

TOWN OF NORFOLK  
19 Maple Avenue, P.O. Box 552  
Norfolk, CT 06058-0552  
Phone: 860-542-6804  
email: [zeo@norfolkct.org](mailto:zeo@norfolkct.org)  
Stacey Sefcik ZEO

Permit # _____
Fee Paid: \$ _____
State of CT Fee: \$ _____
Check #: _____
Date Paid: _____

**APPLICATION FOR SPECIAL PERMIT**

Proposed Use: \_\_\_\_\_

Zoning Regulation: \_\_\_\_\_ Zone: \_\_\_\_\_

Property Location: \_\_\_\_\_

Assessor's MBLU: Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Vol. \_\_\_\_\_ Page \_\_\_\_\_

Acreage of lot: \_\_\_\_\_ acre(s) = \_\_\_\_\_ sq.ft.

Total sq. footage of all structures: \_\_\_\_\_ = % of lot coverage \_\_\_\_\_

Record Owners) of Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

(if different than record owner)

Mailing Address: \_\_\_\_\_

(if different than record owner)

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Has the application been submitted to Inland Wetlands Commission (if applicable)? \_\_\_\_\_

Is there any claim of a "grandfathered" or non-conforming use prior to August 1973 being made pertaining to this application? \_\_\_\_\_

Is any earth excavation proposed in conjunction with this application other than as permitted with an authorized and permitted use or development of a property? \_\_\_\_\_

If yes to above, please specify on attachment.

The following must accompany this application:

- Two (2) copies of the project's Site Plan at an appropriate scale (such as 1" = 40') prepared and signed by a Connecticut licensed land surveyor and stamped with an embossed seal showing, as applicable:

A key map showing:

- the location of the property in relation to surrounding areas
  - the location of the lot in relation to public and/or private streets and access-ways
  - the zoning district in which the lot is located.
- A Class A-2 boundary survey including the names of abutting property owners.
- A Site Development plan showing, if applicable:
  - Existing and proposed buildings and other structures on the site
  - Existing and proposed driveway, parking and loading areas.
  - Existing and proposed grading with contours at two-foot intervals
  - The location of any wetlands and/or watercourses or areas of special flood hazard
  - The location of any proposed signs
  - Proposed site lighting includes the location, size, height, intensity, and hours of operation of all lighting fixtures.
- A utility plan showing:
  - The location and design of sewage treatment and water supply
  - The location and design of storm drainage facilities in compliance with the 2004 Connecticut Stormwater Quality Manual, as amended.
  - The location and design of refuse disposal facilities
- A landscaping plan showing existing vegetation and proposed planning showing the Latin and common name of species used, quantity of each plant species and the size and height of the plants at the time of planting.
- Architectural plans and elevations
- Construction notes and details
- A zoning informational table showing the existing use, proposed use, zone, size of the property in square feet and acres, gross floor area of existing and proposed structures, proposed ground coverage, proposed building height in stories and feet, number of parking and loading spaces (if any) required and provided (including handicapped)
- Twelve (12) 11x17 photocopies in conformity with Section 8.09 of Norfolk's Zoning Regulations
- A business plan or written statement describing the proposed use (if applicable)
- Approval by Torrington Area Health District (if applicable) of the proposed water supply system and on-site sewage disposal facilities
- Erosion and Sedimentation Control Plan (if applicable)
- Application Fee (payable to Town of Norfolk)
- A list of names and addresses of all adjacent property owners within 100' of property (including across the street)
- Written proof documenting any claim of non-conforming use or variances (if applicable)
- Compliance with Section 8.09J Notification to Water Company, and 8.09K Notification to DEEP if necessary, and provide proof whether compliance is required. Information is available on the DEEP website; [www.ct.gov/deep/nddb](http://www.ct.gov/deep/nddb)
- Other: \_\_\_\_\_

Please also refer to Articles 3 and/or 4 for additional information that may be required specific to this application.

This application is for Special Permit purposes only and does not relieve the applicant of the responsibility of securing, without limitation, all necessary zoning, building, health, and fire permits prior to the commencement of any construction or this use.

Upon approval of this application, a Special Permit Certification of Approval will be issued. The applicant will be responsible for filing said certification in the Norfolk Land Records, along with payment of filing fees to the Town Clerk, to be valid.

I do hereby declare under penalty of law that the above information is complete and accurate to the best of my knowledge and belief.

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Original Signature(s) required.  
OR Letter of authorization from the owner(s) with an original signature to a designated agent

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Owner's Signature	Print Name	Date
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Applicant's Signature (if different)	Print Name	Date
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**OFFICIAL USE ONLY**

Date Application Received: \_\_\_\_\_ by: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Legal Notice/Application filed with Town Clerk: \_\_\_\_\_

Dates of Publication: \_\_\_\_\_ Sent to newspaper: \_\_\_\_\_

Public Hearing to be closed no later than: \_\_\_\_\_

Public Hearing continued to: \_\_\_\_\_ Public Hearing closed: \_\_\_\_\_

Decision to be made no later than: \_\_\_\_\_

Notice of Decision to: Town Clerk \_\_\_\_\_ Newspaper \_\_\_\_\_ Applicant \_\_\_\_\_

Special Permit Issued: \_\_\_\_\_ Filed by Applicant: \_\_\_\_\_

March 6, 2024