planning Department and Public Works Department.
- (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 noncompliant condition. Any such proposed change must be approved by the Zoning Enforcement Officer.
- (7) Process. Applicants proposing to change a parking area shall prepare a parking plan, which shall be reviewed and approved by the Zoning Enforcement Officer in consultation with the Planning Department and Public Works Department prior to any modifications.

6.14.E.3 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.

6.14.F Residential Off-Street Parking & Driveway Standards

6.14.F.1 Purpose

The purpose of these regulations is to promote public safety, preserve the visual and physical character of residential neighborhoods, and ensure that off-street parking and driveways are properly designed, constructed, and maintained. Specifically, these regulations are intended to:

- (1) Prevent overcrowding and excessive vehicle storage within residential neighborhoods;
- (2) Eliminate unapproved and unsafe parking areas created by property owners or contractors;
- (3) Prohibit parking on lawns and other unpaved yard areas;
- (4) Restrict new driveways located directly in front of dwellings unless no other feasible alternative exists;
- (5) Prevent vehicles from obstructing public sidewalks or pedestrian or bicycle travel within the street right-of-way.

6.14.F.2 Requirements

- (1) All vehicles associated with a residential dwelling shall be parked only on an approved driveway or designated parking area meeting the standards of this section.
- (2) Parking on lawns, landscaped areas, or other unpaved surfaces is prohibited.
- (3) Parking within the public street right-of-way (ROW), except where legally marked for on-street parking, is prohibited.
- (4) The number of vehicles regularly parked on a residential property shall not exceed the number of approved off-street spaces provided on the lot.
- (5) All residential driveways and parking areas shall consist of asphalt, concrete, pavers, or other permanent all-weather surface approved by the Director of Public Works (DPW).
- (6) Gravel or pervious materials may be allowed only where approved and contained within defined edges to prevent migration of the gravel onto sidewalks or the street rights-of-way (ROW).
- (7) Each dwelling shall have safe and convenient vehicular access to a street. Driveways shall be located and designed to minimize traffic hazards and interference with the use of adjacent properties in accordance with the requirements of the Department of Public Works.
- (8) Vehicles shall not obstruct sidewalks or block pedestrian movement within the street right-of-way (ROW).

6.14.F.3 Design Standards

- (1) Width: 10 ft. (Minimum) to 16 ft. (Maximum) for 1-4 dwelling units.
- (2) Length and Configuration: Driveways must be long enough to accommodate vehicles without encroachment into the street right-of-way or obstructing sidewalks.
- (3) Surface Materials: Asphalt, Concrete, or Pavers Required. Gravel may be used when approved by City Staff and fully contained.

- (4) Drainage: All driveways must provide positive drainage to on-site facilities and prevent runoff into the street right-of-way or adjacent properties and be designed in accordance with Section 6.6 .
- (5) Apron Area: The portion of the driveway within the street right-of-way is for access only and may not be used for parking.
- (6) Circular Drop-Off Drives are permitted on lots 100 ft. in width and over, with front yards at least 20 ft. deep. A minimum 5' wide landscape area is required between the drop-off drive and the front lot line.

6.14.F.4 Location & Prohibited Practices

- (1) Parking in required front yards is prohibited except on approved driveways or parking pads.
- (2) No new driveway shall be located directly in front of a dwelling unless no alternative exists.
- (3) Parking or storage of vehicles on lawns, landscaped areas, or other unpaved areas is prohibited.
- (4) Vehicles shall not obstruct sidewalks, bike lanes, or visibility at intersections.
- (5) Construction or expansion of driveways or parking areas without zoning approval is prohibited.

6.14.F.5 Non-Conforming and Existing Conditions

- (1) Existing driveways and parking areas lawfully established prior to the effective date of these regulations may continue to be used if maintained in a safe condition.
- (2) Routine maintenance or resurfacing is permitted if location, width, and material remain unchanged.
- (3) Nonconforming driveways may remain but shall not be expanded or rebuilt except to bring them into compliance.
- (4) The Zoning Enforcement Officer (ZEO), with DPW, may require correction of driveways creating hazards or obstructions in the street ROW.
- (5) The Zoning Enforcement officer may order than any unpermitted parking surface shall be removed or brought into compliance within 90 days of written notice.

6.14.F.6 Review and Permit Procedure

- (1) Zoning approval is required for new driveways or parking areas, widening or relocation, new parking pads or turnarounds, or changes affecting drainage or curb cuts. Such approval shall be acted upon by the review agency that approved the original application.
- (2) Applications shall include a site sketch, proposed materials, dimensions, and drainage details.
- (3) The ZEO shall refer applications involving curb cuts or drainage to the DPW for review and comment.
- (4) Approval shall be granted only if the proposal meets all dimensional standards, provides safe access, manages drainage, and maintains front yard character.
- (5) The ZEO may deny or condition approval where proposals create hazards, exceed coverage limits, or alter drainage.

- (6) Driveways shall be constructed per DPW standards and inspected by ZEO before final approval.
- (7) Contractors must obtain DPW permits for any work within the street ROW and repair any City infrastructure damage.
- (8) Unauthorized driveway or parking area construction constitutes a zoning violation subject to enforcement and restoration orders.
- (9) The ZEO, with DPW consultation, may approve minor dimensional modifications for narrow or constrained lots.

6.15 Outdoor Lighting

6.15.A Purpose

The purpose of these regulations is to set lighting standards to reduce glare, raise public awareness about the need to conserve energy and reduce light pollution, avoid sky glow caused by upward illumination, avoid light trespass onto adjacent properties and public streets, improve public safety through proper lighting, and reduce light pollution, which contributes to wildlife mortality, reduced visibility of the night sky, and adverse impacts on human health.

6.15.B Applicability

The standards herein shall apply to all zoning permit, site plan and/or special permit applications in which new outdoor lighting is proposed and/or in which existing outdoor lighting is proposed to be upgraded. In addition, the standards herein will also apply to exterior lighting on City municipal buildings, facilities and structures and public parks. The following types of lights are exempt from these regulations:

- (1) Critical lighting used by the Police Department, Fire Department, or Emergency Services.
- (2) Critical security checkpoint lighting on commercial or industrial sites as part of a site plan or special permit application.
- (3) Short-term lighting authorized by a special event permit for a fair, carnival or similar function.
- (4) Luminaires that emit less than 850 lumens.
- (5) Flagpole lighting, provided all luminaires or combination of luminaires are shielded so that the light source is not visible from the lot line and the color temperature does not exceed 2700K.
- (6) Municipal Holiday or festoon lighting.
- (7) Temporary holiday or festoon lighting provided it is used no more than 60 days in a 12-month period and is off from 11:00pm to 6:00am.
- (8) Commercial festoon lighting, as related to outdoor dining is allowed during normal business hours.

6.15.C Prohibited Lighting

The following types of lights are prohibited:

- (1) Strips of light intended to outline or highlight a structure or architectural feature of a building, whether composed of linear light tubes or a sequence of individual illumination sources.
- (2) Light sources that oscillate or vary in intensity or color to the degree that the modulation is perceptible to the human eye (e.g., strobe lighting).
- (3) Lasers, Luminous tube lights, and Searchlights.
- (4) Illumination of entire buildings. Facade illumination shall be limited to security lighting or lighting of specific architectural features. Lighting shall be off from 11:00pm to 6:00am.
- (5) Floodlights that project at or above the horizontal plane.

6.15.D General Lighting Standards

All outdoor lighting and light sources in all zones and districts must be designed, located, installed, and directed in the following manner, unless otherwise exempt or prohibited:

- (1) **Light Trespass.** Luminaires shall be located and optically cutoff so that the light source (LED, lamp, bulb etc.) shall not be directly visible from an adjacent property or the public right-of-way as measured at a height of 5 feet above ground.
- (2) **Targeted Light.** Unless otherwise specified in this section, luminaires shall be fully shielded and emit no more than 5% of their total lumen output above 80- degrees from nadir.
- (3) **Illumination Level.** The luminaire and light source (e.g. LED, bulb, lamp, tube, etc.) must use the lowest level of light sufficient for the intended purpose. All outdoor light sources must not exceed the minimum light level recommended by ANSI/IES Lighting Standards or a state-approved alternate. Due to variations in manufacturing, light output, and light calculations, any lighting installation that emits more than 125% of the recommended light level specified by ANSI/IES for a given purpose will be considered non-compliant.
- (4) **Lighting Control.** All outdoor lighting, including but not limited to landscape and decorative lighting, shall be controlled by an automatic timer or motion sensor that does one or more of the following:
 - a) Turns lights off from 11:00 p.m. to 6:00 a.m, unless the use occurring on the lot is open and in operation for a longer period of time, but in no event shall such lighting be on when the use is not open and in operation.
 - b) All outdoor lighting fixtures necessary for security for commercial or industrial purposes or off-hour access shall be activated by motion-sensor devices that turn the light off after 15 minutes of no activity.

6.15.E Additional Standards for Commercial Lighting

The following facilities/scenarios are exempt from this section: (1) Facilities where patient care is directly provided; (2) Instructional shops and laboratory classrooms; and (3) Facilities where an automatic shutoff would directly endanger occupant safety or security.

- (1) Interior light fixtures at buildings with a window-to-wall ratio greater than 35% shall be controlled by:
 - a) An occupant sensor control to automatically turn off within 20 minutes after all occupants have left the space; or
 - b) Time-switch controls that automatically turn off within one hour of close of business or no later than 11:00 p.m., whichever is earlier. The control must feature a minimum seven-day clock, backup capability in the event of power interruption, and “holiday” programming.
- (2) Parking lots, sidewalks, and other areas accessible to pedestrians and automobiles on non-residential, mixed-use, or multifamily (5 or more units) properties, shall be illuminated with uniform and adequate intensity. Typical standards to achieve uniform and adequate intensity are:
 - a) Average horizontal maintained illumination shall not be more than 3 footcandles.
 - b) For parking lots with more than 20 parking spaces, the maximum-to-minimum uniformity ratio of footcandle level shall be between 6:1 and 10:1, but no more than 10:1.

6.15.F Standards for Sports Field Lighting

Where outdoor playing fields or other special outdoor activity areas are to be illuminated, lighting fixtures shall be specified, mounted and aimed so that:

- (1) 85% of lumens generated by sports lighting luminaires are confined to within 10 meters (33 ft) or one pole height, whichever is greater, of the play field (or spectator track/bleacher area, whichever is greater);
- (2) The design and installation of lighting for outdoor recreation, sport courts, or athletic fields shall follow the illuminance and uniformity guidelines of the Illuminating Engineering Society, as amended, according to the appropriate class of play;
- (3) The correlated color temperature of the lighting shall be no more than 4,200K;
- (4) The luminaires shall utilize internal or external shielding in order to minimize uplighting and off-site direct visibility of the light sources;
- (5) Aerial sport lighting installations are allowed at a maximum of 8% total lumen output between 80° and 90° from nadir.
- (6) Field lighting is provided exclusively for the illumination of the surface of play and viewing stands and not for other applications, and shall not exceed 50% of the full light output when the field is being utilized for other than practice and tournament play;
- (7) All power for field lighting shall be reduced by at least 75% within one hour of the conclusion of each game and turned off within two hours of the conclusion of each game.

6.15.G Submittal Requirements

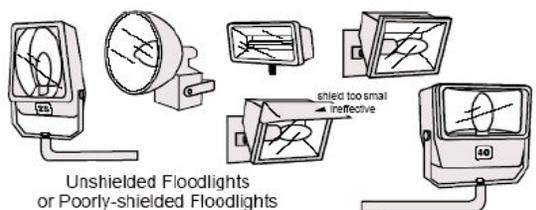
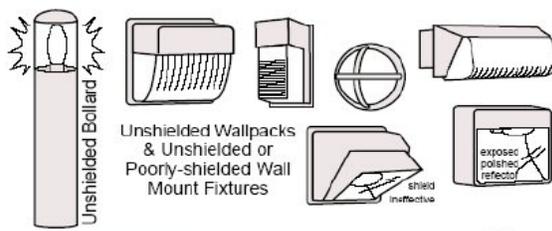
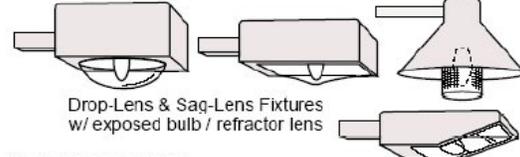
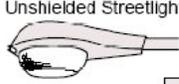
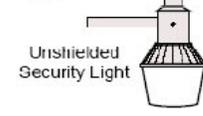
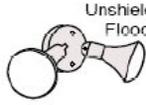
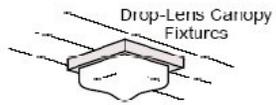
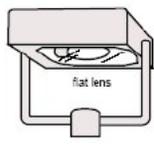
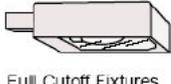
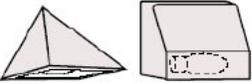
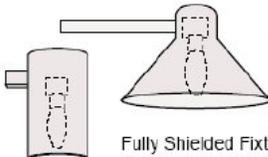
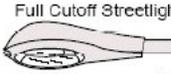
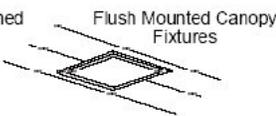
Applications which must meet the requirements of this section shall submit the following items:

- (1) A site plan indicating the location of all outdoor lighting fixtures.

- (2) A description of each lighting fixture. This description includes, but may not be limited to, manufacturer's catalog cuts and drawings (including sections if requested), lamp types, correlated color temperature, and lumen output ratings.
- (3) Photometric plans and a signed affidavit of code compliance together with the manufacturer's specification sheet for each outdoor lighting fixture containing luminaire information, quantities, installation locations, lumen output, and other necessary site plan information (e.g., illuminance calculation plots) demonstrating conformance and a maximum ten-foot by ten-foot grid of both the initial and maintained lighting levels on the site, including any impact on adjacent properties.
- (4) A project lighting plan indicating how the lighting complies with the requirements set out in the Connecticut State Building Code for outdoor and indoor lighting and how lighting has been coordinated with any associated landscape lighting plan to prevent site-planning conflicts.

6.15.H Lighting Fixture Examples

Table 22: Lighting Fixture Examples

Light Fixture Examples	
Fixtures Which Might Produce Glare or Light Trespass	Fixtures Which Might Not Produce Glare or Light Trespass
 <p>Unshielded Floodlights or Poorly-shielded Floodlights</p>  <p>Unshielded Wallpacks & Unshielded or Poorly-shielded Wall Mount Fixtures</p>  <p>Drop-Lens & Sag-Lens Fixtures w/ exposed bulb / refractor lens</p>  <p>Unshielded Streetlight</p>  <p>Unshielded Security Light</p>  <p>Unshielded PAR Floodlights</p>  <p>Drop-Lens Canopy Fixtures</p>	 <p>flat lens</p>  <p>Full Cutoff Fixtures</p>  <p>Fully Shielded Walkway Bollards</p>  <p>Fully Shielded Wallpack & Wall Mount Fixtures</p>     <p>Fully Shielded Fixtures</p>  <p>Full Cutoff Streetlight</p>  <p>Fully Shielded Security Light</p>  <p>Fully Shielded "Period" Style Fixtures bulb shielded in opaque top</p>  <p>Shielded / Properly-aimed PAR Floodlights</p>  <p>Flush Mounted Canopy Fixtures</p>

6.16 Pedestrian Walks

6.16.A General Requirements

Sidewalks, or other Commission approved system of pedestrian walks, are required for all development involving new streets and for new development or redevelopment associated with existing streets located along targeted corridors and planning nodes contained in the 2023 Plan of Conservation and Development, public transit corridors, and within one mile of an existing school or officially designated future school site. Mile measurement shall be made along the most direct street to the school site.

Residential developments of 4 units or less may request relief from the review agency if the lot exists in an area that will not require sidewalks for a reasonable amount of time in the foreseeable future.

As part of any site development plan or special permit approval, the Commission may require that sidewalks be replaced in accordance with sidewalk specifications of the Department of Public Works along the frontage on the street if the sidewalks are in poor condition.

6.17 Signs

6.17.A Purpose

The purpose of these regulations is to regulate the size, color, illumination, movement, materials, location, height, and condition of all signs displayed in the City of Norwich. These sign regulations are intended to promote signs that:

- (1) Preserve the public health and public safety by controlling a sign's size, location and character so it will not confuse, distract, mislead, or obstruct the vision necessary for traffic and pedestrian safety; and
- (2) Preserve the general welfare by controlling the aesthetics and attractiveness of signs in order to protect the residential, business, industrial, and historic character of each zone and neighborhood; mitigate any negative impacts on adjoining properties; assist in achieving a more desirable environment in order to maintain property values and to encourage economic growth; and to avoid negatively altering the essential characteristics of the City of Norwich.

This section must be interpreted in a manner consistent with the First Amendment of the United States Constitutional guarantee of free speech and the free speech protections of the Connecticut Constitution, Article 1, §5 and 6. If any provision of this section is found by a court of competent jurisdiction to be invalid, such a finding must not affect the validity of other provisions of this section which can be given effect without the invalid provision.

6.17.B Applicability

These standards shall apply to all signs within the City under the following situations:

- (1) **Newly Constructed or Reconstructed Signage.** All new signs and structural improvements to existing signs shall comply with these Regulations. Structural improvements include alterations to the sign structure, area, height or other dimension, but do not include painting, repainting, cleaning, changing permitted items of information, or other normal maintenance and repair, or changes solely to type of illumination (such as from fluorescent to LED lighting).
- (2) **Change in Use for Single Business Signage.** For signage serving one business, whenever the existing use is changed to a new use resulting in a change in signage, only a change in the message or text of the sign without changes to its structure, illumination, or other physical characteristics shall be permitted.
- (3) **Multiple Business Signage.** For signage serving multiple businesses, whenever 50% or more of the existing uses are changed to new uses resulting in a change in signage, other than a change only in the message or text of the sign without changes to its structure, illumination, or other physical characteristics.

- (4) **Exemptions.** These Regulations are not intended to and do not apply to signs erected, maintained, or otherwise posted, owned, or leased by the United States Government, the State of Connecticut, or the City of Norwich. The inclusion of “government” in describing some signs does not intend to subject the government to regulation but instead help to illuminate the type of sign that falls within the immunities of the government from regulation.

After the adoption of these Regulations, as amended and except as otherwise provided herein, no person shall erect, alter, or relocate any sign without first obtaining approval for a permit as required in each zoning district.

6.17.C Abandoned Signs

- (5) A sign which is not a temporary sign shall be deemed to be abandoned when there is evidence that the owner of the sign or the business served by it has voluntarily terminated the use of such sign. Abandoned signs shall be completely removed and the site of such sign shall be restored within one month of the date the Zoning Enforcement Officer gives notice of such designation to the owner of the sign.

6.17.D Prohibited Signs

Signs listed in this section are expressly prohibited in all zoning districts.

- (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.
- (4) In no event shall an illuminated sign or lighting device be so placed or directed to permit the beams and illumination there from to be directed or beamed upon a street, sidewalk or adjacent lot so as to cause glare or reflection that may constitute a traffic hazard or nuisance.
- (5) Signs affixed directly to a freestanding fence, freestanding wall, tree, utility pole, or traffic control device are prohibited.
- (6) A nonconforming sign, once abandoned, shall not be replaced except in accordance with the provisions of these regulations.
- (7) Off-Premises Signs.
- (8) Roof Signs.
- (9) Mobile Billboards.
- (10) Vehicular Signs and/or Trailer Signs.
- (11) Signs with flashing, intermittent, or intense variations of light.
- (12) Except as provided in Section 6.17.E below, Banners, Feather Banners, Feather Flags, Pennants, Balloons, Aerial signs, and Inflated Devices

(13) Flags larger than 15 square feet in area, or more than 1 flag per business on a single lot.

6.17.E Temporary Signs

Temporary detached signs may be displayed in accordance with the criteria displayed below. All such signs are limited to one per lot (or business), unless otherwise noted.

Table 23: Temporary Signs

Sign Type	Type / Sign Area	Height / Location	Other Requirements	Duration
Temporary Banner (Wall)	Max: 50 sq. ft.	No higher than the floor of the Second Floor	No Illumination 1 sign per primary street frontage.	Shall not exceed 30 consecutive days and a maximum of 2 display periods per calendar year, separated by a minimum of 30 calendar days per display period.
Temporary Sign (Freestanding)	Max: 6 sq. ft. for any sign.	4' max above finished grade (including supports); 3' max if within a clear-sight triangle at an intersection.	No Illumination 1 sign per primary street frontage.	Shall not exceed 30 consecutive days and a maximum of 2 display periods per calendar year, separated by a minimum of 30 calendar days per display period.
Temporary Sign (Wall, Window)		No higher than the floor of the 2 nd level.		
Real Estate (Freestanding)	Max: 6 sq. ft.	4' max above finished grade (including supports); 3' max if within a clear-sight triangle at an intersection.	No Illumination 1 sign per primary street frontage.	Shall not be erected prior to the property being offered for sale or rent, shall be removed within 3 days after a rental agreement has been executed or property title has been transferred.
Real Estate (Wall, Window)		No higher than the floor of the 2 nd level.		

Sign Type	Type / Sign Area	Height / Location	Other Requirements	Duration
Construction (Freestanding, Wall)	Max: 32 sq. ft. in Residential Districts; Max: 64 sq. ft. in all other Districts.	8' Max	No Illumination.	Sign shall be removed within 5 days after the issuance of a Certificate of Occupancy.
Construction Site Fence Wrap	Max: 12'	Max: 12' / Installed along the perimeter of the premises of a project under construction. / Must not be located within any public street or right-of-way.	No Illumination	Installed no sooner than one week prior to the commencement of construction and shall be removed 24 hours after the issuance of a Certificate of Occupancy.
Construction / Real Estate Window Wrap	May fill the entire glazed portion of the window and/or door.	No higher than the ceiling level of the first floor.	No Illumination / 1 per window and door max.	Shall not be installed prior to the property being offered for sale or rent, or one week prior to the start of construction. Shall be removed 3 days after rental agreement executed or property transferred. For construction, must be removed 24 hours after issuance of Certificate of Occupancy.

6.17.F Design Guidelines

- (1) Signs should be integrated into the design of the building.
- (2) Placement of signs should consider all architectural features of the building façade so as to improve the overall design and appearance of a building.

- (3) Signs should be pedestrian oriented. Signs should be able to communicate their message in the simplest way possible. Pedestrians should be able to easily read a sign due to choice of colors, font, texture, and materials.
- (4) Illumination should be as subtle as possible and used only when necessary for lettering and logos. There should be as little excess lighting as possible, background areas should be opaque.

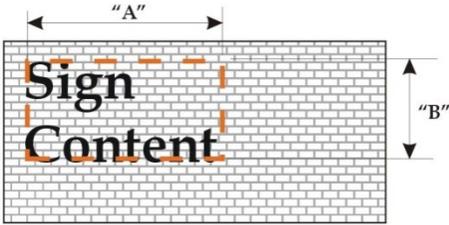
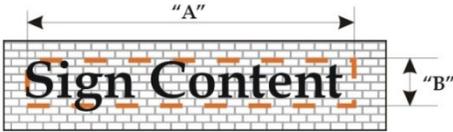
6.17.G Sign Area Measurements

The following diagrams show various types of signs and their sign area measurements. For the purposes of this regulation, 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.

Table 24: Sign Type & Sign Area Measurements

Sign Type	Sign Area
Sign with Background Panel	<p style="text-align: center;">Sign Area = "A" x "B"</p>
Sign with Multiple Faces	<p style="text-align: center;">Sign Area = ("A₁" x "B") + ("A₂" x "B")</p>

Sign Type	Sign Area
Sign with No Background or Panel (Letters on Building Wall)	 <p style="text-align: center;">Sign Area = "A" x "B"</p>
Sign with No Background or Panel (Letters on Stone Wall)	 <p style="text-align: center;">Sign Area = "A" x "B"</p>

6.17.H Standards for All Signs

The following standards shall apply to all signs in all districts. 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 signs are not maintained in good condition. Where there is a conflict between the provisions of these regulations and any building code regulations, the more restrictive provision shall apply.

6.17.H.1 Height

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 residential district, or 15 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 residential district or street.

6.17.H.2 Illumination & Movement

The following requirements shall pertain to the lighting of all Signs:

- (1) The eligibility of lighting for any Sign shall be as indicated under 6.17 K-X Sign Types.
- (2) All Signs shall be illuminated such that the illumination is steady and stationary, directly solely at the Sign or internal to it, and does not create glare or unduly illuminate the surrounding area.
- (3) External Illumination:
 - a) Light fixtures shall be located, shielded, and directed such that the light source is directed only onto the Sign face.

- b) Neither the light sources or reflective surfaces of the fixture shall be visible from the public way or surrounding properties.
 - c) Light fixtures used to illuminate Signs shall be top-mounted and shall direct the light downward toward the Sign.
 - d) Ground mounted lights shall not be used unless under special circumstances where conditions of (a-c) cannot be met. In such cases, the receptacle or device housing the light source shall not extend more than 1-ft. above ground and shall be fully screened and housed.
 - e) Projecting light fixtures shall be simple and unobtrusive in design, fixtures shall not obscure the Sign.
- (4) Reverse Channel Illumination (aka Backlit):
- a) Backlit Signs shall illuminate lettering and logo Sign elements only. Lighting design shall be such that no excess light spill or glare results from the back lighting fixtures and/or source.
 - b) The light source shall not be visible from the public way or surrounding properties.
 - c) Illumination levels shall not increase the measurable vertical light level at any point 20-ft. distant from the Sign in any direction.
- (5) Internal Illumination:
- a) Internally Illuminated Signs shall be designed such that light passes through the lettering, logo, and other related Sign elements only, and the background shall remain opaque and light transmission shall be blocked.
 - b) The Sign cabinet shall fully enclose the light source so that it is not visible from the exterior of the Sign.
 - c) The background must be opaque and a darker color than the message of the Sign.
- (6) Direct Illumination: (i.e. exposed neon tubes and LEDs that have no shielding and are visible to the eye)
- a) Direct Illumination is limited to letters, numbers, symbols, and accents.
- (7) Support Infrastructure:
- a) All electrical raceways, conduits, and wiring shall be contained completely within the Sign assembly or inside the wall and shall not be exposed.
 - b) If a raceway is necessary, it cannot extend in width or height beyond the area of the Sign.
 - c) A raceway must be finished to match the background wall or canopy or be integrated into the overall design of the Sign.
 - d) Visible transformers are prohibited.
- (8) 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.

6.17.I Permitted Nonresidential District Signs

The following signs shall be allowed in non-residential districts, as follows:

Flag, Permanent: **Up to three (3) flags per lot, not exceeding fifteen (15) sq. ft. each, provided such flag does not obstruct pedestrian movements in any public right-of-way. Table 25: Permitted Non-Residential District Signs**

Permitted Sign Types: Non-residential Zones								
KEY: ● = Permitted, subject to conditions of this Chapter								
N/A = Not Allowed								
Sign Type	CC	NC	GC	RC	WD	BP	PDD	Standards
Awning Sign	●	●	●	N/A	N/A	N/A	N/A	6.17.K
Band Sign	●	●	●	N/A	●	N/A	N/A	6.17.L
Canopy Sign	●	●	●	●	●	●	●	6.17.M
Commercial Advertising Sign	N/A	N/A	N/A	N/A	N/A	N/A	●	6.17.N
Directory Sign	●	●	●	●	●	●	●	6.17.O
Freestanding Sign	N/A	N/A	●	●	●	N/A	N/A	6.17.P
Freestanding Yard Sign	●	●	●	●	●	N/A	N/A	6.17.Q
Marquee Sign	●	N/A	●	N/A	N/A	N/A	N/A	6.17.R
Monument Sign	N/A	N/A	●	●	●	●	●	6.17.S
Outdoor Display Case	●	●	●	●	●	N/A	N/A	6.17.T
Projecting Sign	●	●	●	●	●	N/A	N/A	6.17.U
Sandwich Board	●	●	●	●	●	N/A	N/A	6.17.V
Wall Sign	●	●	●	●	●	●	●	6.17.W
Window Sign	●	●	●	●	●	N/A	N/A	6.17.X

6.17.J Permitted Residential District Signs

The following signs shall be allowed in residential districts, as follows:

Flag, Permanent: Up to two (2) flags per dwelling unit, not exceeding fifteen (15) sq. ft. each, provided such flag does not obstruct pedestrian movements in any public right-of-way.

Table 26: Permitted Residential District Signs

Permitted Sign Types: Residential Zones					
KEY: ● = Permitted, subject to conditions of this Chapter					
N/A = Not Allowed					
Sign Type	MF	R-10 / 15	R-20 / 40	R-80	Standards
Awning Sign	●	●	N/A	N/A	6.17.K
Band Sign	●	●	N/A	N/A	6.17.L
Canopy Sign	●	●	N/A	N/A	6.17.M
Directory Sign	●	●	●	●	6.17.O
Freestanding Sign	●	N/A	N/A	N/A	6.17.P
Freestanding Yard Sign	●	●	●	●	6.17.Q
Marquee Sign	N/A	N/A	N/A	N/A	6.17.R
Monument Sign	N/A	N/A	N/A	N/A	6.17.S
Outdoor Display Case	N/A	N/A	N/A	N/A	6.17.T
Sandwich Board	●	N/A	N/A	N/A	6.17.V
Wall Sign	●	●	●	●	6.17.W
Window Sign	●	●	●	●	6.17.X

6.17.K Awning Signs

This sign type consists of one or more faces and is integrated within or part of an Awning extending over a principal entrance and/or first floor windows on a primary or secondary frontage or spanning across an individual storefront or an entire building façade.

6.17.K.1 Specifications

- (1) **Location:** Only awnings on ground floor doors or windows may contain signs.
- (2) **Quantity (Maximum):** 1 per Awning
- (3) **Lettering Area (Maximum):** 25% of the area of the sloping plane of an Awning
- (4) **Lettering Height (Min/Max):** 5-inch minimum; 10-inch maximum on the Valance, or 18-inch maximum on the sloping plane of an Awning.
- (5) **Miscellaneous:**
 - a) Awnings must provide an 8-ft. minimum clear height above the sidewalk.
 - b) Awning Signs may only be placed on the Valance or sloping plane of the Awning, not both.
 - c) Awning Signs may not be internally illuminated or backlit.
 - d) Awning Signs in a Residential Zone shall not be illuminated.
 - e) Any encroachment into or over the public right-of-way must also be approved by the Department of Public Works.

6.17.L Band Signs

This Sign type consists of a single face and is placed within a Sign Band that is architecturally integrated into the overall design of the building façade over a principal entrance and spanning across an individual storefront or the entire façade on a primary or secondary street frontage.

6.17.L.1 Specifications

- (1) **Quantity (Maximum):** 1 Band Sign per street-level storefront, except that where a Primary Frontage contains more than one architecturally distinguishable Sign Band, 1 Band Sign shall be permitted per Sign Band.
- (2) **Width (Maximum):** Length of the street-level storefront frontage.
- (3) **Height (Maximum):** 3-ft.
- (4) **Overall Height (Maximum):** The lesser of the floor level of the second floor or 18-ft. above the finished sidewalk.
- (5) **Depth/Projection of Lettering (Maximum):** 7-inches from the face of the Sign Band.
- (6) **Area (Maximum):** 75% of that portion of the Sign Band associated with the street-level use.
- (7) **Miscellaneous:**
 - a) If illuminated, Band Signs may only be externally illuminated or backlit.

6.17.M Canopy Signs

This sign type consists of one or more faces and is integrated within or part of a Canopy extending over a principal entrance and/or first floor windows on a primary or secondary street frontage, or spanning across an individual storefront or an entire building façade.

6.17.M.1 Specifications

- (1) **Location:** Only canopies on ground floor doors or windows may contain signs.
- (2) **Quantity (Maximum):** 3 per Canopy
- (3) **Lettering Area (Maximum):** 75% of the Canopy face
- (4) **Lettering Height (Maximum):** 24-inch maximum on a Canopy
- (5) **Miscellaneous:**
 - a) Canopy Signs may be placed on the face and sides of the Canopy or extend above or below the Canopy face provided 8-ft minimum clearance height above the sidewalk is maintained.
 - b) Canopy Signs may only be backlit.
 - c) Canopy Signs in a Residential Zone shall not be illuminated.
 - d) Any encroachment into or over the public right-of-way must also be approved by the Department of Public Works.

6.17.N Commercial Advertising Sign

This Sign type is any sign owned or operated by any person, firm or corporation engaged in the business of outdoor advertising for compensation for the use of such signs.

6.17.N.1 Specifications

- (1) **Quantity (Maximum):** 1 per lot.
- (2) **Width/Height (Maximum):** All Permitted Signs must adhere to regulations set by the Commissioner of the Connecticut Department of Transportation per CGS § 13a-123. (2024).
- (3) **Miscellaneous:**
 - a) Commercial Advertising Signs are subject to Special Permit Approval and the following conditions;
 - b) The Maximum Height of the structure shall not exceed the maximum height for principal buildings in the applicable Zoning District nor shall it exceed a height of 40 feet above finished grade, whichever is less.
 - c) When such signs are visible from the main traveled way of a limited access highway and are located within 150 feet of such highway, they shall not be placed closer than 50 feet from the right-of-way and shall be a minimum of 1,500 feet apart as measured on the same side of the road (along the center line of the road).

6.17.O Directory Sign

This Sign type has a single face and consists of either a panel or individual letters applied directly to a building wall, typically listing the names of building tenants.

6.17.O.1 Specifications

- (1) **Location (Maximum):** Within 4 ft and to the side of a principal entrance
- (2) **Quantity (Maximum):** 1 per principal entrance
- (3) **Width (Maximum):** 18 inches
- (4) **Height (Maximum):** 36 inches
- (5) **Depth/Projection (Maximum):** 3 inches from the façade
- (6) **Miscellaneous:**
 - a) If illuminated, Directory Signs may only be backlit.
 - b) Directory Signs in any Residential Zone shall not be illuminated.

6.17.P Freestanding Sign

This Sign type consists of 1 or 2 faces, is fully detached from a building, and placed in a front yard with external support consisting of 1-2 posts.

6.17.P.1 Specifications

- (1) **Location:** Primary Street Frontage
- (2) **Quantity (Maximum):** 1 per Primary Street Frontage
- (3) **Width (Maximum):** 8 ft (not including supports)
- (4) **Height (Maximum):** 10 ft (not including supports)
- (5) **Depth (Face to Face Maximum):** 1 ft
- (6) **Area (Maximum):** 60 sq ft (not including supports) or 0.5 sq ft per linear foot of street facing building frontage, whichever is less.
- (7) **Setback (Minimum):** The lesser of 3 ft from the front lot line or in-line with the building façade, and 5 ft from any side lot line.
- (8) **Overall Height (Maximum):** 14 ft above the finished grade (including supports)
- (9) **Miscellaneous:**
 - a) No part of a Freestanding Yard Sign may encroach or overhang upon a public right-of-way, sight line, driveway, parking area, or walkway.
 - b) Freestanding Signs associated with a Fuel Service Station may include an electronic changeable message only for the display of numerals.
 - c) Freestanding Signs may only be internally or externally illuminated or backlit.

6.17.Q Freestanding Yard Signs

This Sign type consists of 1 or 2 faces, is fully detached from a building, and placed in a front yard with external support consisting of 1-2 posts.

6.17.Q.1 Specifications

- (1) **Location:** Primary Street Frontage
- (2) **Quantity (Maximum):** 1 per lot
- (3) **Width (Maximum):** 6 ft (not including supports)
- (4) **Height (Maximum):** 4 ft (not including supports)
- (5) **Depth (Face to Face Max):** 1 ft
- (6) **Area (Maximum):** 20 sq ft (not including supports)
- (7) **Setback (Minimum):** The lesser of 3 ft from the front lot line or in line with the building façade, and 5 ft from any side lot line.
- (8) **Overall Height (Maximum):** 6 ft above the finished grade (including supports).
- (9) **Miscellaneous:**
 - a) No part of a Freestanding Yard Sign may encroach or overhang upon a public right-of-way, sight line, driveway, parking area, or walkway.
 - b) Freestanding Yard Signs may only be externally illuminated.
 - c) Freestanding Yard Signs in a Residential Zone shall not be illuminated.

6.17.R Marquee Signs

This Sign type consists of 1-3 faces on a structural feature of a building that projects perpendicular from the façade over a principal entrance.

6.17.R.1 Specifications

- (1) **Quantity (Maximum):** 1 per primary street frontage
- (2) **Width (Maximum):** Width of the street frontage associated with the principal entrance.
- (3) **Projection (Min/Max):** 6-ft minimum.; 10-ft maximum. from the façade
- (4) **Setback (Minimum):** No closer than 3 ft from the back of the curb
- (5) **Sign Area (Maximum):** 75% of any face of the Marquee
- (6) **Clear Height (Minimum):** 10 ft above the finished sidewalk
- (7) **Overall Height (Maximum):** Top of Marquee shall be no more than 35 ft above the finished sidewalk.
- (8) **Miscellaneous:**
 - a) Marquees shall be allowed only for the following uses: Cinemas, Conference/Convention Centers, Performing Arts Centers, and Indoor Recreation Facilities.

- b) A Marquee erected on a building that adjoins the intersection of two streets may intersect at a 45-degree angle to the corner of the building.
- c) Marquees shall be cantilevered or supported from above. Columns or posts extending to the ground are prohibited.
- d) Marquees may be illuminated internally and directly and may include manual or electronic changeable messages. Marquees may include intermittent blinking and flashing lamps and borders.
- e) Any encroachment over the public right-of-way must also be approved by the Department of Public Works.

6.17.S Monument Signs

This Sign type consists of 1-2 faces, is placed in a front yard fully detached from a building and is supported along the entire length of its base.

6.17.S.1 Specifications

- (1) **Quantity:** 1 per Primary Street Frontage.
- (2) **Depth (Face to Face Max):** 2.5 ft
- (3) **Setback (Minimum):** The lesser of three (3) ft from the front lot line or in line with the building façade; 5 ft from any side lot line.
- (4) **Area (Maximum):** 60 sq ft (not including supports) or 0.5 sq ft per linear foot of street facing building frontage whichever is less.
- (5) **Overall Height (Maximum):** 6 ft from the finished grade
- (6) **Miscellaneous:**
 - a) No part of a monument sign may encroach upon a public right-of-way, sight line, driveway, parking area, or walkway.
 - b) Illumination Permitted: Non-illuminated, external illumination, internal lettering illumination.
 - c) Monument Signs in a Residential Zone shall not be illuminated.
 - d) A Monument Sign associated with a government related use may include manual or electronic changeable messaging.

6.17.T Outdoor Display Case

This Sign type has a single face and consists of a metal or wood framed cabinet mounted onto a building façade on a Primary or Secondary Frontage with a transparent window and a lockable opening allowing the contents, such as menus or posters, to be kept current.

6.17.T.1 Specifications

- (1) **Quantity (Maximum):** 1 per tenant*
- (2) **Width (Maximum):** 3 ft
- (3) **Height (Maximum):** 4 ft

- (4) **Area (Maximum):** 6 sq ft*
- (5) **Depth/Projection (Maximum):** 3 in from the façade
- (6) **Miscellaneous:**
 - a) Outdoor Display Cases may only be illuminated from inside the display case and shall not include electronic changeable messages.

*Cinemas, Performing Arts Centers, and Performing Arts Studios, etc. may have up to 4 Outdoor Display Cases per street frontage, any one of which shall not exceed 12 sq. ft. in area, with a max of 15% of the area of the façade associated with the tenant.

6.17.U Projecting Sign

This sign type consists of two (2) faces, and projects perpendicular from the Building façade on a primary or secondary frontage, or elevation where street frontage is not available.

6.17.U.1 Specifications

- (1) **Quantity:** 1 per ground floor tenant.
- (2) **Area (Maximum):** 6 sq ft in Chelsea Central and Neighborhood Commercial; 12 sq ft in other zones.
- (3) **Depth (Maximum):** 6 inches
- (4) **Offset from Building (Min/Max):** 6-inches minimum and 12-inches maximum from the façade
- (5) **Projection (Maximum):** 4 ft from the façade
- (6) **Clearance Height (Minimum):** 8-ft minimum above finished sidewalk (lowest portion of the overhanging sign and/or bracket)
- (7) **Overall Height (Maximum):** The lesser of the floor level of the second floor or 18 feet above the finished sidewalk.
- (8) **Additional Requirements for Chelsea Central & Norwichtown Village District:**
 - a) Materials shall consist of wood or metal with carved or applied lettering.
 - b) Multiple projecting signs should not be installed within ten (10) feet from projecting signs on the same building or on adjacent buildings or properties to ensure proper visibility.
 - c) Design Considerations. Architectural design and details of existing historic buildings shall be considered in location of the sign on the building.
 - d) Lettering. 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.
- (9) **Miscellaneous:**
 - a) The bracket must be an integral part of the Sign design.
 - b) A projecting sign erected on a building that adjoins the intersection of two streets may intersect at a 45-degree angle to the corner of the building.
 - c) A projecting sign may be attached to the face or underside of a canopy.

- d) Illumination Permitted: Non-illuminated, external illumination, internal lettering illumination. The use of neon as part of the Sign design is permitted.
- e) Projecting signs in any residential zone shall not be illuminated.
- f) Projecting signs may project into the area required for setback provided the sign does not project more than 12 inches from the wall of the building it is mounted on.

6.17.V Sandwich Board

This Sign type is a two-sided, portable sign that is constructed in the form of the letter “A” or similar tent-type shape or attached to a heavy base in the form of an inverted letter “T”.

6.17.V.1 Specifications

- (1) **Quantity (Maximum):** 1 per ground floor tenant; and 1 per 4 upper-story tenants.
- (2) **Area (Maximum):** 8 sq. ft.
- (3) **Height (Maximum):** 4 ft above the finished grade.
- (4) **Width (Maximum):** 3 ft
- (5) **Location:**
 - a) 15-ft maximum from the principal entrance
 - b) No closer than 10 ft from a street intersection or crosswalk
 - c) No closer than 12 ft from another Sandwich Board
- (6) **Miscellaneous:**
 - a) A Sandwich Board shall not interfere with ingress and egress points and the flow of pedestrian traffic, a minimum of 5 ft of sidewalk clearance must be always maintained.
 - b) A Sandwich Board shall only be displayed during business hours and must be taken indoors when the business is closed.
 - c) A Sandwich Board must be freestanding and shall not be attached to the ground or any other structure or object.
 - d) A Sandwich Board shall not be illuminated.
 - e) A Sandwich Board shall be constructed of durable, weather-resistant materials and finish. Sandwich Boards shall be sufficiently weighted to prevent being blown over. Sandwich Boards shall be taken indoors during high wind events.

6.17.W Wall Sign

This sign type has a single face and is attached, painted, or otherwise mounted parallel to a building or structure wall on a Primary or Secondary Frontage or elevation where no street Frontage is available.

6.17.W.1 Specifications

- (1) **Height (Maximum):** No higher than the floor level of the second story.
- (2) **Area (Maximum):**

- a) 2 sq ft per linear foot of street frontage, or elevation where no street frontage is available, associated with a first-floor tenant.
 - b) 10 sq ft for a second floor or above tenant with only a ground floor entryway.
 - c) In no case may the total area of Wall Signs exceed the lesser of two hundred (200) sq ft or fifteen (15%) percent of the area of the façade or elevation to which they are attached.
 - d) A Wall Sign in any residential district shall not exceed six (6) sq ft in area.
- (3) **Depth/Projection (Maximum):** 12-in maximum from the façade.
- (4) **Miscellaneous:**
- a) A Wall Sign may not be applied on or obscure architectural features such as: windows, doors, pilasters, cornices, window, door or other building trim, feature bands, and other recessed or projecting features.
 - b) If illuminated, Wall Signs may be externally illuminated, internal illumination for lettering and logos only, backgrounds should be opaque.

6.17.X Window Signs

This sign type has a single face and is affixed directly onto or behind the glazing of a window and/or door on a Primary or Secondary Frontage, or elevation where no Frontage is available.

6.17.X.1 Specifications

- (1) **Quantity (Maximum):** 1 per first or second floor window and/or ground floor entry.
- (2) **Area (Maximum):** 20% of the area of any individual window located between 4 and 7 feet above the adjacent sidewalk or finished grade. Total area may not exceed 30 percent of the total window area of all windows with Signs per façade or elevation.
- (3) **Lettering Height (Maximum):** 8 inches
- (4) **Miscellaneous:**
 - a) Characters and logos shall be placed directly on the glazing or placed no more than 12 inches behind the glazing. Items placed more than 12 inches from the glazing shall not be considered a Window Sign.
 - b) Window Signs shall not be illuminated, however, the use of neon as part of the Sign design is permitted.
 - c) Window Signs in any Residential Zone shall not be illuminated.
 - d) Window area calculations shall only include the glazing.
 - e) Window Signs shall not interfere with the primary function of windows, which is to enable passersby and public safety personnel to see through windows into premises and view product displays.
 - f) Exemptions: Small informational decals, not exceeding 2 sq ft per entrance, such as business hours, payment methods, or safety/emergency notices, are exempt from area calculations.

6.17.Y Multi-Tenant Sign Program

- (1) **Requirements.** Multiple tenant commercial and industrial buildings shall submit a sign program that addresses size, materials, placement, illumination, and other relevant information, for all attached and detached signs that may be installed on such a site. The Commission may require additional information to evaluate the proposed program.
- (2) **Process.** Such buildings shall submit a sign program to the Department of Planning and Neighborhood Services for review before permits for new signs are issued at the property.
- (3) **Program Scope.** Such signage 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.
- (4) **Approved Multi-Tenant Program.** Such approved sign program shall guide the owner, tenants, and review agency in the application for, and issuance of, any permits required by these Regulations.
- (5) **Existing Sites.** A Multi-Tenant Sign Program is required when a new Site Plan Approval or Special Permit is sought for any existing lot or development.
- (6) **Permit Required:** No sign shall be erected, relocated, or altered, except for normal maintenance, without the proper permits being issued by the Commission or its staff.

6.18 Timber Harvest and/or Lot Clearing

6.18.A Purpose

To establish clearing limit boundaries prior to cutting or disturbance of any soil on a site to prevent unnecessary removal of existing trees and/or vegetation beyond what is minimally necessary for the development of the site.

6.18.A.1 Requirements

- (1) Any timber harvest or lot clearing shall require a Zoning Permit. A site or plot plan that shows proposed clearing limits or harvest area shall be submitted for review by the Zoning Enforcement Officer and Wetland Agent prior to initiating any land disturbance or tree cutting activities. Haul Roads and potential wetlands or watercourse crossings shall be depicted on the plan.

6.19 Access Management

6.19.A Purpose

To control the number, size, and location of driveways and access points, especially those for commercial uses that front on heavily trafficked roads and State of Connecticut highways, to promote safe and efficient use of the transportation network for all network users.

6.19.B Guidance

- (1) During the review of proposed developments, Planning and Neighborhood Services Staff, in conjunction with the Department of Public Works, shall review road layout, parking layout

and configuration, traffic circulation within the site, number and location of access points to and from the site, and the nature and type of traffic circulation on the adjacent transportation network to ensure that all network users are accommodated with the highest level of safety and efficiency. Planning and Neighborhood Services Staff, in conjunction with the Department of Public Works, shall provide the results of such review to the reviewing agency.

- (2) As part of Site Development Plan or Special Permit application approval, the Commission on the City Plan, at the suggestion of City Staff, may require, at the applicant's expense, an independent traffic analysis of the proposal.

6.19.C Number & Location of Driveways

- (1) The number of driveways for each site shall be minimized and the review agency may limit the number of driveways that serve a specific site.
- (2) Where the street geometry, traffic volumes, or traffic patterns warrant, the Commission on the City Plan may:
 - a) Designate the location of any driveway;
 - b) Require the use of an existing driveway on adjacent property (provided appropriate easements are in place) in lieu of having a separate curb cut onto a street;
 - c) Require the provision of a shared driveway with associated easements (in favor of the City and/or adjacent property owners) in addition to having a separate curb cut onto a street, and/or;
 - d) Limit access to a primary street and/or require access from a non-primary street.
- (3) When a mutual driveway easement is required or provided:
 - a) The location of the easement shall be for a location acceptable to the Commission on the City Plan, the Department of Public Works, and the Local Traffic Authority;
 - b) The wording of such easements shall be acceptable to the Commission on the City Plan and Corporation Counsel, and/or;
 - c) The filing of such easements on the land records in favor of the abutting property owners and/or the City shall be required prior to the issuance of a Certificate of Zoning Compliance.
- (4) A private road, private driveway, or other private vehicular access way servicing a business or industrial use shall not be constructed through a Residential Zone.
- (5) No exit from or entrance to an off-street parking facility shall be laid out or maintained as to constitute or create a traffic hazard or nuisance.
- (6) The driveway(s) on a corner lot shall be located as far from the intersection as practical.

6.19.D Design and Construction of Driveways

- (1) Driveways shall not be wider than 30' measured at the street line and parallel to the street line unless otherwise approved by the City Engineer and/or the State of Connecticut where applicable.
- (2) A curbed island for channelizing traffic may be required if a driveway serving a business, industrial, or other use wider than 30' is approved.

- (3) Driveways must be perpendicular or radial to the roadway and adequate sightlines must be provided as approved by the City Engineer.

6.20 Vacant Buildings; Windows

6.20.A Purpose

To reduce blight and create a more inviting downtown streetscape that enhances community, invites investment, and encourages new business development.

6.20.B Guidance

- (1) **Window Displays:** In the Chelsea Central District, any commercial space located on the first or ground floor of a building that remains vacant for more than thirty (30) days, or that will be vacant due to construction on the property and where a valid building permit has been obtained and is displayed, shall, within thirty (30) days from the initial vacancy, either erect a decorative window display, or fully painted window(s), depicting a cultural, educational, historical, municipal or other community related theme in all windows facing the street, public right of way or any sidewalk. Any such decorative window display shall have as its backdrop a screen, blind, curtain, partition, or some other opaque surface preventing a clear view into the interior of the property. Norwich Community Development Corporation may assist owners, when requested, by providing guidance as to appropriate themes.
- (2) **Actions Prohibited:** No windows of any vacant commercial property shall be covered with butcher block or black paper, newspaper, plastic garbage bags or similar material and no application of soap, paint, or other coloration of windows, other than energy-saving tint, shall be permitted.

Chapter 7 Administration, Procedures, & Enforcement

7.1 Reviewing Agencies

7.1.A City Staff

The City's Zoning Enforcement Officer, in consultation with the Director of Planning and Neighborhood Services, City Planner, and City Engineer shall be responsible for the administration and enforcement of these Regulations.

7.1.B Commission on the City Plan (CCP)

The Commission on the City Plan is granted the power to regulate by ordinance the height, number of stories and size of buildings and other structures, the percentage of the area of the lot that may be built upon, the size of yards, courts and other open spaces; the density of population; and the location and use of buildings, structures and land for trade, industry, dwelling or other purposes;

and in so doing may divide the City into zones of such number, shape and area as may be best suited to carry out its purposes, as granted by Chapter XV of the City's Charter.

7.1.C City Council

The City Council shall act as the Zoning Authority for the City, with the power to adopt, amend, and enforce these Regulations in accordance with the Chapter V of the City's Charter.

7.1.D Zoning Board of Appeals

The Zoning Board of Appeals shall have the following powers and duties, as outlined within Chapter 124 Section 8-6 of the C.G.S:

- (1) To hear and decide appeals where it is alleged that there is an error in any order, requirement, or decision made by the Zoning Enforcement Officer.
- (2) To determine and vary the application of these regulations in harmony with their general purpose and intent and with due consideration for conserving the public health, safety, convenience, welfare and property values 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 such regulations would result in exceptional difficulty or unusual hardship so that substantial justice will be done and the public safety and welfare secured, provided that the regulations may specify the extent to which uses shall not be permitted by variance in districts in which such uses are not otherwise allowed.

7.1.E Application Types (Table)

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

Table 27: Applications & Reviewing Bodies

Application Type	Section	Review Agency			
		Staff	Commission on the City Plan (CCP)	City Council	Zoning Board of Appeals (ZBA)
Zoning Permit	7.3.A	X			
Certificate of Zoning Compliance	7.3.B	X			
Change of Conforming Use or User	--	X			
Change of Nonconforming Use	--		X		
Site Plan	7.4.A		X		
Special Permit	7.4.C		X		
Coastal Site Plan Review	7.4.B		X		
Regulation Amendment	7.5.A		Referral	X	
Map Amendment	7.5.A		Referral	X	
Appeal of Order or Decision *	7.6.A				X
Variance (Dimensional Standards)	7.6.B				X
Variance (Use)	7.6.B		Referral		X
Motor Vehicle Location Approval	7.3.C	X			
Alcohol / Liquor Permit	--	X			

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

7.2 Application Procedures

The following application procedures shall apply to all applications submitted to the Commission on the City Plan or the Zoning Board.

7.2.A Submittal Requirements

Application submittals shall be submitted as follows:

- (1) Applications to the Commission or Zoning Board of Appeals shall be submitted to the Department of Planning and Neighborhood Services. Applications should be submitted through the City's online portal and on hard-copy forms obtained from the Department of Planning and Neighborhood Services for the type of application being submitted.
- (2) Applications shall be accompanied by the appropriate fee(s) except those from City partner agencies or applications that have been exempted at the discretion of the City Manager.
- (3) Applications shall be submitted with such supporting plans, materials, and other information as required by these Regulations.
- (4) Applications shall be signed by the applicant and the owner of the property affected or the authorized agent or representative of the owner.

7.2.B Date of Receipt

For the purposes of calculating the timeframes for processing applications, the date of receipt of an application shall be determined in accordance with state law. At the time of 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 and fee to the Department of Planning and Neighborhood Services; or
- (2) Thirty-five days after submission, whichever is soonest.

7.2.C Incomplete Applications

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

7.2.D Sequence of Hearings

Where a proposal or activity requires multiple applications, any public hearings may be conducted simultaneously or in the order deemed appropriate.

Example: IWWCC before CCP or ZBA before CCP.

7.2.E Consultations

On any application, the Commission or board may seek the advice and opinion of other officials, boards, or commissions to assist it in evaluating applications. The City may retain an architect, landscape architect, professional land use planner, attorney, 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 City for 150% of the estimated costs of any consulting review fees,
 - (2) Any surplus funds shall be returned to the applicant upon the rendering of the decision by the review agency.
-

7.2.F Notification Procedures

7.2.F.1 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, 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. In calculating the days, the day of publication and the day of the hearing shall be excluded.

7.2.F.2 Notification Procedures

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.

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.

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. 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., Special Permit or Variance) and a description of the use proposed.

Failure to provide proof of mailing of such notice to any person or persons may delay the opening public hearing.

7.2.F.3 Abutting Municipalities

In accordance with CGS § 8-7d(f), notification shall be made to 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.

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. Such notice shall be made by certified mail, return receipt requested, and shall be mailed within seven days of the date of receipt of the application, petition, request or plan. Such adjoining municipality may, through a representative, appear and be heard at any hearing on any such application, petition, appeal, request or plan.

7.2.F.4 Water Companies

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.

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. Such water company and the Commissioner of Public Health may, through a representative, appear and be heard at any hearing on any such application, petition, request or plan. Prior to the scheduled meeting regarding the application, the applicant shall submit the following to the Department of Planning and Neighborhood Services, or the application shall be considered incomplete:

- (1) A copy of all notices and other documentation sent to the Southeastern Connecticut Water Authority and / or the Commissioner of Environmental Protection in accordance with this Section; and
- (2) Proof of mailing.

7.2.F.5 Regional Planning Agency

In accordance with CGS § 8-3b, the City 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.

The regional planning agency may submit its advisory findings and recommendations to the City 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.

7.2.F.6 Connecticut Department of Environmental Protection

Pursuant to CGS § 22a-103, the City 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.

7.2.F.7 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, or one in which a stonewall preservation agreement exists, and where activity is proposed within the restricted area, the applicant must submit either:

- (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 complies with the terms of the restriction.

7.2.G 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.

7.3 Applications – Staff Review

7.3.A Zoning Permit

7.3.A.1 Applicability

An application for a Zoning Permit shall be made to the Zoning Enforcement Officer (ZEO) on a form or through the online portal provided for that purpose prior to:

- (1) The erection, expansion, or alteration of any structure is commenced in any district; or
- (2) The commencement of any other activity that requires a Zoning Permit or other permit required by these Regulations; or

No building or structure shall be erected, expanded, 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.

7.3.A.2 Application Requirements

An application for a Zoning Permit shall include the following materials. The Zoning Enforcement Officer may reduce the application requirements provided there is sufficient documentation to determine compliance with the Regulations.

- (1) A completed Zoning Permit application form, signed by the applicant and the owner of record, if different. Such application form shall include a provision granting consent to the Commission, its agents, or in the event of a formal site walk, the general public to inspect the property at reasonable times and upon reasonable notice
- (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;
- (3) Building plans (dimensioned floor plans and elevations);
- (4) Driveway plan;
- (5) Grading plan;
- (6) A Soil Erosion and Sediment Control Plan in accordance with Section 6.5;
- (7) A lighting plan in accordance with Section 6.15;
- (8) Additional information, as may be necessary to determine compliance with the provisions of these Regulations; and
- (9) Other drawings and documentation showing the information required in the Appendix of these Regulations. Refer to the Application Checklist Appendix for more information.

7.3.A.3 Proceedings

If the submitted application materials document to the satisfaction of the Zoning Enforcement Officer that the proposal complies with these Regulations, the ZEO shall issue a Zoning Permit setting forth the date on which the permit was issued and require the payment of the associated permit fee. If all the requirements of these Regulations are met, the Zoning Permit shall be issued. Non-payment of the required fee invalidates the permit.

An application for a Zoning Permit may be withdrawn, in writing, by the applicant at any time prior to final action.

7.3.A.4 Other Requirements

Approval of an Application for a Zoning Permit 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.

Any maps, plans, documents, statements, and stipulations submitted to and approved by the Commission or Zoning Board of Appeals in connection with an approval granted, shall also be conditions for approval of an Application for a Zoning Permit.

7.3.A.5 Notice Provisions

In accordance with CGS § 8-3(f), the applicant may publish notice in a newspaper with circulation in Norwich, 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.

A sample of such notice shall be provided by the City at the applicant's request.

7.3.A.6 Expiration & Completion

Any Zoning Permit issued by the ZEO under the provisions of these Regulations shall become invalid and expire if:

- (1) The authorized work is not commenced within five (5) years after issuance of the Zoning Permit; or
- (2) The authorized work is suspended or abandoned for a period of five (5) years after the time of commencing the work.

7.3.A.7 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. A Class A-2 boundary survey prepared by a Connecticut-licensed land surveyor may be required to 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 ensure that any errors in location are found at an early time in the construction process.

7.3.A.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.

- (1) A Zoning Permit or Certificate of Zoning Compliance may not 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.
- (2) The Zoning Enforcement Officer is authorized to issue a Cease-and-Desist Order if in their 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; the ZEO shall withdraw such Order when the ZEO 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.

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.B Certificate of Zoning Compliance

7.3.B.1 Applicability

A Certificate of Zoning Compliance shall be issued when the Zoning Enforcement Officer determines that any use, building, structure or alteration for which a Zoning Permit has been issued conforms in all respects to the Zoning Regulations and any permit or approval issued hereunder. No structure, land or premises shall be occupied for use or converted to a new use until such certificate has been issued by the Zoning Enforcement Officer or his designee.

7.3.B.2 Application Requirements

Upon completion of any building, structure or addition for which a Zoning Permit has been issued, the applicant shall submit the following information, when deemed necessary by the ZEO, to the ZEO before a Certificate of Zoning Compliance may be issued:

- (1) 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
- (2) 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.

7.3.B.3 Proceedings

Approval of an Application for a Certificate of Zoning Compliance 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. The Zoning Enforcement Officer, or his designee, shall determine whether the project conforms to the Zoning Regulations.

Any maps, plans, documents, statements, and stipulations submitted to and approved by the Commission or Zoning Board of Appeals in connection with an approval granted shall also be conditions for approval of an Application for a Certificate of Zoning Compliance. In the event that any 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 Zoning Board of Appeals.

Furthermore, no Certificate of Zoning Compliance shall be issued where the Zoning Enforcement Officer determines that there is an outstanding violation of the Norwich Inland Wetlands and Watercourses Regulations, the Subdivision Regulations, or the Public Health Code.

7.3.B.4 Expiration

A Certificate of Zoning Compliance shall remain in effect as long as the specified uses and conditional requirements are properly maintained. If such conditions and uses are no longer maintained, the Zoning Board of Appeals, after a hearing, deem the certificate null and void.

7.3.B.5 Alternative to Completion

As an alternative to full project completion, the applicant may request 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 City 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. The bond shall be in a form acceptable to the City.

7.3.C Motor Vehicle Location Approval

7.3.C.1 Applicability

In accordance with CGS § Section 14-54, an application for a Certificate of Location Approval shall be submitted to the Department of Planning and Neighborhood Services 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.

In accordance with CGS § 14-321, an application for a Certificate of Location Approval shall be submitted to the Zoning Enforcement Officer 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.

7.3.C.2 Application Requirements

All applications for a certificate of location approval shall be accompanied by the required material in accordance with CGS §14-54 and/or §14-321 (whichever is applicable). All applications for a certificate of approval of location shall be accompanied by a fee of \$300.00. Said fee shall be paid at the time of filing the application.

7.3.C.3 Proceedings

In reviewing a Certificate of Location Approval application, the Zoning Enforcement Officer 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 Zoning Enforcement Officer serves solely to determine whether a Certificate of Location Approval should be issued.

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.

7.3.C.4 Certificates of Location Approval

No certificate of approval shall be issued unless it is found that the location is suitable for the use intended and that such location will not imperil the safety of the public. If it is ascertained that a certificate of approval was procured by misrepresentation or fraud, the Zoning Board of Appeals

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.

7.4 Applications – Commission on the City Plan Review

7.4.A Site Plan Review

7.4.A.1 Applicability

A site plan application shall be submitted for any activity designated in these Regulations as requiring a site plan approval, including:

- (1) New construction of buildings of 5,000 square feet or greater.

In addition, any alteration of 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. Site Plan to Site Plan uses can be approved by the Zoning Enforcement Officer if there is no material change in the use and character of the site and building. 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 change involves a division of the property or a change of lot line.
- (3) The proposed change alters the use to another use category or a use with a greater parking requirement under these Regulations.

All site plan revisions must bring into conformance, to the extent practicable, all aspects of the site that do not conform to current Regulations. The Zoning Enforcement Officer 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.

7.4.A.2 Objectives

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

- (4) That the proposal has met all the applicable requirements of these Regulations. That the proposal shall protect and preserve the supply of potable drinking water by protecting and preserving subsurface aquifers.

7.4.A.3 Application Requirements

A site plan application shall be accompanied by 4 full-size (24" x 36") and 4 reduced-size (11" x 17") copies of detailed Site Development Plans, signed and sealed by the appropriate professionals, that comply with the requirements in the Appendix of these Regulations. Appropriate digital copies of all submitted material are also required. See the Application Checklist Appendix for more information. 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.

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 shall

consult with City Staff and may deem the request for relief is not necessary in order to decide on the application. The Commission may override the recommendation of staff if they see fit.

7.4.A.4 Date of Receipt

The date of receipt of the Site Plan Application shall be determined in accordance with Section 7.2. The applicant may, at any time prior to action by the Commission, withdraw such application. Application fees are non-refundable. No application shall be deemed received until the required hard copy of all application materials, including the application fee, have been submitted to the Planning and Neighborhood Services Department.

7.4.A.5 Incomplete Application

An incomplete Site Plan Application, including but not limited to the failure to pay applications fees, may be denied in accordance with Section 7.2.

7.4.A.6 Notification Requirements

Notification procedures outlined in Section 7.2 shall apply to all site plan applications, as applicable. On a site plan application involving notice to adjoining municipalities, to water companies, or to a regional planning agency, the Commission shall give due consideration to any report or testimony received.

7.4.A.7 Coordination for Other Agency Review

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.

On a Site Plan Application involving an activity regulated pursuant to CGS §§ 22a-90- to 22a-110, inclusive, the Commission shall require a Coastal Site Plan Application in accordance with Section 7.4.B of these Regulations.

7.4.A.8 Commission Actions

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 one or more extensions of such period provided the total period of any such extension or extensions shall not exceed 65 days. 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.

In any submission under this Section, the Commission may approve or disapprove the proposed plan, or may approve it subject to appropriate modifications, stipulations and safeguards designed to further the general purposes of these Regulations and the specific purposes indicated above. Any Certificate of Zoning Compliance or Occupancy issued for such approved uses shall be subject to continued conformity with those modifications, conditions and safeguards.

7.4.A.9 Action Documentation

The Commission shall send, by certified mail/return receipt, a copy of any decision to the applicant within 15 days after such decision is rendered. The Commission shall cause notice of the approval or denial to be published in a newspaper having a substantial circulation in Norwich within 15 days after such decision is rendered. 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 application may provide for the publication of such notice within 10 days thereafter.

7.4.A.10 Performance Guarantee

The Commission or Zoning Enforcement Officer may require that a bond 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 is issued for activities shown on the approved plan, and
- (2) The completion of any site improvements that are to be conveyed to or controlled by the City of Norwich, and
- (3) That all of the improvements shown on the approved plan are implemented before a Certificate of Zoning Compliance related to issuance of a Certificate of Occupancy is granted.

7.4.A.11 Post Approval

Following approval of a Site Plan Application, the applicant shall submit 2 mylar and 4 paper copies (24" by 36") plus digital files of a final plan to the Department of Planning and Neighborhood Services bearing:

- (1) The raised seal and signature of the appropriate professionals who prepared the drawing(s).
- (2) A copy of the decision letter of the Commission and any other City regulatory agencies authorizing the activity; and
- (3) A signature block where the Chairman of the Commission can indicate the approval of the Commission.
- (4) Red Indelible Ink: This process will be certified by a live stamp applied by the producer. This stamp will be affixed with indelible red ink. The stamp shall include the name of the producer and the process used. It shall measure 1" x 2". Original ink drawings will be so identified using the same process described above.

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.

The applicant shall also submit application documents in an electronic format in accordance with Department of Planning and Neighborhood Services requirements.

7.4.A.12 Expiration & Completion

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 a 5-year period shall result in expiration of the

approval of such site plan unless the Commission grants an extension of the time to complete work in connection with such site plan.

- (1) The Commission may choose to 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 14 years from the date of approval of such site plan. The Commission shall, considering the reason for non-activity, consult with the City Planner, City Engineer, and other City Staff to determine whether the proposal meets current Zoning requirements.
- (2) The Commission may condition the approval of such extension on a determination of the adequacy of any Bond.

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 stating the date on which the five-year completion period expired.

7.4.A.13 Alternative to Completion

As an alternative to full project completion, the applicant may request to post a bond for completion of any required public infrastructure, sedimentation and erosion controls, site plan improvements, and other items for which a bond may lawfully be required. The bond amount and form shall be determined by the City 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. The bond shall be in a form acceptable to the City.

7.4.B Coastal Site Plan Review

7.4.B.1 Applicability

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) Activities conducted for the specific purpose of conserving or preserving soil, vegetation, water, fish, shellfish, wildlife and other coastal land and water resources;
- (6) Interior modifications to building;

- (7) Minor changes in use of building, structure or property except those changes occurring on property adjacent to or abutting coastal waters.

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 7.4.C of these Regulations;
- (3) Applications for a variance submitted to the zoning board of appeals in accordance with CGS § 8-6(3) and Section 7.6.B of these Regulations;
- (4) A referral of a proposed municipal project to the Commission in accordance with CGS § 8-24.

7.4.B.2 Application Requirements

When required, an application for approval of a coastal site plan shall be submitted to the Commission on a form prescribed by the Commission with the associated fee. 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.

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.

7.4.B.3 Proceedings

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.

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. 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 7.4.A.

7.4.B.4 Commission Actions

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 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. 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.

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.

7.4.B.5 Post Approval

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.

7.4.B.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.

7.4.C Special Permits

7.4.C.1 Applicability

A Special Permit application shall be submitted for any activity designated in the Regulations as requiring Special Permit approval; however, 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 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.

7.4.C.2 Application Requirements

A Special Permit Application shall be accompanied by the associated fee and 4 copies each of the following information:

- (1) A Site Plan, 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 is not necessary for the Commission to evaluate the proposal. This shall include full-size (24" x 36") of detailed Site Development Plans, signed and sealed by an appropriate professional, that comply with the requirements in the Appendix of these Regulations.

- (2) A detailed statement describing the existing and proposed use or uses,
- (3) A detailed statement describing how the Special Permit criteria in this section are addressed, and
- (4) Any approval that may have been required from any local, regional, State or Federal agency or department having jurisdiction over any aspect of the application.

In addition to the material above, the applicant may be required to provide the following additional information:

- (1) 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.
- (2) 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.
- (3) 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 reasonable review of the application.

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 shall consult with City Staff and may deem the request for relief is not necessary in order to decide on the application. The Commission may override the recommendation of staff if they see fit.

7.4.C.3 Date of Receipt

The date of receipt of the Special Permit Application shall be determined in accordance with Section 7.2. The applicant may, at any time prior to action by the Commission, withdraw such application.

7.4.C.4 Incomplete Application

An incomplete Special Permit Application may be denied in accordance with Section 7.2.

7.4.C.5 Public Hearing

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 7.2 of these Regulations,

- (2) Inform the applicant of the deadline to provide notice to property owners in accordance with the requirements of Section 7.2 of these Regulations,
- (3) Confirm that the applicant has mailed notice to property owners in accordance with these Regulations.

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.

7.4.C.6 Notification Requirements

Notification procedures outlined in Section 7.2 shall apply to all Special Permit applications, as applicable. On a Special Permit Application involving notice to adjoining municipalities, to water companies, or to a regional planning agency, the Commission shall give due consideration to any report or testimony received.

7.4.C.7 Coordination for Other Agency Review

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.

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 7.4.B of these Regulations.

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.

7.4.C.8 Special Permit Criteria

The following special permit criteria shall be applicable to all special permit requests. The applicant shall bear the burden of demonstrating that any applicable Special Permit Criteria in these Regulations are addressed. In considering any application for a Special Permit, the Commission shall evaluate the merit of the application with respect to the following factors:

- (1) 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.
- (2) 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.
- (3) The location and height of buildings, walls, and fences, and the planned activities on the site must be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings.
- (4) 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.
- (5) 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 or pedestrian circulation in such a manner as to create or worsen unsafe traffic conditions.
- (6) Existing and/or proposed 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.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) Adequate provision must be demonstrated for the sustained maintenance of the proposed development (structures, streets, and other improvements).

In addition to the above criteria, some districts require additional criteria to be met, as outlined below.

7.4.C.9 Criteria within 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 use will incorporate Complete Streets practices into site design, in accordance with the City's Complete Streets Policy, including but not limited to:
 - a) Providing high quality recreational and multimodal transportation facilities and providing non-motorized means of transportation.
 - b) Promotion of a pedestrian-friendly atmosphere by improving streetscapes and safety.
- (2) The use will not aggravate parking conditions and traffic circulation.
- (3) The use will not adversely impact future development opportunities within the surrounding area and the CC district.
- (4) 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.

7.4.C.10 Criteria in a Floodplain Overlay

Any Special Permit proposed to be established in any Floodplain Overlay (Section 3.4.B) 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.

7.4.C.11 Criteria within the Planned Development Design District

The following additional criteria shall be considered in the review of a special permit within the Planned Development Design District:

- (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.

7.4.C.12 Criteria within the Waterfront Development District

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 buildings, structures or substantial improvements of existing buildings, 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.

7.4.C.13 Commission Actions

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, and it must determine that any accompanying Site Plan is in conformance with the applicable provisions of these Regulations. 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.

Following the public hearing, the Commission may approve, disapprove, or approve with modifications and / or conditions the proposed Special Permit use.

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.

7.4.C.14 Conditions

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. 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. 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.

7.4.C.15 Action Documentation

The Commission shall send, by certified mail/return-receipt, a copy of any decision to the applicant within 15 days after such decision is rendered. 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 a decision is rendered. 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 a plan may provide for the publication of such notice within ten (10) days thereafter.

7.4.C.16 Post Approval

Following approval of a Special Permit Application, the applicant shall submit 2 mylar and 4 paper copies plus digital files of a final plan to the Department of Planning and Neighborhood Services:

- (3) Bearing the raised seal and signature of the appropriate professionals who prepared the drawing(s).
- (4) Bearing a copy of the decision letter of the Commission and any other City regulatory agencies authorizing the activity; and
- (5) Containing a signature block where the Chairman of the Commission can indicate the approval of the Commission.

- (6) Red Indelible Ink: This process will be certified by a live stamp applied by the producer. This stamp will be affixed with indelible red ink. The stamp shall include the name of the producer and the process used. It shall measure 1" x 2". Original ink drawings will be so identified using the same process described above.

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.

The applicant shall also submit application documents in an electronic format in accordance with Department of Planning and Neighborhood Services requirements.

7.4.C.17 Modifications

A Special Permit may be amended or modified, 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. Any modifications that:

- (1) Decrease the dimensional elements (e.g., reduction of building size) or propose a change of use that requires a Site Plan shall follow the Site Plan Procedures in Section 7.4.A, provided, however, that such proposed change shall still be considered an amendment to the Special Permit.
- (2) 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 this section.

7.4.C.18 Violations

A Special Permit shall authorize only the particular use or uses specified in the Commission's approval. 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.

7.4.C.19 Expiration & Completion

All work in connection with a special permit shall be completed within 5 years after the date of approval of the plan. Failure to complete all work within such timeframe shall result in expiration of the associated site plan, unless the Commission grants an extension of the time to complete work in connection with such special permit.

- (1) The Commission may choose to grant 1 or more extensions of the time to complete all or part of the work in connection with the special permit provided the total extension or extensions shall not exceed 14 years from the date of approval of such special permit. The Commission shall, considering the reason for non-activity, consult with the City Planner, City Engineer, and other City Staff to determine whether the proposal meets current Zoning requirements.
- (2) The Commission may condition the approval of such extension on a determination of the adequacy of any Bond.

7.5 Applications – City Council

7.5.A Zoning Map & Regulation Amendments

7.5.A.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. Such application form shall be signed by the owner of the property proposed for any zoning map amendment, unless the applicant is the City of Norwich or any agency thereof. 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 \$1000.00.

7.5.A.2 Public Hearing Notifications

The provisions of the notification sections below 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.

7.5.A.3 Notification to Abutters

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 applicant 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.

The applicant 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.

7.5.A.4 Notification by Sign Posting

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.

7.5.A.5 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 the 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.

7.5.A.6 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 six months from the date of said negative vote.

7.6 Applications – Zoning Board of Appeal

7.6.A Appeals

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.

7.6.B Variances

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. 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.

Additional considerations for use variances include:

- (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 Commercial or Special Zone.
- (4) A use variance shall only be granted where, without the use variance, the private property would be rendered valueless.

7.6.B.1 Fee

All applications and appeals shall be accompanied by a fee of \$500.00. Said fee shall be paid to the City of Norwich at the time of filing the application.

7.6.B.2 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 35 days after such hearing commences. The Board shall make its decision no more than 65 days after the close of the public hearing. 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.

7.6.B.3 Notifications Required

The applicant shall, no later than 10 days prior to the variance hearing, send notices to all abutting property owners by certificate of mailing, 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.

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.

In addition to notifying abutting property owners, 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. The day of publication and the day of the hearing shall be excluded from this calculation.

7.6.B.4 Board Action

All decisions on such application shall be rendered within 65 days of 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. 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.

7.6.B.5 Records

All records of the Board's actions shall be kept on file in the City Clerk's Office.

7.7 Performance Bonds

7.7.A Applicability

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 site improvements to be conveyed to, or controlled by, the City of Norwich
- (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

Where authorized in these Regulations, the Zoning Enforcement Officer may require the applicant to post a financial guarantee prior to the issuance of a Certificate of Zoning Compliance to assure completion of any incomplete site improvements.

7.7.B 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:

Table 28: Bond Objectives

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		
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	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	Landscaping improvements (e.g., grass, trees, shrubs) Maintenance of erosion and sedimentation controls

Construction Stabilization	Phased Occupancy	Maturation
Timeframe		
Prior to issuing Zoning Permit	Prior to issuance of a Certificate of Zoning Compliance for a Certificate of Occupancy.	When a final Certificate of Zoning Compliance is requested for the project

7.7.C 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) Certified check to the order of the City when the amount of the check is fully insured by the FDIC.
- (3) Irrevocable evergreen letter of credit naming the City as sole beneficiary provided that:
 - a) 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
 - b) The long-term unsecured debt of such a 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.
 - c) 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,
 - d) 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.
 - e) 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.

7.7.D Bond Initiation & Term

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.

7.7.E Bond Reduction

At the request of the developer, the City may reduce the required bond commensurate with the items completed. 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. Zoning Permit approval bond releases may be approved by the Zoning Enforcement Officer.

If the person posting a financial guarantee under this section requests a release of all or a portion of such financial guarantee, the Commission or its agent shall, not later than sixty-five days after receiving such request, (A) release or authorize the release of any such financial guarantee or portion thereof, provided the Commission or its agent is reasonably satisfied that the site improvements for which such financial guarantee or portion thereof was posted have been completed, or (B) provide the person posting such financial guarantee with a written explanation as to the additional site improvements that must be completed before such financial guarantee or portion thereof may be released.

7.8 Enforcement

7.8.A Enforcement

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.

7.8.B Penalties

Any person, firm, association or corporation violating any provision of these Regulations shall be punished as follows:

- (1) 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.

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.

7.8.C Revocation of Site Plan or Special Permit Approvals for Violations or Misrepresentations

Whenever the Commission or its agents find that any of the terms, conditions or restrictions upon which an approval for site plan, special permit, or zoning permit was granted are not being complied with the Commission or the Zoning Enforcement Officer, as the case may be, may revoke such approval or permit following notice to permit holder and property owner (if different) and an opportunity to appear and be heard as to why the approval or permit should not be revoked.

Similarly, in the event that the Commission or the Zoning Enforcement Officer, as the case may be, determines or discovers that information submitted to it in support of any application for zoning permit special permit or site plan approval was incorrect, misleading, or deceptive, the Commission or the Zoning Enforcement Officer, as the case may be, may revoke such approval or permit, after a hearing with notice and an opportunity to be appear and be heard as to why the approval or permit should not be revoked.

Appendix: Application Checklists

A. Zoning Permit 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 – due upon approval
-

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.

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:

- 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;
- 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);
- 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;
- all applicable setback lines;
- the location of any wetlands and/or watercourses or areas of special flood hazard;

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.

B. 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.
- 4 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.
- 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)

C. Erosion and Sediment Control Requirements

- 2 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 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;
 - 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;
 - 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.
- 2 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;
 - 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;
 - 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.
- Any other information which in the Department of Planning and Neighborhood Service's judgment will assist in evaluating the proposal.

D. Special Permit 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 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.
- 4 copies of a 24" x 36" site plan and 4 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:
 - a key map showing the location of the property in relation to surrounding areas;
 - existing and proposed contour elevations based upon two (2) foot contours;
 - existing and/or proposed buildings, structures, and appurtenances thereof,
 - existing and/or proposed parking and loading accommodations;
 - existing and proposed landscaping prepared by a Connecticut-licensed landscape architect;
 - access and egress details for pedestrian and vehicular traffic;
 - location of existing and proposed signs;
 - location of adjacent roads, curb cuts, and width of rights-of-way and travel way;
 - site drainage plans and details;
 - location of municipal sewer lines and water mains;
 - site lighting details including a light shed plan;
 - location of soil types, including identified wetlands;
 - location of watercourses, aquifers and flood boundaries;
 - provisions for and manner of refuse disposal;
 - limits of vegetation coverage, location of any significant trees to be retained and/or removed;
 - total land coverage with breakdown for lot coverage and other impervious areas; and
 - names of all abutting landowners.

- 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
- 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.
- 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.
- 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.
- 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 of the development site;
 - 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
 - where applicable, the applicant shall include the written recommendations of the Connecticut Department of Transportation, the Norwich Traffic Authority, and the City
- If a multi-family development, 2 copies of a report of the proposal including:
 - 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
 - projected dwelling unit floor areas and projected selling price or rentals of dwelling units.

- A statement describing the proposed staging if the development is to be constructed over a period of years.
- A report from the Norwich Fire Marshal commenting and/or recommending on fire protection provisions affecting the development or nearby properties.
- 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.
- When necessary, a report from the Norwich Design Consultant on the site plan, landscaping, and architectural design of all buildings and other structures.
- A narrative describing construction stages and manner in which the application complies with the requirements for erosion and sedimentation control prescribed under these Regulations.
- 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.
- 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.
- 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).
- If utilizing on-site septic systems, a subdivision sewage disposal report prepared by the applicant including proposed locations of septic systems.
- For Conservation Developments, topographic maps showing how the property could be subdivided if it were subdivided conventionally.
- Any other information which in the Commission's judgment will assist in evaluating the proposal.

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

E. Additional Requirements for Earth Excavation

- 2 copies of a statement indicating the purpose of the excavation and/or filling.
- 2 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.
- 2 copies of an engineering report including statements on traffic safety, noise, grading, landscaping, and erosion control methods.
- 2 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.
- 2 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
 - 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
- 2 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.

F. 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 lot 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.

G. Regulation Amendment 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.
- 4 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.
- 4 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.
- A digital version of the proposed amendment in a Microsoft Word compatible format.

H. Zoning Map Amendment 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.
- 2 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
- 2 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.
- 2 copies of a simple metes and bounds description defining in writing the boundaries of the proposed zoning district change.