



# TOWN OF ENFIELD

## **Land Use Commissions Application Guide**

A complete application is the best way to ensure timely approvals. This guide is here to help you navigate through the process and keep track of submission requirements.

All applicants are highly encouraged to meet with the Planning Office prior to starting an application.

### **These are the summarized Planning steps:**

1. Pre-Application: Provide narrative i.e.- How will the site be used, parking & loading areas, hours of operation, number of employees, outdoor entertainment, and food or alcohol, etc.
2. Pre-Application-Provide a sketch of the interior and exterior of the site location drawn to scale.
3. Planning staff will review and discuss with you your plans and provide you with an Application Road Map (see example).
4. A formal complete application is received.
5. Plans are circulated for Interdepartmental comments or an A.R.T meeting is held with the applicant and Town staff.
6. Revisions to plans are made, if required.
7. Attend Land Use Board Commission meeting(s):  
(Inland Wetland & Watercourse Agency, Planning and Zoning Commission, Aquifer Protection Commission, Zoning Board of Appeals, and Historic District Commission,).
8. Land use Commission(s) reviews to make a determination-approval or denial.
9. Post Approval-Next Steps and Approval Letter provided.
10. Commission(s) final plans are reviewed and bond(s) are processed, if applicable.
11. Revisions to final plan set are made, if required.
12. Building Permit.
13. Construction.
14. Submittal of As-Builts.
15. Apply for Certificate of Zoning Compliance.
16. Approval or reinspection for a Certificate of Zoning Compliance.
17. Building Certificate of Occupancy Application and Process.
18. Bond Release Request to Commission(s).

The Planning staff assists and guides projects throughout the approval processes. Depending on your project, multiple commissions may be involved. Planning staff can assist to help you develop your ideas so that they conform to the Enfield Regulations.

### **Note:**

- 14 copies of 24 X 36 plans are to be submitted in complete sets- stapled, map folded, and in an electronic format.
- The Planning Division requires an electronic submission of all documents received in CD format or on a USB drive.
- **Planning Website:** <http://enfield-ct.gov/153/Planning-Zoning>
- **Planning Main Phone Line:** 860-253-6355



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# TOWN OF ENFIELD

## Application Assistance Road Map

**Applicant Name:**

**Contact #:**

**Project Address:**

**Email:**

**Property Zone & Design District Overlay Information:**

**Summary Description:**

**Planning Office Contact Person:**

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### Thank you for your investment in Enfield.

Planning Office received your narrative description and design sketch. Based upon our first review we have identified the following for you.

- |   | <b>Estimated<br/>Time*</b> |
|---|----------------------------|
| <input type="checkbox"/> Go directly to the Building Department. Your Building Permit Application will be reviewed by Planning. | 5 Days-1 Month             |
| <input type="checkbox"/> Apply for Administrative Approval by the Director of Planning  | 5 Days-1 Month             |
| <input type="checkbox"/> Submit 2 copies of Preliminary Plans. Plans are to include:  |                            |
| <input type="checkbox"/> Site Plan (can be conceptual) <b>Must be to scale.</b>   |                            |
| <input type="checkbox"/> Spatial Arrangement  |                            |
| <input type="checkbox"/> Floor Plan(s) (can be conceptual) <b>Must be to scale.</b>   |                            |
| <input type="checkbox"/> Type of Use  |                            |
| <input type="checkbox"/> Occupancy  |                            |
| <input type="checkbox"/> Seating Arrangements   |                            |
| <input type="checkbox"/> Facilities- Restrooms and Storage  |                            |
| <input type="checkbox"/> Ingress & Egress   |                            |
| <input type="checkbox"/> Architectural Elevation Changes (can be conceptual)  |                            |
| <input type="checkbox"/> Narrative Description to include:  |                            |
| <input type="checkbox"/> What are your plans for the site?  |                            |
| <input type="checkbox"/> How are you going to implement the plan?   |                            |
| <input type="checkbox"/> Nature of Business   |                            |
| <input type="checkbox"/> Hours of Operation   |                            |
| <input type="checkbox"/> Number of Employees  |                            |
| <input type="checkbox"/> Parking  |                            |
| <input type="checkbox"/> Other: _____   |                            |



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## TOWN OF ENFIELD

	<b>Estimated Time*</b>
<input type="checkbox"/> We will schedule an A.R.T. (Administrative Review Team) Meeting. At that meeting you will receive guidance from Enfield Departments & Agencies	3 Weeks
<input type="checkbox"/> You will need to seek a variance from the Zoning Board of Appeals.	2 Months
<input type="checkbox"/> You will need to seek an Inland Wetland Permit from the Inland Wetland & Watercourses Agency Commission	2 Months
<input type="checkbox"/> You will need to seek a Historic District Commission Certificate of Appropriateness from the Historic Preservation Commission.	1 Month
<input type="checkbox"/> You will need to submit an Aquifer Protection Agency Application to the Planning & Zoning Commission.	2 Months
<input type="checkbox"/> You will need to submit a Flood Hazard Development Permit to the Planning & Zoning Commission.	2 Months
<input type="checkbox"/> You will need to seek Site Plan Approval from the Planning & Zoning Commission.	2 Months
<input type="checkbox"/> You will need to seek a Special Permit Approval from the Planning & Zoning Commission.	3 Months
<input type="checkbox"/> You will need to submit a Location Approval Application to the Zoning Board of Appeals.	2 Months
<input type="checkbox"/> <b>Other</b>	
<input type="checkbox"/> Zoning Map Change.	3 Months
<input type="checkbox"/> Zoning Text Change	3 Months
<input type="checkbox"/> Sign Application	
<input type="checkbox"/> Administrative Approval.	1-2 Months
<input type="checkbox"/> Commission Approval from Planning & Zoning.	2 Months.
<input type="checkbox"/> Subdivision Application.	3 Months
<input type="checkbox"/> Open Space Subdivision Application.	3 Months
<input type="checkbox"/> Agent Approval Application-IWWA.	1 Month
<input type="checkbox"/> Other:	

Each item checked has detailed forms and instructions which we can assist you with.

Please be aware that if your application requires one or more public hearings, you will need to post public notice signs.

\* Connecticut State General Statutes allow up to eight (8) months. We strive to shorten the period.

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### Post Commission Processing

Some types of applications require that you complete the process of a permit before applying to another Commission.



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## Site Plan Review - Lite

1. Applicant makes an inquiry.
2. Applicant provides a letter from the owner stating that they will allow the business use.
3. Applicant provides a project narrative
  - What are their plans for the site?
  - Nature of business
  - Hours of operation
  - Number of employees
  - Parking
4. Applicant provides an interior floor plan sketched drawn to scale (may use graph paper):
  - Spatial Arrangement
  - Use
  - Occupancy
  - Seating Arrangements
  - Facilities- Restrooms and Storage
  - Ingress and Egress
5. Planning staff reviews prior Land Use Commission approvals and any special conditions.
  - Special Use Permits and Maps filed on the Land Records
  - Wetland Permits
  - Variances
  - Aquifer Protection Approval
  - Development Permit for Special Flood Hazard Area
  - Certificate of Appropriateness-Historic
6. Site is inspected to determine present conditions and compared to approval conditions.
7. **Section 9.10.7 Modification of Approved Site Plans**
  - If the center is in compliance with the original approval conditions and the new tenant is not proposing any changes; Planning staff prepares a memorandum to the Planning and Zoning Commission to seek permission to grant administrative approval with any condition such as:
    - Updating disable parking stripping and signage
    - Restoration of dumpster screening
8. A new Site Plan submission is required if the site plan/ proposed use:
  - Does not represent present conditions or if the present conditions do not represent the original approval
  - If changes are proposed or
  - Represents a change of use impacting the Zoning requirements such as
    - Parking
    - Circulation
    - Disable Parking
    - Screening
    - Buffer
9. **Section 9.10.8 Validity**
  - A Site Plan approved by the Commission is valid for a period of five (5) years. Extensions may be granted by the Commission for up to five (5) additional years.
10. Some uses/ site plans require a public hearing.



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## TOWN OF ENFIELD

### **Ready to Submit an Application to the Planning and Zoning Commission?**

The checklist on the following pages lists the documentation that is the applicant's responsibility.

When you submit materials, be prepared to go through this list with staff. Applicants are also encouraged to review this guide with staff when they are getting ready to start their application.

Staff reviews your application to determine if your submission is complete and conforms to the application instructions.

**Note:**

- 14 copies of 24 X 36 plans are to be submitted in complete sets- stapled, map folded, and in an electronic format.
- The Planning Division requires an electronic submission of all documents received in CD format or on a USB drive.



## TOWN OF ENFIELD

Applicant Responsibilities	
<input type="checkbox"/> <b>Application Form</b>	<input type="checkbox"/> Provide a complete and notarized application form.
<input type="checkbox"/> <b>Owner Authorization</b>	<input type="checkbox"/> Provide a copy of the DEED, if you own the property OR Provide a letter from the owner authorizing you to apply on their behalf.
<input type="checkbox"/> <b>Abutter's Information</b>	<input type="checkbox"/> Notice to immediate abutters by certified mail not less than fifteen days <b>(15) days prior</b> to the start of the public hearing. (If applicable).  <input type="checkbox"/> A copy of the abutter's letter and proof of mailing notification is to be provided to the Planning Office <b>3 days prior</b> to the scheduled public hearing.
<input type="checkbox"/> <b>Project Narrative</b>	<input type="checkbox"/> Provide a detailed narrative explaining the proposal. <ul style="list-style-type: none"> <li>▪ How will you use the site?</li> </ul> <input type="checkbox"/> Include the hours of operation and number of employees for all commercial/industrial projects. <input type="checkbox"/> Outdoor storage, if any <input type="checkbox"/> Outdoor entertainment, if any <input type="checkbox"/> Will there be food or alcohol? <input type="checkbox"/> If proposing new curb cuts as part of the proposal, provide a narrative report demonstrating: <ul style="list-style-type: none"> <li><input type="checkbox"/> The access ways are adequate but not excessive in number.</li> <li><input type="checkbox"/> The access ways are adequate in width, grade, alignment and visibility.</li> <li><input type="checkbox"/> That access ways are appropriately separated from street corners and other places of public assembly.</li> </ul> <input type="checkbox"/> If proposing new, changes to, off-street parking/loading areas, provide a narrative report demonstrating: <ul style="list-style-type: none"> <li><input type="checkbox"/> Section 10-Site Development Regulations</li> <li><input type="checkbox"/> Adequate off-street parking/loading areas are provided to prevent persons connected with or visiting the use from parking on public streets.</li> <li><input type="checkbox"/> That the proposed interior circulation system is adequate to provide safe accessibility to all off-street parking spaces.</li> </ul>



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<b>Applicant Responsibilities Continued</b>	
<input type="checkbox"/> <b>Materials Samples Specification</b>	<input type="checkbox"/> Provide available manufacturer's literature for added site features: generators, fencing, pre-fabricated structures, etc. <input type="checkbox"/> Physical samples for any façade materials or any non-standard hardscaping should be submitted with the application.
<input type="checkbox"/> <b>Additional requirements for projects adjacent to State Right-of-Way</b>	<input type="checkbox"/> Provide a copy of preliminary applications for access to state highways and State-owned storm drainage facilities where such state permit is necessary.
<b>PLANS-Full Submission Requirements</b>	
<input type="checkbox"/> <b>Cover Sheet</b>	<input type="checkbox"/> Title of Project <input type="checkbox"/> Name of Developer <input type="checkbox"/> Name of Property Owner <input type="checkbox"/> Name of Applicant <input type="checkbox"/> North Arrow <input type="checkbox"/> Scale <input type="checkbox"/> Drawings are to be submitted in landscape orientation opposed to portrait orientation <input type="checkbox"/> Drawing Index/List of all plan sets is to include: <ul style="list-style-type: none"> <li>▪ Original Date</li> <li>▪ Revision Date(s)</li> <li>▪ Sheet Number</li> <li>▪ Sequential Page Number out of Pages in plan set. i.e. Page 1 of 10.</li> </ul> <input type="checkbox"/> Location Map <ul style="list-style-type: none"> <li>▪ Scale: 1" = 1000'</li> <li>▪ Showing Adjacent streets, property owners, and Zones.</li> </ul> <input type="checkbox"/> Zoning Summary Table-Show a table comparing the standards required in these regulations and the standards provided by the proposed project: area and bulk requirements, parking requirements, etc. <input type="checkbox"/> Seal & Signatures of appropriate design professional (Surveyor, Engineer, Architect, Landscape Architect, etc.) <input type="checkbox"/> Land Use Commission Application Numbers, if applicable



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PLANS-Full Submission Requirements	
<input type="checkbox"/> <b>Aquifer Map</b>	<input type="checkbox"/> Proximity to Aquifer Protection Areas are to be delineated on plan sheet. <input type="checkbox"/> Narrative <input type="checkbox"/> Registration Form <ul style="list-style-type: none"> <li>• Aquifer Protection Area Regulations- Section 8 Registration Requirements</li> </ul> <input type="checkbox"/> Permit Application <ul style="list-style-type: none"> <li>• Aquifer Protection Area Regulations- Section 9 Permit Requirements</li> </ul>
<input type="checkbox"/> <b>Floodplain Map</b>	<input type="checkbox"/> Town of Enfield Code of Ordinances- Chapter 42 Floods <input type="checkbox"/> Development Permit for Special Flood Hazard Area Application <input type="checkbox"/> Narrative <input type="checkbox"/> Delineation of Floodplain Area- Official FIRM (Flood Insurance Rate Map) on which FEMA (Federal Emergency Management Agency) has delineated Areas of Special Flood Hazard, the Risk Premium Zones, and Base Flood Elevation.
<input type="checkbox"/> <b>Boundary Survey of Site</b>	<input type="checkbox"/> Area of Lot <input type="checkbox"/> Show property boundaries including distances with angles or bearings. <input type="checkbox"/> Include area of lot and property's zoning classification. <input type="checkbox"/> Include names of adjacent property owners and zoning classification of their properties.
<input type="checkbox"/> <b>Existing Conditions Map</b>  <p style="text-align: center;"><b>Title Block Should Include</b></p> <input type="checkbox"/> Name of Developer <input type="checkbox"/> Name of Property Owner <input type="checkbox"/> North Arrow <input type="checkbox"/> 1": 20' Scale Preferred. May be between 20' and including 40' scale <ul style="list-style-type: none"> <li>▪ If another scale is desired, please contact staff for approval</li> </ul> <input type="checkbox"/> Seals and Signatures of appropriate design professional	<input type="checkbox"/> Delineate flagged Wetlands, if applicable. <input type="checkbox"/> Existing contours or spot grades at no more than 2-foot intervals. <input type="checkbox"/> Show location of existing buildings-indicate: <ul style="list-style-type: none"> <li>▪ Dimensions</li> <li>▪ Area</li> <li>▪ Height</li> <li>▪ Number of stories</li> <li>▪ Distances between buildings and to property lines.</li> </ul> <input type="checkbox"/> Show existing sanitary and storm water drainage facilities with elevation. <input type="checkbox"/> Show existing sidewalks, curbs and curb cuts, and adjacent streets. <input type="checkbox"/> Show location and description of all existing easements and right-of-way.





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PLANS-Full Submission Requirements	
<p><input type="checkbox"/> <b>Existing Conditions Map-Continued</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Show existing trees-label all trees larger than 12” (feet).</li> <li><input type="checkbox"/> Show existing off-street parking/loading areas include details of:               <ul style="list-style-type: none"> <li>▪ Aisles</li> <li>▪ Driveways</li> <li>▪ Each Parking Space</li> <li>▪ All Loading and Unloading Areas</li> <li>▪ Pavement Marking</li> <li>▪ Location of Directional Signs</li> </ul> </li> <li><input type="checkbox"/> Show existing lighting and signage.</li> <li><input type="checkbox"/> Show existing outdoor storage and screening-including dumpster areas.</li> </ul>
<p><input type="checkbox"/> <b>Project Site Plan (s)</b> <i>Include as many sheets as required</i></p> <p style="text-align: center;"><b>Title Block Should Include</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of Developer</li> <li><input type="checkbox"/> Name of Property Owner</li> <li><input type="checkbox"/> North Arrow</li> <li><input type="checkbox"/> 1” : 20’ Scale Preferred. May be between 20’ and including 40’ scale               <ul style="list-style-type: none"> <li>▪ If another scale is desired, please contact staff for approval</li> </ul> </li> <li><input type="checkbox"/> Seals and Signatures of appropriate design professional</li> </ul>	<p style="text-align: center;"><b><u>Layout</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show proposed contours and spot grades at no more than (2) foot intervals.</li> <li><input type="checkbox"/> Show location of proposed buildings-indicate               <ul style="list-style-type: none"> <li>▪ Use</li> <li>▪ Dimensions/Size</li> <li>▪ Area</li> <li>▪ Height</li> <li>▪ Number of Stories</li> <li>▪ Distances between buildings and to property lines.</li> </ul> </li> <li><input type="checkbox"/> Zoning Table with Area and Bulk Information               <ul style="list-style-type: none"> <li>▪ Required</li> <li>▪ Existing</li> <li>▪ Proposed</li> </ul> </li> <li><input type="checkbox"/> Traffic Access:               <ul style="list-style-type: none"> <li>▪ Adequate in Number</li> <li>▪ Width</li> <li>▪ Grade</li> <li>▪ Alignment</li> <li>▪ Visibility</li> <li>▪ Fire Lane(s) are to be marked</li> <li>▪ Traffic Control Signs</li> <li>▪ Location of Directional Signs</li> <li>▪ Appropriately separated from Street Corners or Other Places of Assembly</li> </ul> </li> </ul>



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## PLANS-Full Submission Requirements

**Project Site Plan (s)-Continued**  
*Include as many sheets as required*

- Traffic Access:
  - Wheel stops or Bollards Post Protection Details
    - Gas
    - Electric
    - Drive Thrus
    - Outside Seating, etc.
- Circulation and Parking: Layout of Off-Street Parking Areas-include:
  - Review Section 10-Site Development Regulations
  - Aisles
  - Driveways
  - Number of Parking Space
  - Safe Accessibility to All Required Off-Street Parking
  - All Loading and Unloading Areas
  - Pavement Markings
  - Disabled Parking
    - To be consistent with State of CT Handicapped Parking Spaces and Signs Statutes and Regulations
- Show proposed outdoors storage and screening-including outside recycling and refuse storage areas.
- Show proposed sidewalks, curbs and curb cuts, and adjacent streets.
- Show all easements and rights-of-way/
- Where development is proposed to be in phases, phase lines shall be shown.

**Title Block Should Include**

- Name of Developer
- Name of Property Owner
- North Arrow
- 1": 20' Scale Preferred. May be between 20' and including 40' scale
  - If another scale is desired, please contact staff for approval
- Seals and Signatures of appropriate design professional

**Landscaping, Lighting, and Signage**

- Landscape: Planting Scheduled-
  - Section 10.20 Landscaping Standards
  - Section 10.10.7 Parking Area Setbacks & Landscaping Standards
  - Location(s)
  - Size(s)
  - Quantity
  - Common Names





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PLANS-Full Submission Requirements	
<p><input type="checkbox"/> <b>Architectural Plans and Elevations</b></p> <p><i>Include preliminary architectural drawings as part of the plan set</i></p> <p><input type="checkbox"/> Scale 1-foot equals 16 feet</p>	<p><input type="checkbox"/> Show floor plans for each floor or level of each proposed structure-indicate:</p> <ul style="list-style-type: none"> <li>▪ Spatial Arrangements</li> <li>▪ Use Occupancy</li> <li>▪ Seating Arrangements</li> <li>▪ Ingress and Egress, as appropriate</li> <li>▪ Facilities-Restrooms and Storage Areas</li> <li>▪ FOG (Fat, Oil, Grease) System Specification, if applicable               <ul style="list-style-type: none"> <li>• Dimension/Size</li> <li>• Indoor or Outdoor</li> </ul> </li> <li>▪ Grease Traps</li> </ul> <p><input type="checkbox"/> Show exterior elevations of each side of each proposed structure-indicate:</p> <ul style="list-style-type: none"> <li>▪ Material(s)</li> <li>▪ Roof Scape, if any,</li> <li>▪ Dimensions of building</li> <li>▪ Air Scrubber- Restaurants, Bakery, Café, etc.</li> </ul> <p><input type="checkbox"/> Show all exterior mechanical equipment and screening-</p> <ul style="list-style-type: none"> <li>▪ ALL mechanical equipment is to be screened from the public view in a manner that is compatible with the architectural style of the building and designed in a manner that is integral to the architectural design of the building.</li> </ul> <p><input type="checkbox"/> Where alteration and/or additions to an existing building are proposed, provide both plans and elevations adequate to explain the proposal.</p>
<p><input type="checkbox"/> <b>Technical Report(s)</b>, if applicable</p>	<p><input type="checkbox"/> Erosion and Sedimentation Control Plan</p> <p><input type="checkbox"/> Traffic Impact Study</p> <p><input type="checkbox"/> Geotechnical Engineering Report</p> <p><input type="checkbox"/> Wetland and Soils Report</p> <p><input type="checkbox"/> Soil Scientist Report</p> <p><input type="checkbox"/> Wetland Impact Assessment Report</p> <p><input type="checkbox"/> Stormwater Analysis/Management Report</p> <p><input type="checkbox"/> Engineering Hydrology and Hydraulic Analysis Report</p> <p><input type="checkbox"/> Other</p>



## TOWN OF ENFIELD

Dates and Deadlines	
<input type="checkbox"/> <b>Deadline to turn materials into the Planning Division</b>	<input type="checkbox"/> _____ Deadlines are <b>25 days prior</b> to a Board or Commission meeting. <input type="checkbox"/> 14 copies of 24 X 36 plans are to be submitted in complete sets- stapled, map folded and electronically.
<input type="checkbox"/> <b>Commission Meeting</b> <i>Application is Officially received</i>	<input type="checkbox"/> _____ The application is officially received by the Commission during the <b>next regular meeting after materials are submitted</b> . Applicants do not need to attend. <ul style="list-style-type: none"> <li>▪ CT General Statutes- 8-7d</li> </ul>
<input type="checkbox"/> <b>DEADLINE to post public hearing signs</b>	<input type="checkbox"/> _____ Deadline is <b>10 days prior</b> to the scheduled meeting at which the application will be discussed (for Public Hearings ONLY).
<input type="checkbox"/> <b>★ Commission Meeting</b> <i>Application is discussed</i>	<input type="checkbox"/> _____ Typically, applications are discussed 1-2 meetings after they are officially received. The Commission sets the schedule based on the number of applications and anticipated length of discussion. The schedule also depends on the complexity of the proposal and if all appropriate Agencies and Departments have had sufficient time to submit written comments. Applicants are expected to attend the meeting (s) when their application is discussed and are expected to provide an introductory presentation of the proposed project.



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<b>Post Commission Meeting</b>	
<input type="checkbox"/> <b>Removal of Public Hearing Signage</b>	<input type="checkbox"/> Public hearing sign(s) must be <b>removed within five (5) days</b> of the closing of the hearing and returned to the Planning Division.
<input type="checkbox"/> <b>Plan Revisions</b>	<input type="checkbox"/> Revision of plans per Commission request. Final Plans include <b>four (4) copies</b> of approved plan measuring 24 X 36. Approval letter is to be incorporated into the Final Plans as its own plan sheet. <input type="checkbox"/> An electronic submission of the final plans and any documents received are required. <input type="checkbox"/> Digital list of all map sets is to be included.
<input type="checkbox"/> <b>Bonds</b>  <input type="checkbox"/> Landscaping Bond <input type="checkbox"/> Site Restoration <input type="checkbox"/> Soil Erosion Control	<input type="checkbox"/> Bonds may need to be posted. <input type="checkbox"/> Review Section 9.10.5 Site Plan Bonding-Certificate of Compliance <ul style="list-style-type: none"> <li>▪ Erosion &amp; Sediment Control Bond: <b>Cash Only Bond</b> <ul style="list-style-type: none"> <li>➤ Review Section 7.20 Erosion and Sedimentation Control Requirements</li> </ul> </li> <li>▪ Site Restoration Bond: <b>Surety Bond</b></li> <li>▪ Landscaping Bond: <b>Surety Bond</b> <ul style="list-style-type: none"> <li>➤ Review Section 10.20 Landscaping Standards</li> </ul> </li> </ul>
<input type="checkbox"/> <b>Land Records</b>	<input type="checkbox"/> Final Plans signed by the appointed Town Official may need to be filed with the Enfield Land Records. <input type="checkbox"/> Documents requested to be filed with the Town Clerk on the Land Records <b>require a fee paid</b> to The Office of Town Clerk
<input type="checkbox"/> <b>Pre-Construction Meeting</b>	<input type="checkbox"/> Pre-Construction Meeting between the applicant, site contractors, project engineer and Town Staff.



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Post Construction	
<input type="checkbox"/> <b>Project Construction and Completion Requirements.</b>	<input type="checkbox"/> Please familiarize yourself with project completion requirements
<input type="checkbox"/> <b>Engineered Certified As-Built</b> <input type="checkbox"/> <b>Architectural Designed As-Built</b>	<input type="checkbox"/> As-Built include <b>four (4) copies</b> of Certified As-Built measuring 24 X 36. <input type="checkbox"/> Any deviations or omissions needs to be noted on the plans and a list of changes submitted.
<input type="checkbox"/> <b>Electronic Submittal Requirement</b>	<input type="checkbox"/> As-Built electronically submitted in addition to required paper copies. <input type="checkbox"/> Digital list of map plan set is required.
<input type="checkbox"/> <b>Request of Certificate of Zoning Compliance</b>	<input type="checkbox"/> Review Section 9.10.5 Site Plan Bonding-Certificate of Compliance <input type="checkbox"/> Request of Certificate of Zoning Compliance is to be completed <b>ten (10) days prior</b> to the inspection for the Certificate of Occupancy. <input type="checkbox"/> Review Schedule of Fees
<input type="checkbox"/> <b>Request of Certificate of Occupancy</b>	<input type="checkbox"/> Request of Certificate of Occupancy is to be made after the Certificate of Zoning Compliance is completed.



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Post Commission-Bonds	
<input type="checkbox"/> <b>Release Request for Soil &amp; Erosion Control Bond</b>	<input type="checkbox"/> Review Section 9.10.5 Site Plan Bonding-Certificate of Compliance <input type="checkbox"/> Complete bond release form. <input type="checkbox"/> Site will be inspected for completion. <input type="checkbox"/> Review Section 9.10.9 Site Maintenance <input type="checkbox"/> Review Schedule of Fees
<input type="checkbox"/> <b>Release Request for Site Restoration Bond</b>	<input type="checkbox"/> Review Section 9.10.5 Site Plan Bonding-Certificate of Compliance <input type="checkbox"/> Complete bond release form. <input type="checkbox"/> Site will be inspected for completion. <input type="checkbox"/> Review Section 9.10.9 Site Maintenance <input type="checkbox"/> Review Schedule of Fees
<input type="checkbox"/> <b>Release Request for Landscaping Bond</b>	<input type="checkbox"/> Review Section 9.10.5 Site Plan Bonding-Certificate of Compliance <input type="checkbox"/> Request are to be made <b>after one (1) growing season</b> typically one (1) year. Landscaping installed during the months of June, July, or August, the period shall be two (2) years. <input type="checkbox"/> Complete bond release form. <input type="checkbox"/> Site will be inspected for completion. <input type="checkbox"/> Review Section 9.10.9 Site Maintenance <input type="checkbox"/> Review Schedule of Fees.
<input type="checkbox"/> <b>Request for Bond Reduction</b>	<input type="checkbox"/> Complete bond reduction form <input type="checkbox"/> Review Schedule of Fees





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# Administrative Review Team (A.R.T.) Meeting

**Purpose:** The purpose of the A.R.T. meeting is to provide an opportunity for the applicant to receive preliminary comments from various Departments and Agencies; as well as to be given advice on the forms and paperwork needed for the life of the project.

Guidance provided by Town Staff at the A.R.T. meeting is not binding. Formal plans are submitted to The Planning Division for review and are circulated to appropriate Departments and Agencies before being scheduled for formal consideration by Land Use Boards and Commissions. The comments by Departments and Agencies are made part of the Land Use Conditions of Approval.

Members of A.R.T.	
Planning & Zoning	Fire Marshal
Inland Wetlands & Watercourses	Police Traffic Officer
Engineering Department	Health District
Building Department	Water Pollution Control
Community Development	Water Companies
Development Services	Town Attorney