

# CITY OF NEW HAVEN, CONNECTICUT

CITY PLAN DEPARTMENT | 165 CHURCH STREET, 5<sup>TH</sup> FLOOR, NEW HAVEN, CT 06510-2010  
PHONE 203.946.6379 FAX 203.946.7815

## Application for Development Permit

# DATA

CHECK BOX  WHERE APPROPRIATE. PRINT OR TYPE INFORMATION IN SPACE PROVIDED.

### 1. Project Address(es)

A/K/A:

Tax Map-Block-Parcel(s)

Nearest Cross Street:

<input type="checkbox"/> Check Here if Fee Exempt.	<b>THIS BOX IS FOR CITY USE ONLY</b>		
<input type="checkbox"/> As-of Right	File #	Fee Paid	Date [yy-mm-dd]
<input type="checkbox"/> Zoning Relief	# _____	\$ _____	___/___/___
<input type="checkbox"/> Development Permit	# _____	\$ _____	___/___/___
.....This includes <input type="checkbox"/> Site Plan Review. .... <input type="checkbox"/> CSPR ... <input type="checkbox"/> SESC... <input type="checkbox"/> IW			
<input type="checkbox"/> Flood Development Permit	# _____	\$ _____	___/___/___
<input type="checkbox"/> Performance Bond	# _____	\$ _____	___/___/___
<input type="checkbox"/> Building Permit	# _____	\$ _____	___/___/___

### 2. Property Owner Information & Consent

Name

Firm

Street Address

City

State

ZIP`

Daytime Phone: \_\_\_\_\_

Business  Home  Answering Service

Fax: \_\_\_\_\_  Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

As OWNER OF THE PROPERTY I hereby authorize this development permit application, and:

1. I consent to necessary and proper inspections of the above property by agents of the City at a reasonable time after an application is made, and
2. I certify that I am familiar with all of the information provided in this application, and
3. I am aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation and penalties, and
4. I certify that this project conforms to zoning or has applied for or been granted zoning relief.

Dated: \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of **PROPERTY OWNER**

### 3. Applicant Information & Certification

Check here if SAME AS OWNER (Fill in only if **not** same as Owner.)

Name

Firm

Street Address

City

State

ZIP`

Daytime Phone: \_\_\_\_\_

Business  Home  Answering Service

Fax: \_\_\_\_\_  Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

As APPLICANT I am familiar with all of the information provided in this application and aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation and penalties.

Dated: \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of **APPLICANT**

### 4. Authorized Agent Information

Check here if SAME AS OWNER (Fill in only if **not** same as Owner.)

Name

Firm

Street Address

City

State

ZIP`

Daytime Phone: \_\_\_\_\_

Business  Home  Answering Service

Fax: \_\_\_\_\_  Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Check  One: The **AUTHORIZED AGENT** for the attached Development Application is:

Lessee  Attorney  Architect  Engineer  Real Estate Agent  Contractor  Other-Specify \_\_\_\_\_

As **AUTHORIZED AGENT** I am familiar with all of the information provided in this application and aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation and penalties.

Dated: \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of **AUTHORIZED AGENT**

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## Application for Development Permit

## WORKSHEET

1. Calculate **LOT AREA** as defined by the New Haven Zoning Ordinance excluding the following categories:

- Wetlands and Watercourses as defined in Sections 22a-38 15&16) C.G.S. and appearing on New Haven County USDA Soil Conservation Service Soil Survey.
- State-designated Tidal Wetlands defined and mapped under Sections 22a-29(a)(2) and 22a-30 C.G.S.
- Any parcel area below the Mean High Water Mark.

LOT AREA CALCULATION WORKSHEET	
ZONING LOT AREA = TAX PARCEL AREA MINUS STEP 1 TOTAL	
STEP 1 Add Items A. through C. below:	STEP 2: Subtract STEP 1 TOTAL from Tax Parcel
<b>Area:</b>	
A. Tidal Wetlands ----- SF	<b>TAX PARCEL AREA:</b> ----- SF
B. Area below Mean High Water Mark ----- SF	
C. Inland Wetlands & Watercourses ----- SF	<b>MINUS STEP 1 TOTAL:</b> ----- SF
= <b>STEP 1 TOTAL</b> ----- SF--	<b>ZONING LOT AREA:</b> ----- SF

## 2. ZONING TABLE (Fill in below or include on submission drawing cover sheet.)

### RESIDENTIAL PROJECTS

ZONING DISTRICT: ___ Not Applicable = <input checked="" type="checkbox"/>	Standard [Permitted or Required]	Proposed [or Allowed by BZA]
1. ZONING LOT AREA [Calculate Above]	Sq. Ft.	Sq. Ft.
2. NUMBER OF DWELLING UNITS <input type="checkbox"/>	Units	Units
3. LOT AREA PER DWELLING UNIT <input type="checkbox"/>	Sq. Ft./DU	Sq. Ft./DU
4. IMPERVIOUS SURFACE <input type="checkbox"/>	Sq. Ft. %	Sq. Ft. %
5. FRONT YARD <input type="checkbox"/>	Feet	Feet
6. SIDE YARDS <input type="checkbox"/>	Feet and Feet	Feet and Feet
7. REAR YARD <input type="checkbox"/>	Feet	Feet
8. BUILDING HEIGHT	Feet	Feet
9. PARKING <input type="checkbox"/>	#Spaces	#Spaces

### COMMERCIAL OR INDUSTRIAL PROJECTS

ZONING DISTRICT: ___ Not Applicable = <input checked="" type="checkbox"/>	Standard [Permitted or Required]	Proposed [or Allowed by BZA]
1. ZONING LOT AREA [Calculate Above]	Sq. Ft.	Sq. Ft.
2. TOTAL FLOOR AREA (ALL FLOORS): <input type="checkbox"/>	Sq. Ft.	Sq. Ft.
3. FLOOR AREA RATIO (FAR = B/A) <input type="checkbox"/>	FAR	FAR
4. IMPERVIOUS SURFACE <input type="checkbox"/>	Sq. Ft. %	Sq. Ft. %
5. PARKING <input type="checkbox"/>	Spaces	Spaces
6. LOADING <input type="checkbox"/>	Spaces	Spaces

## 3. MATERIAL (SOIL, ROCK OR FILL) TO BE MOVED, REMOVED OR ADDED

CALCULATE MATERIAL TO BE MOVED, REMOVED OR ADDED (Calculate below - Enter sizes in feet).

<b>Length</b>	x	<b>Width</b>	x	<b>Depth</b>	=	<b>Cubic Feet</b>	÷ 27 =	<b>Cubic Yards</b>
<input type="checkbox"/> No <input type="checkbox"/> Yes <b>MATERIAL TO BE MOVED:</b>	x	_____	x	_____	=	_____	÷ 27 =	_____
<input type="checkbox"/> No <input type="checkbox"/> Yes <b>MATERIAL TO BE ADDED:</b>	x	_____	x	_____	=	_____	÷ 27 =	_____
<input type="checkbox"/> No <input type="checkbox"/> Yes <b>MATERIAL TO BE REMOVED:</b>	x	_____	x	_____	=	_____	÷ 27 =	_____

TOTAL MATERIAL TO BE MOVED, REMOVED OR ADDED = \_\_\_\_\_

### REGRADEING OF SITE

- No  Yes Are more than 800 cubic yards soil, rock or fill to be **MOVED, REMOVED OR ADDED?**  
 No  Yes Is more than 30% of the lot area proposed to be **REGRADED** by more than 2 feet? (do following calculation).

REGRADED AREA IN SQUARE FEET \_\_\_\_\_ ÷ TOTAL LOT AREA \_\_\_\_\_ IN SQUARE FEET = \_\_\_\_\_ PERCENT  
 [Area to be re-graded by more than 2 feet divided by Total Lot Area equals Percentage of Lot to be re-graded]

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Application for Development Permit: Site Plan Review

## SITE

### A NARRATIVE IS REQUIRED

**NARRATIVE:** A description of the proposed project in sufficient detail to determine that it complies with the New Haven Zoning Ordinance and State of Connecticut Soil Erosion and Sediment Control Standards. (Attach NARRATIVE or include it on the submitted SITE PLAN).

1. State the purpose and intended use of the project.

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2. Describe the structure(s) and construction activities.

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3. State the construction Start and End Dates/Provide a Construction Staging Plan/If phased provide Time Estimates for Each Phase.

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4. List any Federal or State Permits required and their status. Furnish copy of permits issued or applications filed.

CHECK  HERE IF NONE  \_\_\_\_\_

5. Provide Board of Zoning Appeals Decision Letter(s) if zoning relief has been secured. Plan must be in compliance with the New Haven Zoning Ordinance to receive Site Plan approval.

**SITE PLAN SUBMISSION REFER TO "SITE PLAN GUIDELINES" AT CITYOFNEWHAVEN.COM**

### **SURVEY**

1.  A-2 Survey of property boundary, right-of-way, street, building and/or setback lines, easement lines.
2.  A-2 Survey *not* required. Staff has determined this project is:  Exempt  Unregulated  Minor Application.
3.  Show Coastal Management District Boundary, Flood Zones, wetlands, watercourses, (soil types if pertinent).

**SITE PLAN DATA** Please use the checklist below and SESC REGULATIONS as a guide to provide required data.

4.  **SITE PLAN [1" = 20' or larger is preferred] with north arrow, scale, date prepared, and name of preparer.**
5.  General Location Map at a scale of 1 inch = 600 feet, with North Arrow.
6.  Buildings and improvements on abutting parcels within 50 feet of the property lines
7.  Names of abutting Property Owners.
8.  Driveways, aprons, sidewalks, curbs, walkways, parking layout, loading facilities, and utilities.
9.  Provide applicable standard City details.
10.  Existing and proposed topographical contours where slope is **LESS THAN 15%**, show at **2 FOOT** intervals.
11.  Existing and proposed topographical contours where slope is **15% OR MORE**, show at **5 FOOT** intervals.
12.  Proposed site alterations including cleared, excavated, filled or graded areas.
13.  Existing trees with diameters of 8 inches or greater, and changes proposed, including protection measures.
14.  Edge of wooded areas.
15.  Proposed landscaping keyed to a plant list. Include size and planting detail.
16.  Sanitary sewage disposal, water supply lines, other utilities on or serving the site.
17.  Proposed building plans and elevations.
18.  New property lines & improvements: signs, fences, walls, dumpsters, outdoor storage area, lighting.

**ENGINEERING DATA.** Please provide the following data using the checklist as a guide.

19.  Storm Drainage details including roof leaders.
20.  Existing and proposed grades and construction materials.
21.  Support Data and Drainage Calculations to show adequacy of pipe sizes, flow, slope, invert and top of grate connections  
[*Not* required because:  Exempt  Unregulated  Minor Application].

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## Application for Development Permit: Soil Erosion and Sediment Control Review **SESC**

Please fill out **DATA, WORKSHEET, and SITE SECTIONS** in addition to the following items:

### SITE PLAN

On a Scaled Site Plan prepared by a Connecticut Registered Architect, Landscape Architect, Civil Engineer, or Licensed Soil Scientist, show the following:

- Construction details for proposed SESC measures and storm water management facilities in accord with standard city details.
- Location and design details for all proposed SESC measures and storm water management facilities over the period of construction.

### SOIL EROSION AND SEDIMENT CONTROL DATA

Print or type information in space provided, or Check  appropriate box below if information is not filled in on this form.

- Shown on SITE PLAN, or
- Described in SEPARATE ATTACHMENT.

#### 1. Describe proposed Soil Erosion & Sediment Control Measures.

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#### 2. Schedule of Grading and Construction activities. Include start and stop dates and duration of activity.

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#### 3. Describe the Sequence for Final Stabilization of the site.

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#### 4. Outline the Operations and Daily Maintenance Program.

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#### 5. Contingency Provisions. Describe your procedures if unforeseen erosion or sedimentation problems arise.

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#### 6. Individual Responsible for Monitoring SESC Control Measures

Name				<b>Daytime Phone:</b> _____
Firm				<input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Answering Service
Street Address				<input type="checkbox"/> Fax: _____ <input type="checkbox"/> Cell: _____
City	State	ZIP		<input type="checkbox"/> E-Mail: _____
				<b>Nighttime/Emergency:</b> _____

#### 7. On Site Monitor of SESC Control Measure Installation and Maintenance

Name				<b>Daytime Phone:</b> _____
Firm				<input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Answering Service
Street Address				<input type="checkbox"/> Fax: _____ <input type="checkbox"/> Cell: _____
City	State	ZIP		<input type="checkbox"/> E-Mail: _____
License #	_____			<b>Nighttime/Emergency:</b> _____

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## Application for Development Permit: Coastal Site Plan Review

# CSPR

Use a check  to note items completed. Print or type information in space provided, or attach.

### 1. General Information.

If this project is within the Coastal Management District, please furnish material required in the SITE section of the application forms and the following additional information:

- A.  General Project Area Map locating Coastal Resources on or adjacent to the site, as defined in §22a-93(7), C.G.S.  
B.  List the type and extent of vegetation, animal habitats and plant types at or adjacent to the site.

C.  Yes  No Does this project affect the view to or from this site of coastal resources?

D.  Yes  No Is this Parcel in a Flood Zone? If yes, fill in the **Flood Zone** \_\_\_ and **Community-Panel Number 090084-000** \_\_\_  
(IF YES, A FLOODDEVELOPMENT PERMIT WILL BE REQUIRED AS PART OF THE BUILDING PERMIT APPLICATION).

E.  Yes  No Is this a previously developed urban site *REMOTE* from the waterfront?

### 2. Coastal Resources Impact. Review lists below, check each item which is on or adjacent to the site.

- | Yes | No                       | COASTAL RESOURCES                                           | Yes | No                       | OTHER FEATURES                                           |
|-----|--------------------------|-------------------------------------------------------------|-----|--------------------------|----------------------------------------------------------|
| A.  | <input type="checkbox"/> | <input type="checkbox"/> Coastal Bluffs or Escarpments      | 1.  | <input type="checkbox"/> | <input type="checkbox"/> Navigable Waters                |
| B.  | <input type="checkbox"/> | <input type="checkbox"/> Rocky Shorefronts                  | 2.  | <input type="checkbox"/> | <input type="checkbox"/> Historical Structure or Feature |
| C.  | <input type="checkbox"/> | <input type="checkbox"/> Beaches and Dunes                  | 3.  | <input type="checkbox"/> | <input type="checkbox"/> Scenic Feature                  |
| D.  | <input type="checkbox"/> | <input type="checkbox"/> Intertidal Flats                   | 4.  | <input type="checkbox"/> | <input type="checkbox"/> Archeological Feature           |
| E.  | <input type="checkbox"/> | <input type="checkbox"/> Tidal Wetlands                     | 5.  | <input type="checkbox"/> | <input type="checkbox"/> Recreational Feature            |
| F.  | <input type="checkbox"/> | <input type="checkbox"/> Freshwater Wetlands & Watercourses | 6.  | <input type="checkbox"/> | <input type="checkbox"/> Other (Please Describe below):  |
| G.  | <input type="checkbox"/> | <input type="checkbox"/> Estuarine Embayments               |     |                          |                                                          |
| H.  | <input type="checkbox"/> | <input type="checkbox"/> Coastal Flood Hazard Area          |     |                          |                                                          |
| I.  | <input type="checkbox"/> | <input type="checkbox"/> Nearshore Waters                   |     |                          |                                                          |
| J.  | <input type="checkbox"/> | <input type="checkbox"/> Offshore Waters                    |     |                          |                                                          |
| K.  | <input type="checkbox"/> | <input type="checkbox"/> Shorelands                         |     |                          |                                                          |
| L.  | <input type="checkbox"/> | <input type="checkbox"/> Shellfish Concentration Areas      |     |                          |                                                          |
| M.  | <input type="checkbox"/> | <input type="checkbox"/> Developed Shorefront               |     |                          |                                                          |
| N.  | <input type="checkbox"/> | <input type="checkbox"/> Island                             |     |                          |                                                          |

**For CSPR Goals and Policies, See Connecticut General Statutes §22a-92, C.G.S.**

For EACH BOX CHECKED YES above, ATTACH THE FOLLOWING INFORMATION:

- Describe the character and condition of EACH coastal resource or other feature checked above.
- Identify and describe potential adverse or beneficial impacts of the project on the condition, character and value of EACH resource checked above.
- Describe any measures to mitigate adverse impacts described.
- Identify any conflicts between the proposed activity and any goal or policy in the §22a-92, C.G.S. (CCMA).
- After installation of reasonable measures:
  - a. Describe any remaining adverse impacts.
  - b. Explain why the impacts were not mitigated.
  - c. State why the Commission should find the impacts acceptable.
  - d. Explain how the proposed project is consistent with coastal goals and policies in §22a-92, C.G.S. (CCMA).

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## COASTAL SITE PLAN REVIEW: WATERFRONT SUPPLEMENT

## CSPR

**STOP HERE:** COMPLETE THIS SECTION **ONLY** IF THIS IS A WATERFRONT SITE

Check  YES or  NO for each question listed. Print or type information in space provided, or attach.

### READ THE STATEMENT BELOW AND THEN ANSWER THE FOLLOWING QUESTIONS.

WATER DEPENDENT USES are defined in Chapter 444, §22a-93 of the Connecticut General Statutes as:

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 boatbuilding facilities, water-based recreational uses, navigation aids, basins and channels, industrial uses dependent upon waterborne transportation or requiring large volumes of cooling or process water which cannot reasonably be located or operated at an inland site and uses which provide general public access to marine or tidal waters.

Yes No

1.   Are the proposed use or uses water dependent as defined above?  
\_\_\_\_\_
2.   Is the site located on a navigable water body?  
\_\_\_\_\_
3.   Will the project preclude development of water dependent uses as defined above on or adjacent to this site in the future?  
IF YES, DESCRIBE.  
\_\_\_\_\_  
\_\_\_\_\_
4.   Have efforts been made to preserve opportunities for future water dependent development?  
IF YES, DESCRIBE.  
\_\_\_\_\_  
\_\_\_\_\_
5.   Is public access provided to the adjacent waterbody or watercourse?  
IF NO, DESCRIBE WHY NOT.  
\_\_\_\_\_  
\_\_\_\_\_
6.   Does this project include a shoreline flood and erosion control structure (i.e. breakwater, bulkhead, groin, jetty, revetment, riprap, seawall, placement of barriers to the flow of flood waters or movement of sediment along the shoreline)?  
IF YES, DESCRIBE.  
\_\_\_\_\_  
\_\_\_\_\_
7.   Does this project include work below the Coastal Jurisdiction Line (i.e. location of topographical elevation of the highest predictable tide from 1983 to 2001)? New Haven CJL elevation is 4.6' (referenced to NAVD88).  
IF YES, DESCRIBE.  
\_\_\_\_\_  
\_\_\_\_\_

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Application for Development Permit: Inland Wetlands Review

# IW

## Inland Wetlands & Watercourse Data

Print or type information in space provided, or attach.  
For projects within 50 feet of an Inland Wetland or Watercourse provide a Scaled Site Plan at 1" = 20' or larger scale showing existing and proposed conditions (as described in SITE section) in relation to wetlands and watercourses. Delineation of regulated wetlands, watercourses and soil types by a CERTIFIED SOIL SCIENTIST is required, along with the information below:

1. Describe what activity/alteration is proposed within the wetland and/or watercourse.

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2. Wetlands/Watercourse area proposed to be permanently altered: \_\_\_\_\_ Linear Feet

Wetlands: \_\_\_\_\_ acres      Open Water Body: \_\_\_\_\_ acres      Stream: \_\_\_\_\_ linear feet

Area of Wetlands and/or Watercourses proposed to be restored, enhanced, or created: \_\_\_\_\_ acres

3. Describe existing and proposed activities within 50 feet of an Inland Wetland or Watercourse (the upland or buffer area):

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4. Upland Area proposed to be altered: \_\_\_\_\_ acres

5. List any Federal and/or State Permits issued or required and their status for work on this property.

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### Name of Certified Soil Scientist (or other Licensed Professional) preparing this Application Section

Name \_\_\_\_\_

Firm \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

License # \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Business     Home     Answering Service

Fax: \_\_\_\_\_     Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## INSTRUCTIONS FOR INLAND WETLANDS REVIEW

Fill out DATA, SUMMARY, NARRATIVE, SESC and SITE sections with this INLAND WETLANDS Section.

1. Consult the **City of New Haven Inland Wetlands and Watercourses Regulations** to prepare this supplement. They are available on line at [cityofnewhaven.com](http://cityofnewhaven.com) or for purchase at the New Haven City Plan Department.
2. For **Class B Applications** the City Plan Commission may elect to schedule a Public Hearing.
3. For **Class C Applications** a Public Hearing is required.
4. **APPLICANT is required to send NOTICE** to abutters and property owners within 200 feet of the subject property for **Class B and C Applications** not less than 7 days prior to the City Plan meeting date and provide copy of notice and mailing list.

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## Worksheet

## SITE BOND

**PROJECTS THAT REQUIRE A BOND.** Site Bonds are generally required for SESC measures, performance and restoration for all projects with a site budget of \$5,000 or more as a condition of Site Plan Review [City projects do not require a bond].

**BOND AMOUNT.** The Site Plan Review report will state the BOND AMOUNT. At the time of project review the Site Plan Review team will recommend a draft amount. To aid staff in determining the Bond Amount, please determine the CLASS of your project, check the appropriate box and fill in the guideline below.

### CLASS 1 - RESIDENTIAL PROJECT

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<u>Average Slope</u>	<u>Cost per Dwelling Unit</u>	x	<u># DU's</u>	= ... \$ _____
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<input type="checkbox"/> Less than 5% -----	\$2500 -----	x	_____	= ... \$ _____
---------------------------------------------	--------------	---	-------	----------------

<input type="checkbox"/> 5-10% -----	\$5000 -----	x	_____	= ... \$ _____
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<input type="checkbox"/> More than 10% -----	The Site Plan Review Team will individually assess sites with extraordinary conditions.			
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### CLASS 2 - COMMERCIAL, INDUSTRIAL OR MIXED USE PROJECT

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<u>Average Slope</u>	<u>% Overall Project Budget</u>	<u>Project Cost</u>	= ... Bond Estimate
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<input type="checkbox"/> 3% or Less -----	2% Bond -----	\$ _____	= ... \$ _____
-------------------------------------------	---------------	----------	----------------

<input type="checkbox"/> Moderate, 3 to 8% -----	3% to 4% Bond -----	\$ _____	= ... \$ _____
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<input type="checkbox"/> More than 10% -----	5% to 8% Bond -----	\$ _____	= ... \$ _____
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### CLASS 3 - SITE WORK ONLY PROJECT

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<u>Average Slope</u>	<u>Percent of Site Cost</u>	<u>Project Cost</u>	= Bond Estimate
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<input type="checkbox"/> Less than 5% -----	120% -----	\$ _____	= ... \$ _____
---------------------------------------------	------------	----------	----------------

<input type="checkbox"/> 5-10% -----	120% to 150% -----	\$ _____	= ... \$ _____
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<input type="checkbox"/> More than 10% -----	150% -----	\$ _____	= ... \$ _____
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## BOND ESTIMATE

The SITE PLAN REVIEW TEAM has reviewed the submitted materials and **RECOMMENDS A BOND AMOUNT OF:** \$ \_\_\_\_\_

The Site Plan Review Team will individually assess sites with extraordinary conditions.

The Site Plan Review Team may increase the Bond Estimate from 120% to 150% of your Estimate in the Table above if, in their opinion, extraordinary oversight is necessary based on past experience with a developer. Applicant may appeal that determination by asking the City Plan Commission to review the proposed amount.

## BOND INFORMATION

**BOND FORMAT.** Bonds shall be presented on the attached form prescribed by Corporation Counsel, with the Bond Company's completed form, including Power of Attorney attached. The Bond Form shall contain a brief description of the contracted work to be performed, including the City Plan Report number.

**BOND STORAGE.** The City Plan Department shall maintain the Bonds by CPC file #. Cash bonds shall be forwarded to the Office of the City Treasurer for deposit in an escrow account.

**BOND HOLDING PERIOD.** Bonds in a form acceptable to Corporation Counsel shall be on file with the City Plan Department prior to issuance of a Building Permit or initiation of site work. Placement of Soil Erosion and Sediment Control measures is considered the first step of a Building Permit. Bonds will be held for the duration of site work and construction activity and for a period following project completion to assure that slopes are stable and that vegetation and stabilization measures are established. As a general rule site restoration and soil erosion and sediment control bonds will not be released until a growing season has passed, or a minimum of one year following issuance of a permanent Certificate of Occupancy for a building project. The Site Plan Review Team shall determine whether partial release of a Bond is warranted on a case by case basis.

**BOND RELEASE PROCESS.** Written request for Bond Release to the City Plan Department is required. The Site Plan Review Team will review the request, inspect the site, and concur to authorize partial or full release of a Bond, or defer release until site work has been completed in accord with approved plans. City Plan Department authorized staff must sign the Bond Release Form prior to release of a Bond.



# City of New Haven, Connecticut

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## SITE BOND FORM

This is an AGREEMENT for a PERFORMANCE BOND for completion of SITE WORK as required by the CITY PLAN COMMISSION [CPC] in CPC REPORT # \_\_\_\_\_-\_\_\_\_\_, dated \_\_\_\_\_, 200\_\_\_\_, attached to this BOND FORM.

### PRINCIPAL INFORMATION

Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime Phone: \_\_\_\_\_  
 Business  Home  Answering Service  
 Fax: \_\_\_\_\_  Cell: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

### BONDING COMPANY INFORMATION

Local Contact Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime Phone: \_\_\_\_\_  
 Business  Home  Answering Service  
 Fax: \_\_\_\_\_  Cell: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

are bound to in the sum of \$ \_\_\_\_\_ (\$ \_\_\_\_\_,00)  
lawful money of the United States of America for the payment of which sum of money to be made, we bind  
ourselves, heirs, executors, administrators, successors and assigns, jointly and severally, by this instrument;

The Principal has entered into a written contract, dated \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, with the  
\_\_\_\_\_ for work to be performed at \_\_\_\_\_, New Haven, Connecticut, as  
described in the foregoing contract and articles of agreement, as described in the application and City Plan Commission  
Site Plan Review Report \_\_\_\_\_-\_\_\_\_ with the plans and documents submitted with the application, and in response to  
the conditions of approval.

Now the conditions of this obligation are that if the PRINCIPAL shall in all respects perform the contract, and shall pay  
all sums of money due or to become due, for any labor, materials, apparatus, fixtures or equipment furnished for the purpose  
of constructing the work provided in the contract, and shall remove and replace any defects in workmanship or materials  
that may be apparent or may develop within a period of one (1) year from the date of FINAL ACCEPTANCE, then this  
obligation shall be void; otherwise it shall remain in full force. For the purpose of the PERFORMANCE BOND, the  
FINAL ACCEPTANCE shall be the date of issuance of the Certificate of Occupancy or Certification of Project Completion  
by the City Of New Haven.

And the surety, for value received, stipulates that no change to the terms of the contract or to the work to be performed  
under it or the specifications accompanying it shall in any way affect its obligation on this Bond, and it waives notice of  
any such change to the terms of the contract or to the work or to the specifications.

In witness, we have set our hands and seals on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Principal (Type in Name of Individual: \_\_\_\_\_ )

WITNESS:

\_\_\_\_\_, (If Individual or Firm) \_\_\_\_\_, (Title)

Attest:

\_\_\_\_\_, (If Corporation)

Attest:

\_\_\_\_\_, (Surety Firm) \_\_\_\_\_, (Title)

# CITY OF NEW HAVEN, CONNECTICUT

CITY PLAN DEPARTMENT | 165 CHURCH STREET, 5<sup>TH</sup> FLOOR, NEW HAVEN, CT 06510-2010  
PHONE 203.946.6379 FAX 203.946.7815

## ACKNOWLEDGMENT OF SURETY COMPANY

STATE OF \_\_\_\_\_)

CPC BOND # \_\_\_\_\_ - \_\_\_\_\_

COUNTY OF \_\_\_\_\_)

CITY OF \_\_\_\_\_)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_ to me known to be person named in the above instrument and who after being by me duly sworn, did depose and say she/he resides in \_\_\_\_\_, that she/he is the \_\_\_\_\_ of the corporation described in which is executed the above instrument; that she/he knows the seal of said corporation that the seal affixed to said instrument is such corporate seal, that it was so affixed pursuant to a resolution of the board of directors of said corporation, and that she/he signed her/his name by like order.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_, 20\_\_\_\_

[The Surety Company must append statement of its financial condition and a copy of the resolution authorizing the execution of the bonds by officers of the company, and the power-of-attorney of the surety company's attorney-in-fact, authorized to act within the State of Connecticut.]

The foregoing bond and sureties are hereby approved.

Dated New Haven, Connecticut \_\_\_\_\_, 20\_\_\_\_.

- \_\_\_\_\_  
 Corporation Counsel  
 Deputy Corporation Counsel  
 Assistant Corporation Counsel

- \_\_\_\_\_  
 Controller  
 Deputy Controller