

January 1, 2026

ZONING REGULATIONS

Town of Sterling, Connecticut

Sterling Planning and Zoning Commission

Adopted: September 10, 2009 – effective date September 14, 2009

Latest Revision: Adopted August 21, 2023, with an effective date of September 7, 2023

Latest Revision: Adopted January 8th, 2024, with an effective date of February 12, 2024

Latest Revision: Adopted February 12, 2024, with an effective date of March 18, 2024

Latest Revisions Adopted June 3, 2024, and June 24, 2024, with an effective date of July 15, 2024

Latest Revision: Adopted October 21, 2024, with an effective date of November 18, 2024

Latest Revision: Adopted November 17, 2025, with an effective date of January 1, 2026

**TOWN OF STERLING
ZONING REGULATIONS
ARTICLE I - PREAMBLE**

Section 1.01 Purpose and Authority

These Zoning Regulations for the Town of Sterling have been adopted in accordance with, and for the purposes set forth in Chapter 124 of the Connecticut General Statutes, and more specifically for the following purposes:

To protect and promote the public health, safety, welfare, convenience, and property values; to lessen congestion in the streets; to secure safety from fire, panic, flood, environmental damage, and other dangers; to provide adequate light, air, and water, to prevent overcrowding of land; to avoid undue concentration of population; to facilitate adequate provisions for transportation, water, sewerage, schools, parks, and other public requirements; to preserve and protect the unique character of the Town of Sterling; to protect sites and features of historic and archaeological significance; to conserve and protect existing and potential surface-water and groundwater drinking supplies, inland wetlands and watercourses, and other valuable natural resources; to prevent unnecessary soil erosion and sedimentation; and to provide adequate housing opportunities for all citizens of Sterling consistent with soil types, terrain, infrastructure capacity, and the rural character of the Town.

Section 1.02 Comprehensive Plan

The Zoning Regulations established hereunder are in accordance with, and are hereby declared to embody, the comprehensive zoning plan of the Town of Sterling. In adopting these Regulations, the Commission has considered the Town's Plan of Conservation and Development prepared pursuant to Conn. Gen. Stat. Section 8-23.

Section 1.03 Conformity with the Regulations

On or after the effective date, no building or structure shall be erected, altered, enlarged, moved, or used except in conformity with these regulations. No lot or parcel of land shall be divided or otherwise diminished in area, width or length except in conformity with these regulations.

ARTICLE II - DEFINITIONS

Section 2.01 Specific Definitions

For the purposes of these regulations, the following words shall have the meanings set forth in this section:

Accessway: Any portion of a lot that provides access to and from a street, and that has a width of fifty (50) feet or less when measured in a direction perpendicular to either boundary line of the accessway.

Accessory Apartment (Accessory Dwelling Unit) a separate dwelling unit that is located on a parcel with a single family-dwelling of greater square footage. (effective Jan. 1, 2026)

Applicant: The person or business entity who applies for a permit or approval or to whom a permit or approval is granted.

Buildable area: A contiguous area of a lot within which permitted buildings or other structures may be readily erected, used and maintained, and primary and reserved septic systems, domestic water, and personal open space and recreation areas may be readily supported, due to favorable soil, groundwater, and other natural characteristics. The minimum buildable area required for a lot in any area in town shall be determined by these regulations.

Building: Any structure that has a roof and is supported on all sides by walls.

Camper Unit: A single tent, recreational vehicle, or other overnight apparatus used for shelter while camping.

Campground: A parcel of land used principally for the parking or installation of camper units. A campground may also include accessory uses and facilities for the use and enjoyment of campers and guests, including day visitors.

Group Camping: Areas used by more than one camper unit.

Campsite: An area of a campground that accommodates one independent or dependent camper unit.

Camp Trailer, Trailer or Mobile Home: A vehicle originally or presently designed to be drawn by a motor vehicle, designed or used for living, sleeping or business purposes and standing on wheels or rigid supports.

Camper (Self-propelled): A vehicle designed or used for living, sleeping or business purposes and standing on wheels or rigid supports.

Commercial Building: A building used for any nonresidential purpose, regardless of whether such use is for profit.

Commission: The Sterling Planning and Zoning Commission or, depending upon the context, the former Sterling Planning Commission.

Corner lot: A lot having continuous frontage on two intersecting streets.

Dwelling: A freestanding building or structure (including a mobile home or manufactured home) containing one or more dwelling units, regardless of whether any other portion(s) of the same building or structure contain nonresidential uses.

Dwelling unit: A building, structure, mobile home or manufactured home, or any portion of any of the foregoing forms of residence, that is used or intended to be used as a residence by one family.

Earth Materials: All natural mineral materials including, but not limited to, loam, topsoil, sand, gravel, clay, rock, bedrock, and/or stone.

Effective date: The effective date established under Section 10.1 of these regulations.

Excavation: The removal, grading, and/or processing of earth materials.

Excavation Permit: A permit issued by the Selectmen for excavation activities that require a permit under these regulations.

Highway: Same meaning as street.

Lot: A plot or parcel of land, other than submerged land, that is separately described on a deed or map filed in the Sterling land records, and that is occupied or capable of being occupied by one principal building and the accessory buildings or uses customarily incidental to it, including such yards and street frontage as are required by this ordinance.

Lot frontage: The distance between lot sidelines measured along a continuous front lot line.

Lot line, front: Any line separating a lot from a street right-of-way. Corner lots shall be deemed to have a front lot line along each adjacent street. If street right-of-way boundaries have not been established, the boundaries shall be deemed to be twenty-five (25) feet distant from the centerline of the existing traveled way, or such other distance from the centerline as may have been established by the commission or the town. The front lot line must be continuous and unbroken as measured along the adjacent street.

Lot line, rear: Except with respect to corner lots, any lot line or portion of a lot line that is parallel to, or within 45 degrees of being parallel to, a front lot line shall be deemed to be a rear lot line. Corner lots shall be deemed to have no rear lot lines.

Lot line, side: Any lot line that is not a front lot line or a rear lot line as defined herein.

Lot of record: A lot which, on July 23, 2004, was both (1) listed as a separate and distinct parcel of land for tax purposes in the records of the Town Assessor; and (2) either described as a separate and distinct parcel of land in a deed or other instrument recorded on the Sterling land records, or shown on a subdivision plan approved by the Sterling Planning Commission and filed in the office of the Sterling Town Clerk in accordance with Connecticut General Statutes Section 8-25.

Manufactured home: A factory-built, single-family structure that is manufactured under the authority of 42 U.S.C. Sec. 5401, the National Manufactured Home Construction and Safety Standards Act, is transportable in one or more sections, is built on a permanent chassis, and is used as a place of human habitation; but which is not constructed with a permanent hitch or other device allowing transport of the unit other than for the purpose of delivery to a permanent site, and which does not have wheels or axles permanently attached to its body or frame.

Nonresidential use: Any use that is not either a dwelling or an accessory use customarily associated with a dwelling, such as, but not limited to, a garage, outbuilding, or pool. Nonresidential uses include, but are not limited to, business, commercial and industrial uses.

Public Improvements: Any physical improvements to, or proposed for, public property

Principal nonresidential building: A building other than a dwelling in which the principal activities associated with a non-residential use of property are carried on.

Rear lot: A lot having an accessway with no less than 25 feet and no more than 50 feet of frontage on a town or state street.

Recreational Vehicle: A vehicular-type camper unit that is primarily designed as temporary living quarters for recreation, camping or travel and that either has its own motive power or is mounted on or

towed by another vehicle. The basic entities included are camping trailer, fifth wheel trailer, motor home, travel trailer and truck camper.

Road: Same meaning as street.

Selectmen: For the purpose of these regulations the term Selectmen shall mean the Board of Selectmen of the Town of Sterling.

Setbacks, front, rear and side yard: The horizontal distance measured at right angles to the boundary of the lot, between the main wall of the building or any other structural component (i.e. carport, column or roof) and the main boundary.

Single-family dwelling: A dwelling containing only one dwelling unit.

Sterling Industrial Park: Lots identified by the Sterling Tax Assessor on Map 03842 Block 017 Lots 0IP1, 0IP2, 0IP3, 0IP4, 0IP5, 0IP6, 0IP7, 0IP8, 0IP9, 0IP10, 0IP11, 0IP13, 0IP14, 0IP15, and 0IP16. (effective Jan. 1, 2026)

Street: An improved right-of-way dedicated and accepted for public use by lawful procedure and suitable for vehicular travel, or a proposed street shown on a subdivision plan approved by the Sterling Planning Commission.

Structure: Anything constructed or erected that either requires a building permit or has an impervious surface. Every “building” is also a “structure,” but not every “structure” is a “building.”

Town: The Town of Sterling.

Two-family dwelling: A dwelling containing two dwelling units.

ARTICLE III – ZONING DISTRICT

Section 3.01 Zoning Districts

The Town of Sterling shall have one primary zoning district. Any use otherwise permissible under state and federal law shall be permissible within the district provided that the other requirements of these regulations are met, except as listed in Section 3.02 and 3.03 Different uses, including residential and nonresidential uses, may be combined on a single lot provided that such uses comply with the other requirements of these regulations. Certain uses shall require the submission and approval of a Site Plan and/or Special Permit.

Section 3.02 Prohibited Uses

- A. No Camper (self-propelled), Camp Trailer or Mobile Home shall be permitted in the Town of Sterling except in conformance with the following regulations and Town Ordinances. Under no circumstances shall an unoccupied Camper, Camp or Mobile Home Trailer be parked on any lot in the Town except that an unoccupied Camper or Camp Trailer, owned by the resident of the lot, may be stored on the premises. No Camp Trailer or Camper or Mobile Home shall be occupied as a residential unit.

- B. Uses prohibited within the Sterling Industrial Park as defined in Article II Section 2.01 (effective Jan. 1, 2026)
 - 1. Residential
 - 2. Campgrounds

Section 3.03 Special Permit Uses: The following uses are permitted by Special Permit provided the applicable dimensional requirements and any additional applicable regulations are met. (effective July 15, 2024)

- A. Cannabis
- B. Campgrounds
- C. Excavations (effective Nov. 18, 2024)

ARTICLE IV – DIMENSIONAL REQUIREMENTS

The dimensional requirements in this Article IV shall apply to all uses, except as otherwise provided in Article V.

Section 4.01 Minimum Lot Size

- A. Residential
 - Single-Family 2 acres (87,120 square feet)
 - Two-Family 4 acres (174,240 square feet)

No lot shall contain more than one dwelling or more than two dwelling units within a dwelling unless approved as Accessory Dwelling Units under Section 6.04. (effective Jan. 1, 2026)

- B. Non-Residential 2 acres (87,120 square feet)

There shall be no restriction on the number of nonresidential buildings or uses that may be established on any lot, provided that all of the other applicable requirements of these Regulations are met.

For purposes of this Section 4.01, the area of the lot shall not be deemed to include any accessway(s) or any land defined as an inland wetland or watercourse pursuant to Section 22a-38 of the Connecticut General Statutes, as amended.

Section 4.02 Minimum Buildable Area

- A. Minimum required buildable area is 30,000 sq. ft. as further defined below.
- B. Buildable Area defined: The term “buildable area” shall mean a contiguous area that, at the time of application for a proposed use, excludes the following categories of land:
 - 1. Inland wetlands and watercourses, as defined by Section 22a-38 of the Connecticut General Statutes;
 - 2. Storm water retention or detention areas (existing and/or proposed);
 - 3. Floodplain soils or areas within the 100-year flood boundary;

4. Rights-of-way or easements and utility and drainage easements (existing and/or proposed);
5. Required front yard, side yard, and rear yard setbacks;
6. Areas with slope equal or greater than 20%;
7. Exposed ledge and;
8. Conservation easement areas in which the disturbance of land and/or building of structures is prohibited (existing and/or proposed).

C. Shape and Location of Minimum Buildable Area.

The intent of the minimum buildable area requirement is to provide adequate contiguous area on each lot in which to locate the principal building, accessory uses and on-site water and sewer facilities without major physical alterations of the land. The buildable area must exist and must be physically accessible from a street at the time of application. For lots requiring a minimum buildable area of 30,000 square feet, a rectangle having a minimum dimension of 150 feet by 150 feet must be capable of fitting within the designated buildable area.

Section 4.03 Frontage

Whenever any dwelling is established or expanded, or any nonresidential use is established or expanded, after the effective date, on any lot other than a rear lot, the lot must have no less than 250 feet of continuous frontage along a street. Whenever any dwelling is established or expanded, after the effective date, on a rear lot containing no other dwelling, the rear lot must have no more than 50 feet and no less than 25 feet of continuous frontage along a street. Whenever any nonresidential use is established or expanded after the effective date on a rear lot, or when an additional dwelling is to be established or expanded on a rear lot containing another dwelling, the rear lot must have no more than 50 feet and no less than 40 feet of continuous frontage along a street. There shall be no more than two rear lots per 500 feet of continuous frontage on a street.

Section 4.04 Setbacks

- A. No building, structure, or use shall be located within the following required yard areas, except as expressly provided elsewhere in these regulations:

<u>Land Use</u>	<u>Front Yard Setback</u>	<u>Side and Rear Yard Setbacks</u>
Residential	50 feet (Town street) 75 feet (state highway)	25 feet
Non-residential	60 feet (Town street) 75 feet (state highway)	25 feet

Notwithstanding the provisions above, if a lot is abutted on both sides by lots containing a principal structure, the closest part of which is 200 feet or less from the boundary of the center lot, the minimum front yard setback for the center lot maybe reduced to the average of the actual front yard setbacks of the existing, adjacent principal structures.

- B. Driveways shall not be located within ten feet of any side or rear lot line except in an accessway. Driveways shall not be located within five feet of the boundary of any accessway.
- C. Except as provided hereafter parking areas, parking spaces and internal access drives may not be located within any required setback area. Parking areas, parking spaces and internal access drives for residential and nonresidential uses may be located within half of any required setback area farthest from the relevant lot line, provided that the remainder of the setback area contains sufficient screening by trees, shrubs, earthen berms or other landscape materials to prevent the parking areas, parking spaces, or internal access drives from being readily visible from the abutting property line or street to which the relevant setback applies.
- D. Parcels in existence prior to September 4, 2009, shall adhere to the following setback:

No building, structure, or use shall be located within the following required yard areas, except as expressly provided elsewhere in these regulations:

<u>Land Use</u>	<u>Front Yard Setback</u>	<u>Side Yard Setbacks</u>	<u>Rear Yard Setbacks</u>
Residential	50 feet (Town street) 50 feet (state highway)	10 feet	25 feet
Non-residential	50 feet (Town street) 50 feet (state highway)	20 feet	25 feet

Notwithstanding the provisions above, if a lot is abutted on both sides by lots containing a principal structure, the closest part of which is 500 feet or less from the boundary of the center lot, the minimum front yard setback for the center lot maybe reduced to the average of the actual front yard setbacks of the existing, adjacent principal structures.

- 1. A traditional farmer's porch may project into the front yard setback by no more than six (6) feet and may not exceed seventy-five (75) % of the length of the existing home along its street frontage.

Section 4.05 Building and Impervious Surface Coverage

- A. Building Coverage: The following is the maximum portion of the lot that may be covered by buildings:

Residential	10%
Non-residential	40%

- B. Impervious Surface Coverage: The following is the maximum portion of the lot that may be covered by impervious surfaces, including buildings:

Residential	20%
Non-Residential	60%

ARTICLE V – NON-CONFORMING BUILDINGS AND LOTS

Section 5.01 Applicability

As used in Article V of these Regulations, the term “non-conforming building, structure or lot” shall refer exclusively to a building, structure or lot, respectively, that existed lawfully prior to July 23, 2004 (the effective date of the Town’s previous Land Use Ordinance), or before the effective date of any applicable amendment to that Ordinance or these Zoning Regulations, and that fails to conform to one or more of the current requirements of these Regulations. Such non-conforming building, structure or lot may be continued according to the requirements of these Regulations.

SECTION 5.02 NON-CONFORMING BUILDINGS AND STRUCTURES

- A. Any non-conforming structure may be continued as a nonconforming structure. However, the structure may not be expanded or enlarged in such a way as to increase the area, extent or amount of non-conformity, and the structure may not be expanded or extended vertically or horizontally within a required setback area.
- B. Any non-conforming structure that is damaged by fire, collapse, explosion, neglect, casualty, or act of nature, may be reconstructed, repaired, or rebuilt in the same location, provided such work:
 - 1. does not increase the prior amount of nonconformity or expand or enlarge the structure in such a way as to increase the area, extent or amount of non-conformity; and
 - 2. does not expand or extend the structure vertically or horizontally within a required setback area; and
 - 3. complies with other applicable provisions of these Regulations for the specific use and zone; and
 - 4. commences within five years of the date of damage.
- C. Normal maintenance and repair to a non-conforming structure is permitted provided such work does not expand or enlarge the structure in such a way as to increase the area, extent or amount of non-conformity, and does not expand or extend the structure vertically or horizontally within a required setback area.

SECTION 5.03 NON-CONFORMING LOTS

Except as provided in this Section 5.03, these Regulations shall not prevent the construction or expansion of a permitted structure, or the establishment of a permitted use in the relevant zoning district on a non-conforming lot that does not contain the required minimum area, minimum buildable area, or minimum lot frontage on a street, but which, as of July 23, 2004, and continuously thereafter, was owned separately from any adjoining lot, as evidenced by deed(s) recorded in the Land Records of the Town of Sterling. However, no building may be constructed on a non-conforming lot that does not have frontage on an accepted street unless the lot has access to an accepted street over a permanent right-of-way or easement.

ARTICLE VI – USE REGULATIONS

Section 6.01 Well and Septic System Locations

In order to help protect the quality of drinking water in the Town of Sterling, no well shall be drilled, dug or otherwise installed for the purposes of supplying drinking water unless such well is located 75 feet or more from

all lot boundaries and existing septic systems, whether or not the septic system is located on the same lot. For the same reason, no portion of any subsurface sewage disposal system shall be constructed within 75 feet of any existing well, whether or not such well is located on the same lot. No septic system shall be constructed within 25 feet of any lot boundary unless (i) the portion to be constructed is needed to repair or replace a subsurface sewage disposal system that was constructed prior to July 23, 2004, and (ii) the Town's sanitarian, director of health or other appropriate official determines that there is no other feasible location for the repair or replacement.

Section 6.02 Lighting

No site feature or activity shall create glare or illumination that extends beyond a site's property lines and creates a hazard or nuisance to neighboring property owners or on adjacent roadways. Lighting shall be designed to provide the security of the proposed activity. Lamp posts shall be the minimum height necessary to provide the adequate illumination, and in no case shall they exceed 20 feet in height. Lighting shall be designed such that the light source is shielded, and the light is directed downward. Lighting fixtures shall be of a design appropriate to the use and area. Parking and loading areas and walkways shall be provided with adequate lighting.

The Town of Sterling shall be exempt from these requirements for the purpose of lighting Town-owned and operated athletic sports fields (i.e., baseball, soccer, football, tennis). However, lighting for these facilities shall be designed per national standards for such facilities.

Section 6.03 Excavations

- A. Intent: The intent of these excavation regulations includes (a) providing for the protection and improvement of the environment including, but not limited to, air quality, wetlands, ground water quality, and areas adjacent to waterways; and (b) protecting the public health and safety including, but not limited to, minimizing unnecessary soil erosion and sedimentation, providing for slope stabilization and proper grades; and (c) preventing excessive noise and detrimental traffic patterns and congestion. These excavation regulations will require the orderly removal, movement and/or processing of earth materials, while providing for the re-establishment of finished grades and the placement of suitable cover to allow re-vegetation while re-grading in such a manner to allow for reasonable future use of the land being disturbed.
- B. Special Permit Required. The excavation and/or processing of on-site or off-site materials on any parcel shall not be allowed without a Special Permit issued in conformance with the provisions of Section 7.05 of these Regulations.
- C. Exemptions: The provisions of this section and the requirements to obtain an Special Permit shall not apply to the cases set forth below. However, a Site Plan application may be required in accordance with Section 7.04 of these Regulations.
 - 1. Necessary excavation, grading or removal in direct connection with the lawful construction on a lot, of buildings, foundations, roads, driveways, parking areas, storm drainage, utility services, fences, walls, swimming pools or other bona fide construction projects. A written statement specifying the hours and days of the week when the excavation, grading or removal is to be conducted and estimating the number and kind of trucks and other equipment to be used shall be submitted. Such excavation and removal shall be completed within six (6) months.
 - 2. Excavation, grading or removal of not more than five hundred (500) cubic yards of earth materials where the Commission determines, upon submission of an application for such determination, that such activity is reasonably necessary for agricultural purposes or for landscaping. A sediment and erosion control plan shall be required if the area of disturbance exceeds one-half acre.

3. Excavation, processing, grading or removal of less than five hundred (500) cubic yards of earth materials during any twelve (12) month period.
- D. General Procedures and Documentation: Any application for a Special Permit for excavation shall be made in accordance with Sections 7.04 and 7.05. It is the responsibility of the applicant to provide a complete application, and incompleteness of an application may be grounds for denial. The application may be submitted by the owner(s) of the subject property or by a prospective lessee, licensee, or purchaser of such property, provided consent of the current owner of record accompanies the application.
- E. Application requirements. In addition to any requirements prescribed by Sections 7.04 and 7.05 of these Regulations, a complete application for a Special Permit for excavation shall include the following:
1. A list of all owners of property located within three hundred (300) feet of the parcel or parcels to be excavated, including names of all the property owners, street address per the Assessor's map and Assessor's map(s), and parcel number(s) for each property.
 2. Applications involving bedrock removal requiring blasting, crushing, hammering, and/or splitting shall provide a professionally prepared written report outlining the need for and the impact of such activity on the existing surface water flows, existing water supply wells, seasonal ground water table levels, and neighboring properties along with the necessary precautions to be taken to avoid any adverse impacts. Any blasting activities shall also require a separate permit issued by the Fire Marshal.
 3. Applications involving significant truck traffic (i.e. 25,000 cubic yards annual excavation or 15 or more trucks per day) shall provide a detailed traffic study, impact analysis, and mitigation plan to avoid any adverse impacts resulting from the activity proposed. The Commission shall determine the scope of said traffic/impact/mitigation plans or studies.
 4. A dust containment and mitigation plan shall be submitted for approval; such plan to include the resolving of any processing impacts proposed.
 5. The applicant shall comply with the requirements of the Department of Energy and Environmental Protection (DEEP) with regards to stormwater permitting. Evidence of compliance with those permits shall be provided prior to commencing excavation.
 6. A soil erosion and sediment control plan in accordance with Section 7.06 of these Regulations.
 7. Site Plans shall include the following.
 - a. The location of all residential, commercial, and industrial buildings within one thousand (1000) feet of the property line at 100 or 200 scale mapping
 - b. A design drawing(s) including cross sections, with before and after elevations shown, of all proposed excavation activities shall be submitted and reviewed. The proposed volume to be excavated shall be calculated, by phase if applicable, and be reported on the plan set.
 - c. All proposed restoration measures to be taken upon completion of the excavation operation, including the type, size and location of any proposed plantings and vegetative cover shall be shown.
 - d. All days and hours of operation proposed by any application shall be shown on the plan submitted.

- e. The number of truck trips, and days and hours of hauling proposed shall be presented by the applicant, shown on the plan, and shall be limited to those approved by the Commission.
 - f. The plans shall contain a signature block for the Chairman or Secretary. This block shall also contain a space for an expiration date for the permit and a signature block to verify that the Town Engineer has reviewed the final plan and determined that it conforms to the approval conditions.
 - g. The applicant's engineer shall prepare construction cost estimates for (a) soil and erosion controls including final site stabilization and drainage improvements; and (b) any public improvements proposed.
- F. Standards and Criteria for Decision and Operation. In addition to the standards and criteria for approval of a Special Permit and Site Plan under sections 7.04 and 7.05 of these Regulations, the proposed excavation must also comply with the following:
- 1. The excavation, grading or removal shall be carried out in accordance with the maps and plans within the exterior limits shown thereon.
 - 2. The final site plan/reclamation plan shall not result in sharp declivity, pits or depressions, or soil erosion, drainage, or water supply, or sewage problems or conditions which would conflict with the reasonable reuse and development of the parcel for which the permit is requested.
 - 3. At all stages of the work, proper drainage shall be provided to avoid stagnant water, soil erosion problems, excessive run-off, silting of streams and damage to public and/or private property, streets or drainage facilities.
 - 4. Existing streets servicing the proposed site shall be of sufficient width and design to accommodate the excavation activity and shall contain adequate sightline and drainage measures as to not adversely impact public safety, existing town drainage, and/or abutting property(s). If the Commission finds that existing street and drainage infrastructure cannot accommodate the proposed activity without adversely impacting public health or safety, the applicant may propose improving the condition of the street(s) or drainage infrastructure. Any such improvements would need to be constructed in accordance with the Town's Public Improvement Specifications, and the cost of the improvements would be solely the responsibility of the applicant, not the Town.
 - 5. Truck access to the lot and the work area shall be so arranged as to minimize traffic hazards on streets and to avoid nuisances to residents of the neighborhood.
 - 6. Any necessary grading for driveway sightline distances shall be completed before any permit activities take place on site. The construction of a new driveway will also require compliance with the Driveway Ordinance and shall require a separate permit under the terms and conditions of that Ordinance.
 - 7. No excavation operation shall encompass more than five acres of active operations at any one time. Operations of more than five acres must be phased, with a comprehensive plan for phasing and restoration submitted and approved as part of the application.
 - 8. Phased Operations. Work on a subsequent phase shall not commence prior to reclamation of the previous phase according to the approved plan and approval of such reclamation by the Commission or its Agent. Prior to commencement of activity on any subsequent phase, the bond shall be adjusted to ensure performance on that phase. The bond shall not be fully released for any phase until it has been determined that such area is permanently stabilized.

9. No excavation shall occur within one hundred (100) feet of an abutting street or property line, except for driveway access.
10. There shall be no processing of materials such as screening, sifting, washing or crushing, within two hundred (200) feet of any property line or one thousand (1,000) feet from a residential structure, whichever is greater, except where such processing already exists or in connection with, continuation of, or renewal of a previously approved excavation, as approved under the zoning code or prior excavation ordinance operation that has not lapsed within the last ten (10) years. In such instances, the Commission may grant setback reductions as follows for properties with frontage on Connecticut State Route 14:
 - a. Setback from a property line may be reduced to one hundred (100) feet provided the subject adjacent property is undevelopable within one hundred (100) feet of the common boundary.
 - b. Setback from a residential structure may be reduced to five hundred (500) feet provided the processing operation is sufficiently screened with vegetation, has an elevation difference of at least fifty (50) feet or a combination of these criteria deemed sufficient by the Board.
 - c. All processing machinery permitted in association with the existing permit shall be removed from the parcel upon termination of the permit or the end of the operation.
11. No excavation activities shall be allowed within two hundred (200) feet of any residential dwelling or commercial building, whether such structure is on the same lot or on an adjacent lot without approval of the Commission.
12. Where fueling of vehicles will be performed on site, a fuel pad and accessories shall be designed and installed in order to capture and prevent any fuel spillage from contaminating any ground water or surface waters.
13. The work shall be limited to the Monday -Friday 7:00 am to 5:00pm and Saturday 8:00 am to 12:00 pm in order to avoid nuisances to residents of the neighborhood. No excavation operations shall be permitted on Sundays or federally recognized holidays
14. Proper measures shall be taken to minimize nuisances from noise, dust, vibration, and flying debris. Suitable fences or other barricades shall be provided around the excavation and exposed ledge outcrops to protect pedestrians and vehicles.
15. Upon completion of the work authorized, the ground area excavated, or otherwise disturbed areas shall be prepared or restored as follows:
 - a. Such area shall be evenly graded to slopes not exceeding one foot rise for three feet of horizontal distance or to such lesser slope necessary for soil stability, safety, and reasonable reuse and development of the parcel. Where ledge, rocks or similar geological conditions are encountered, the Commission may approve a steeper grade and may require fencing or other protective measures to control hazardous conditions.
 - b. Adequate drain ways of gradual slope shall be provided to assure drainage. In addition, the area shall be evenly graded with sufficient slopes to assure adequate drainage of the area, so that stagnant pools of water and soil and erosion nuisances will be avoided.
 - c. There shall be no excavation, grading or removal below an elevation of four (4) feet above seasonal ground water level, unless the applicant can demonstrate to that the excavation does not adversely affect groundwater and/or the reuse of the parcel.
 - d. Stumps and other landscape clearing debris shall not be buried on the site unless approved by the State of Connecticut Department of Energy and Environmental Protection (DEEP). Proof of a

permit issued by the DEEP to bury stumps shall be provided. Areas proposed for such stump disposal shall be clearly shown on the plans.

- e. The top layer of any arable soil (classified as top soil and/or loam), to a depth of not less than four inches with a suitable underlying subsoil layer of eight inches, shall be retained on the parcel and spread over the entire disturbed area with any large stones removed, and the area shall then be fertilized, limed, seeded with a perennial grass, mulched and maintained until the ground has been completely stabilized with a dense cover of grass and there exists no danger of erosion unless as provided for in a final site plan approved of by the Commission for a permitted site use. This provision shall not apply to the areas of ponds or to exposed areas of ledge existing prior to the work or created as a result of the excavation activity previously approved.

16. Offsite Materials: There shall be no importing, processing, or re-internment of offsite materials such as gravel, stone, rock, loam, or silt and no importing of offsite land clearing wastes, building or site demolition material, unless specifically authorized by the Commission and only thereafter as part of a permit request granted. The general burial of onsite and/or offsite land clearing wastes, building or site demolition material is prohibited.

G. Decision Procedures. Before approving a Special Permit for excavation, the Commission must determine that:

- 1. The Special Permit application is complete and is in conformance with the applicable provisions of these Regulations; and
- 2. The applicant has demonstrated that the application as proposed satisfies the applicable criteria in Sections 6.03.F and 7.05 of these Regulations.

H. Conditions of Approval. In approving a Special Permit for excavation, the Commission may require such conditions or modifications as it believes are reasonable and necessary to satisfy the criteria for approval and to protect or promote the public health, safety, welfare, property values, and the environment.

I. Time Limit: Each permit granted under these Regulations shall be valid for a period of five years or for such shorter periods as may be requested by the applicant or fixed by the Commission. At the written request of the applicant, the Commission may by majority vote renew the Special Permit without requiring a new application for a total period not to exceed ten years when the applicant presents to them a copy of the approved maps and plans, prepared by and bearing the signature and the seal of a Connecticut-licensed surveyor, showing that the excavation, processing, grading and/or removal is progressing as approved.

J. Review of Special Permit: Notwithstanding the provisions of Section 6.03.I, above, a Special Permit for excavation shall be subject to an annual compliance review and renewal process. An application for the annual renewal shall be submitted to the Zoning Enforcement Officer by November 1 each year for the following year. Annual reviews shall occur between January-March following the first full year of the permit. Information required for review shall include but not be limited to updated survey depicting contours and or existing spot elevations as accepted by the town engineer, proposed contours, photographs of the site, water quality or noise data (if requested by the Commission). Operators that have hauled less than 5,000 cubic yards over the course of the year or less than twenty (20) percent of the total volume approved for a phase may submit a letter from their engineer or surveyor indicating this fact in lieu of a new survey. The Commission may impose additional conditions, or modifications on the original permit which appear necessary or desirable based on the history of the operation.

- K. **Surety:** Before an Excavation Permit approval is finally endorsed and granted, the applicant shall file surety in the amount and types approved by the Commission. The term of all commercial surety shall be for the full term of the permit. All surety shall be in a form satisfactory to the Town's Legal Counsel and Treasurer and be in an amount and form sufficient to guarantee completion of those sediment and erosion control items specified and in conformity with the provisions of these Regulations or any amendments thereto in force at the time of filing. The actual final surety approved by the Commission shall be held by the Town Clerk and/or Town Treasurer who shall not be authorized to release such surety until written certification has been received that all of the requirements of these Regulations have been fully satisfied. The surety amount shall include amounts adequate to cover the cost of installing and maintaining necessary soil and erosion controls during the excavation operations and shall include costs for the final site restoration including import of additional topsoil and subsoil to sites deficient in the stockpiling and reserving of such materials for the purposes of the final site grading, restoration, and long term site stability to prevent long term erosion and sedimentation nuisances. A portion of the surety for sediment and erosion control to be posted with the Town shall be in the form of cash to be deposited in an account set up solely and maintained by the Town Treasurer. The amount of this cash surety shall be approved in consultation with the Town Engineer. In addition, the applicant shall provide surety for any public improvements required by the Special Permit that have not been completed prior to the signing and filing of the permit.
- L. **Return of Surety:** Upon completion of the excavation, processing, final grading and removal including completion of any required public improvements in accordance with the terms of a permit and after all of the disturbed portions of the site required to be re-vegetated have grown adequately in a second growing season to a dense cover of grass or other vegetation as may be required under these Regulations, the applicant may apply for return of the residual final surety held by the Town as provided for in these Regulations, and if the Commission is satisfied that the work has been completed as required, the residual final surety shall be returned to the applicant less any costs incurred by the Town which remain unreimbursed, but otherwise the surety shall remain in full force and effect. The applicant may petition to extend the surety period for 1 year after completion of the excavation (including loaming/topsoil and seeding) to ensure that the site has been permanently re-vegetated.
1. **Municipal Operations:** The Commission may waive the application requirements of Section R. Site Plan Requirements., the procedure set forth in Section G. General Procedures and Documentation, the bond requirements of Section O. Surety and the application and inspection fees required in Section P. Fees in connection with excavation activities conducted on any lot solely by or on behalf of and for the municipal purposes of the Town of Sterling. A municipal excavation, however, shall meet all of the standards and conditions of Section S. Soil Erosion and Sediment Control Plan through V. Site Plan Evaluation and Standards for Review.

6.04 Accessory Apartments (Accessory Dwelling Units)

- A. **Accessory Apartments:** are permitted as accessory uses to single-family dwellings and allowed through the issuance of a zoning permit and Site Plan approval provided:
1. **The Accessory Dwelling Design:**
- a. **Accessory Dwelling Unit shall:**
1. be no less than 500 square feet and shall not exceed 1,000 square feet and;
 2. contain no more than one (1) bedroom, one (1) bath, and (1) kitchen; and

3. be designed to preserve and maintain the single-family residential appearance of the subject lot and be consistent with the single-family character of the neighborhood; and
 4. have at least one (1) side of the accessory dwelling unit be at or above grade; and
 5. have no more than two (2) individuals residing inside of the apartment; and
- b. The building shall, upon establishment of the accessory dwelling unit retain:
1. Retain the exterior architectural style of the primary residence and shall “maintain” the appearance of a single-family residence.
 - c. No additional curb cuts shall be created to serve an accessory dwelling unit and access from the public right-of-way shall serve both the principal and accessory units; and at least four (4) off-street parking spaces (which may include garage and driveway spaces) shall be provided to serve both the principal dwelling and the accessory dwelling unit, and such parking shall not be located in the required front, side, or rear yard setback.
 - d. Parking spaces shall be screened from abutting property lines by fences, vegetation, or earthen berms. Where existing topography, site conditions, property ownership and/or landscaping will effectively screen parking from an abutting residentially zoned area, the Planning and Zoning Commission may modify the above screening and setback requirements with a $\frac{3}{4}$ vote of the entire commission.

B. The Accessory Dwelling Unit:

Prior to the issuance of a Zoning Permit the applicant is required to receive the following signoffs/approvals from the Town’s:

Fire Marshal: This individual shall determine that the proposed accessory dwelling unit complies with applicable state fire/building codes as they relate to the proposed unit.

Health Official/Department: This department/individual shall determine that the site as well as the proposed accessory unit complies with applicable public health codes as they relate to the proposed unit.

Building Official: This individual shall determine that the proposed accessory dwelling unit complies with local and state codes as they relate to the proposed unit.

Town Planner: This individual shall make a recommendation to the Town’s Zoning Enforcement Official regarding compliance with the requirements of an accessory dwelling unit.

(Amended date of February 12, 2024, effective date of March 18, 2024)

Section 6.05 Cannabis (Retail Sale, Production and Cultivation, Medical Marijuana Dispensary Facilities and Production facilities) are permitted by Special Permit and Site Plan Review.

Non-Severability: The Commission finds that cannabis-related uses would be acceptable in the Town of Sterling only if all restrictions and limitations set forth in this Section 6.05 are maintained. Therefore, if a

court should determine that any of the provisions in this Section 6.05 are unlawful, the entire shall be deemed invalid and cannabis establishments shall be deemed to be prohibited in the Town of Sterling.

A. Applicability:

1. Medical marijuana dispensary facilities and production facilities shall be governed by CGS Sec. 21a-408 et seq. as amended and Sections 21a-408-1 to 21a-408-70, inclusive, of the Regulations of Connecticut State Agencies as they may be amended and permitted subject to Site Plan approval in accordance with Section 7.04 of these Regulations, and the requirements of this section.
2. Cannabis retail and hybrid-retail facilities shall be governed by The Responsible and Equitable Regulation of Adult-Use Cannabis Act (“RERACA”), the Connecticut (CT) Public Act 21-1 / Senate Bill 1201 as amended inclusive of the Regulations of Connecticut State Agencies as they may be amended and permitted subject to Site Plan approval in accordance with Section 7.04 of these Regulations, and the requirements of this section.
3. Adult-use cannabis cultivator and micro-cultivator facilities shall be governed by the RERACA, the CT Public Act 21-1/ Senate Bill 1201 as amended inclusive of the Regulations of Connecticut State Agencies as they may be amended and permitted subject to Site Plan approval in accordance with Section 7.04 of these Regulations, and the requirements of this section.

B. Separation Requirements. Uses identified in this section shall be subject to the following separation restrictions:

1. No medical marijuana production, or adult-use cannabis cultivator or micro-cultivator facility shall be allowed within 500 feet of a church, temple or other place used primarily for religious worship, public building, public school, public playground, public park or public child day care facility, except if such facility is located within the Town’s Industrial Park, then there shall be no minimum separation distance requirement.
2. No medical marijuana production, or adult-use cannabis cultivator or micro-cultivator facility shall be allowed on a site where such facility is located less than 500 feet from an existing single-family or multi-family residential use, except if such facility is located within the Town’s Industrial Park, then there shall be no minimum separation distance requirement.
3. No medical marijuana dispensary or production, or adult use cannabis retailer, hybrid-retailer cultivator or micro-cultivator facility shall be allowed within the same building, structure or portion thereof that is used for residential purposes, or that contains another medical marijuana dispensary, production facility, or adult use cannabis retail, hybrid retail, cultivator or micro-cultivator facility.
4. No adult-use cannabis retail or hybrid-retail shall be located less than 5,000 feet from another adult-use cannabis retail or hybrid-retail. Distance shall be measured from the radius of the front door to front door of each establishment, except if such facility is located within the Town’s Industrial Park, then there shall be no minimum separation distance requirement.
5. All distances contained in this section, shall be measured by taking the nearest straight line between the respective lot boundary of the property subject to the separation requirement and the proposed building/structure containing the proposed cannabis facility.

C. Design Standards.

1. Any retail facility shall be designed to match the residential typology of the immediate area and shall be located on a State Road with direct fee-simple deeded frontage on the State Road it abuts.
2. Any production facility outside of the Town's Industrial Park shall be defined to match the typology of Sterling's traditional agricultural architecture if visible from an existing road/street and/or abutting residential property.
3. All facilities (retail, production and/or cultivation) shall submit a plan to control odor
4. All cultivation shall occur within a building. Outdoor grow and/or growing is prohibited.

D. Minimum Floor Area Requirements:

1. No medical marijuana production facility shall be allowed in a building with less than 10,000 square feet of gross floor area.

E. Sign and exterior display requirements:

1. Exterior signage shall be restricted to a single sign no larger than 16" x 18" containing the legal name of the entity and the street address of the facility. Section 6.2.3b shall not apply.

F. Off-Street Parking requirements:

1. Required off-street parking shall be in compliance with the Zoning Regulations. Parking for the facility shall be contained on the same property associated with the proposed activity. A parking plan and traffic analysis shall be submitted with every application associated with Medical Marijuana and/or cannabis retail and/or production facility.

G. Security Requirements:

1. All cannabis or medical marijuana dispensary facilities and production facilities shall have an adequate security system to prevent and detect diversion, theft or loss of marijuana utilizing commercial grade equipment meeting at least the minimum requirements of Sec. 21a-408-62 of the State of Connecticut Regulations.
2. The hours of operation for cannabis (retail) or medical marijuana dispensary facilities shall be limited to between 7:00 a.m. and 7:00 p.m., all days of the week.
3. There shall be no limitation on the hours of operation for cannabis or medical marijuana production facilities, all days of the week.

H. Conditional Approval:

1. All site zoning permits /site plans/special permits shall be approved with the condition that the applicant obtains the appropriate license issued by the State of Connecticut Department of Consumer Protection (or other State agency as regulatory changes occur).
2. The conditional approval shall become finalized upon the receipt by the Town Planner and/or Zoning Enforcement Officer (ZEO) of a copy of the Department of Consumer Protection-issued license.

3. The conditional approval shall expire if the applicant fails to provide the Town Planning and/or Zoning Enforcement Officer (ZEO) with a copy of the Department of Consumer Protection-issued license within six months of the date of the Planning and Zoning Commissions conditional approval.
4. A six-month extension of such conditional approval shall be granted to the applicant upon written notification to the Town Planner that an application for a Department of Consumer Protection license has been filed, indicating the expected decision date of the Department of Consumer Protection license.
 - a. No entity shall operate without a valid, current license.

I. Connecticut Department of Consumer Protection Approval:

1. The applicant shall provide the Town Planner and/or Zoning Enforcement Officer (ZEO) with a copy of the appropriate license issued by the State of Connecticut Department of Consumer Protection, and any subsequent renewed license.

Section 6.06 Campgrounds (effective July 15, 2024)

This Section of the Regulations is intended to provide a process for allowing and/or managing campground facilities and uses in order to protect the public health and safety and the peaceful use and enjoyment and property values of the surrounding neighborhood. Campgrounds, as defined in these Regulations, shall require a Special Permit in accordance with Section 7.05.

- A. Campground Application Requirements. In addition to all application requirements prescribed in Section 7.05 of these Regulations, a Special Permit application for a campground shall include a base map at a scale of 1 inch = 100 feet, showing the location and dimension of each campsite and its designated campsite number, group camping areas, A-2 survey showing:
1. The location, number and dimensions of all campsites being proposed, with the designated numbers of each such campsite and the location of any proposed sites for long-term camper units (i.e., any camper unit expected to remain at a campsite for three months or more);
 2. Any proposed group camping areas;
 3. The location of all buildings and structures on the site, including decks, awning and sheds, and a description of the purpose of such buildings and structures as they relate to the proposed campground;
 4. The location of all proposed water, sewer, and waste-disposal facilities intended to serve the campground.
 5. The location of staging areas, recreation areas, parking areas, park/open space areas, refuse areas, restrooms, picnic areas, snack bar areas, winter storage areas, septic area, wells, and all other proposed uses.

6. Name, address, telephone number(s), and email address of the proposed operator of the campground, and name, address, telephone number(s), and email address of an emergency contact person in the event the operator is not available.
- B. Campground Criteria and Standards: In addition to all Special Permit criteria and standards prescribed in Section 7.05 of these Regulations, Campgrounds shall comply with the following requirements:
1. Use of Campground: Campgrounds shall be used solely for the temporary accommodation of travelers or recreational users. Campsites shall not be used for residential purposes.
 2. Campground Designations: Campsites shall be visibly numbered with weatherproof reflective numbers that are a minimum of three (3) inches in height and two (2) inches wide per number. Such number shall be located in the front of the campsite in an easily visible location. In the event the campsites are owned and are part of a cooperative as defined by Section 47-202 of the Connecticut General Statutes, each campsite shall be divided using A-2 survey standards by a surveyor licensed in the State of Connecticut. In addition, pins and/or monuments shall be provided, delineating the campsites at all corners.
 3. Area Limitations; Additions to Camper Units.
 - a. Campsites may be occupied by one camper unit that does not exceed an area of four hundred (400) square feet. A camper unit may include additions, such as decks or sunrooms that are specifically designed and manufactured for use with recreational vehicles and camper trailers and engineered to withstand hurricane force winds in accordance with the building code requirements. Such additions, other than decks, shall be constructed with collapsible sidewalls and shall not have an in-ground foundation or involve grading or site improvements, except as when removed shall not result in physical alteration of the site. Set up provisions shall be provided for RV and shall include typical quick disconnect fittings for utilities (water-hose connection, sewer-RV type sewer hose connection, electrical – cord and plug), and anchors standards per American National Standards Institute (ANSI). The unit and additions/decks/sunrooms must be set up on site such that the unit can be readily removed.
 - b. All additions require the issuance of a zoning permit for installation from the Zoning Enforcement Officer. Permits for any addition shall require approval from the campground owner or operator prior to the issuance of a permit for an addition, as evidenced by signing the application or providing written letter of approval. The campground owner and operator are jointly and severally responsible for any non-compliance with these Regulations regarding the installation of the camper units and additions.
 4. Off Season Use: No campsite shall be occupied between the first Tuesday following Columbus Day and the next following March 31. The campground owner shall provide a letter certifying to the Zoning Enforcement Officer that no person had stayed at the campground during the winter period. Such letter must be submitted with the annual renewal permit. Campers must at all times retain a permanent residence outside of the campground. The campground season shall be one hundred and eighty days (180) days.
 5. Storage: Unoccupied camper units and boats may be stored in recreation campgrounds. By September 10th of each year, the campground owner shall provide the Assessor of the Town of Sterling with a

list containing identification information for all long-term camper units (long-term is a period of three months or more) or other personal property that is present on the property.

6. Campground Register: The owner/operator of any campground shall be responsible for the maintenance of an accurate register at such campground. Such register shall include the name of the individual, family head or the responsible group member, as well as his or her permanent address, date of arrival and departure, and motor vehicle license plate, if applicable. The registration shall indicate the site or unit assigned and the classification of the vehicle. Such register shall be available at the campground for access by the Zoning Enforcement Officer to assist in the enforcement of these Regulations.
7. Caretakers: In any campground having ten (10) or more individual and approved campsites, the Commission may permit one (1) permanent single-family dwelling, which may be occupied solely by the owner, operator, guard or caretaker of the campground. The Commission may also permit additional such dwellings at increments of one hundred fifty (150) approved campsites.
8. Accessory Uses: The Commission may approve, by Special Permit, such accessory uses as the Commission finds are reasonably designed solely for use by campers during the approved camping season. Such accessory uses may include a grocery store with grocery and camper provisions and gifts, snack bar, swimming pool, golf course of any kind, tennis courts, recreation pavilion, horseback riding, and any other activities the Commission finds are reasonably accessory to a campground.
9. Sound Amplification: The use of sound amplification equipment at a campground shall be allowed only by Special Permit. In determining whether to grant such approval, the Commission shall apply the same standards and criteria as these Regulations require for Special Events.
10. Refuse Disposal: The storage, collection and disposal of refuse shall be so managed as to avoid a health hazard or an odor nuisance. Garbage shall be collected daily from all areas of the campground. Insect and rodent control measures to safeguard public health as recommended by the health officer shall be applied in the campground.
11. Unauthorized Uses: Any uses not expressly authorized by the Special Permit are prohibited. The Zoning Enforcement Officer may order any unauthorized use to be discontinued.
12. Responsibility of Owner and Operator: Every campground owner shall have an "operator" authorized by the owner of the campground to act on the owner's behalf. The operator shall be the contact person for the Zoning Enforcement Officer and other Town officials.

C. Renewal of Special Permit.

1. A Special Permit for a campground shall be subject to an annual compliance review and renewal process. An application for the annual renewal shall be submitted to the Zoning Enforcement Officer by February 1 each year. The renewal application shall include:
 - a. A letter listing any and all proposed changes to the campground from the previous year's Special Permit or renewal permit, including any proposed changes to campsite configuration and any physical improvements.

- b. In the event of any proposed changes to the campground, five copies of an updated revised map showing said changes.
 - c. A letter prepared by the campground operator certifying that no one stayed (overnight stay) at the campground between October 1 and March 31
 - d. Copy of the annual registration with the Northeast District Department of Health.
 - e. List of year-round resident caretakers, guards, campground owners or operators that live on site and location of any on-site residence.
2. The ZEO shall also forward a copy of any renewal permit application and map to the Fire Marshal, Building Inspector, Town Engineer, Sanitarian and Town Planner for review and comments prior to the issuance of the renewal permit. In the event that any material changes are being proposed to the campground, the renewal application shall be forwarded to the Commission for a decision. Material changes would include any proposed additional campsites, any change in campsite locations, any additional buildings or structures on the site, and increase in the size of buildings or structures, and any change to the uses previously approved by the Special Permit. In addition, if the Director of Health, Building Inspector, or Fire Marshal report that any changes to the campground are required by applicable health, building, or fire safety codes, the application shall be forwarded to the Commission for a decision and the applicant must demonstrate compliance with the requirements.

ARTICLE VII - ADMINISTRATION AND ENFORCEMENT

Section 7.01 Authority of Commission

Except as provided in the Appendix to these Regulations with regard to Excavation Permits, the provisions of these Regulations shall be administered and enforced by the Commission. The Commission may delegate certain powers and duties to an agent, but any such delegation shall not be deemed to deprive the Commission of the ability to exercise such powers or duties independently in the event the Commission determines that it would be appropriate to do so. In the event the Commission has not appointed an agent to act on its behalf, or if the appointed agent is unavailable, the Chairman, or the acting Chairman if the Chairman is unavailable, may act as the agent for the Commission in matters of enforcement or in any other matters in or on which an agent would be authorized to act under these Regulations. The Commission shall not modify, reverse or rescind any order issued by its authorized agent; any person receiving such an order and seeking modification, reversal or rescission must appeal to the Zoning Board of Appeals. However, the Commission may issue an order in circumstances in which its designated agent has refused, declined or failed to do so.

Section 7.02 Permit Required

No land use shall be established or substantially changed, and no building or structure shall be used, erected, constructed, moved, enlarged, or altered, in whole or in part, until a zoning permit has been issued by the Commission or its authorized agent.

Section 7.03 Zoning Permit Requirements

Applications for zoning permits shall be filed with the Commission or its authorized agent on a form provided by the Commission. If the applicant is not the owner of the property on which the activity is proposed, the relationship of the applicant to the owner shall be described on the application form. The original and one copy of each application shall be submitted. If the application involves the construction of a new structure, the exterior alteration of an existing structure (not including painting, siding, or similar cosmetic changes to the surface of a structure), the alteration (grading, excavation, or filling) of any land, the application shall be accompanied by a copy of the most recently recorded deed or subdivision plan on which the subject lot is described or shown as a separate and discrete parcel of land and by a plot plan containing the requirements described in Section 7.04 of these regulations. The Commission or its agent may also require the submission of additional information in any situation in which he or she determines that such information would be helpful in determining the conformity of an existing or proposed building, structure or use to these regulations.

Inland Wetlands: If an application for a Zoning Permit involves an activity regulated under the provisions of Chapter 440 of the Connecticut General Statutes and/or the Town of Sterling Inland Wetlands and Watercourses Agency Regulations, the Applicant shall submit an application for a permit to the Sterling Inland Wetlands and Watercourses Agency not later than the day such application is filed with the Planning and Zoning Commission. The decision of the Commission, Selectmen, and/or staff shall not be rendered until the Sterling Inland Wetlands and Watercourses Agency has submitted a report with its final decision. In making its decision, the Commission, Selectmen, and/or staff shall give due consideration to the report of the Sterling Inland Wetlands and Watercourses Agency.

Section 7.04 Plot Plans and Site Plans (amended June 24, 2024, effective July 15, 2024)

- A. INTENT: PLOT Plans and Site Plans are intended to provide the Zoning Enforcement Officer and the Commission with information necessary to determine that the proposed activity is in compliance with all applicable requirements of these Regulations. Site Plans are also intended to provide the Commission with information that will enable it to determine that the proposed buildings and uses are arranged in a manner that will protect the health, safety and welfare of the citizens of Sterling.
- B. APPLICABILITY: A Site Plan shall be submitted with any application for a zoning permit except as provide below.
 - 1. A Plot Plan shall be submitted to the Zoning Enforcement Officer for any single-family or two-family residence and for any structures or uses that are customarily and incidentally associated with such uses.
 - 2. A Site Plan shall be submitted to the Commission for any building, structure or use other than those identified in subsection 1 above.
 - 3. A Plot Plan or a Site Plan shall be deemed to be submitted, within the meaning of subsections 1 and 2, above, when either: (a) hand delivered to the Zoning Enforcement Officer at the Sterling Town Hall, (2) hand delivered to the Commission at a regular or special meeting, or (3) mailed to the Zoning Enforcement Officer or to the Commission at the current address of the Sterling Town Hall. Submissions by mail shall be deemed to be submitted on the date of receipt at the Town Hall.

C. PLOT PLAN REQUIREMENTS

Plot plans shall be drawn to scale and shall show: (i) the total area of the lot and the area of each and every accessway, inland wetland and watercourse; (ii) the amount of street frontage; (iii) the locations of all existing and proposed buildings, structures, wells and subsurface sewage disposal systems; and (iv) the

distances of all proposed wells and subsurface sewage disposal systems from all property boundaries. The Commission or its agent may require the plot plan to be drawn by a professional surveyor and/or engineer and may further require that the plot plan be drawn to any level of accuracy the building official determines is reasonably necessary to confirm that the proposed uses will comply with these regulations.

D. PROCEDURES FOR SUBMISSION

1. Submission and Receipt. A Site Plan shall be submitted to the Zoning Enforcement Officer for receipt by the Commission.
 - a. An applicant shall submit six (6) copies of a Site Plan as prescribed in this section.
 - b. All materials that are submitted, or required to be submitted, in connection with any application requiring a site plan, including all fees, must be submitted and made available for Public Inspection no later than ten (10) working days before the scheduled meeting where the Planning and Zoning Commission will receive the application.

E. SITE PLAN REQUIREMENTS

1. Professional Preparation: A Site Plan shall be prepared by a Connecticut registered professional surveyor, engineer or other appropriate professional. Any Site Plan involving grading, paving, road construction, drainage work, or any municipal improvement shall be prepared by a Connecticut registered professional engineer. Original signatures and seals shall be placed on all plans submitted to the Planning and Zoning Commission for all professionals who assisted in the preparation of the plans. The requirement for original signatures and seals is not subject to waiver provisions contained in this section.
2. Standard Elements of the Site Plan: Unless waived by the Commission upon written request of the applicant pursuant to Section 7.04.D.3 of these Regulations, the following information shall be provided on a 24 x 36-inch plan, with scale of 1" = 40'.
 - a. Property and applicant information:
 - i. address of the property.
 - ii. name and address of owner of record; and
 - iii. name of and address of the applicant.
 - b. North arrow (if other than North American Datum (NAD) 83 the applicant shall state why and provide standard for alternative), scale, name(s) of person(s) preparing plan, date of drawing, and any revision dates with description of revisions (revision dates shall appear on each plan sheet that has been revised and shall include a description of the revisions).
 - c. Property boundaries (Class A-2 with dimensions, angles, and area of the parcel and/or parcels subject to the application).
 - d. Dimensions of all yards and buildable area, as required by these Regulations.
 - e. A zoning compliance chart or table that indicates the dimensional and use requirements for the property under these Regulations and how the proposed structure and uses will comply with the requirements.

- f. Existing and proposed contour lines. For all areas of the parcel within one hundred (100) feet of any proposed work (including construction, excavation, filling, grading, and clearing of vegetation), the contour interval shall be no greater than two (2) feet (T-2 or T-3 accuracy). Topography taken from USGS Quadrangle interpolation shall not be acceptable for such areas but may be used for other portions of the site. The Commission may require the applicant to submit design drawing(s), including cross sections and elevations, of all proposed activity. Additional spot elevations may be required where necessary to indicate drainage patterns.
- g. Locations and specifications of all existing and proposed structures and uses including, but not limited to, buildings, stone walls, fences, sidewalks, driveways, parking and loading areas, exterior storage areas, signs, abutting streets, utility structures, and hydrants.
- h. Locations and descriptions of water supply wells or other water sources and of all sewage disposal facilities.
- i. Locations of existing and proposed drainage facilities on the site, as well as any points of collected drainage discharges (i.e., discharges other than natural sheet flow) onto or off of the site.
- j. Location of wetlands, watercourses, and wetlands buffers, as identified by a soil scientist. All wetlands and watercourses shall be field located, and the wetlands delineation shall include soil types as defined by the U.S.D.A. Natural Resources Conservation Service. A signature block for the soil scientist certifying that all wetlands and watercourses have been delineated or that there are none on the property shall be placed on the plans, and the plans must be submitted with the original signature of the soil scientist.
- k. Location of all existing monuments.
- l. A Soil Erosion and Sediment Control Plan (SE&SC) if otherwise required by these Regulations or State law.
- m. Names and addresses of current owners of property abutting or within one hundred (100) feet of the parcel as shown in the Assessor's records. For purposes of this subsection, the term "abutting" includes properties directly across any street/road, river, and/or municipal boundary, and properties sharing a driveway with the subject property.
- n. Identification of any easements and deed restrictions affecting the property including Conservation and/or Open Space areas.
- o. Areas within 100-year flood hazard areas as delineated by the Federal Emergency Management Agency (FEMA) and as shown on the most recently amended maps prepared by FEMA must be shown with a note saying "Limits of Flood Hazard Zone are approximate and are scaled from the Federal Flood Hazard maps". When a lot does not include land within the 100-year flood hazard area, the map shall include the following notation: "This lot does not include land areas within the Federal Emergency Management Agency's 100-year flood hazard area."
- p. Sight line information at proposed driveway cut(s), and statement that plans have been submitted to DOT for review, if on a state highway, or to the Board of Selectmen for review, if on a Town road.

- q. Location of proposed subsurface sewage disposal systems and reserve fields, showing distances to adjacent land, distances from all wells within two hundred (200) feet (on or off the tract), and distance from any manure handling systems.
 - r. Existing and proposed street and lot lines.
 - s. Any other information deemed necessary by the Commission to determine compliance with these Regulations
3. Waiver of Requirements Upon: written request of the applicant, the Commission may waive, by a $\frac{3}{4}$ vote of members present and voting, one or more of the above requirements of Section 7.04.D.2 if the applicant can demonstrate to the satisfaction of the Commission that the information is not needed to reach a decision on the application.
 4. Site Plan Standards: In review of the Site Plan, the Commission shall consider the following:
 - a. Complete Application: The submission shall contain an application including plans and information as required by this section and all applicable sections, as well as any requirements provided in the application form. Information shall be presented with sufficient clarity and detail to enable the Commission to understand it and determine compliance. ***It is the responsibility of the applicant to provide a complete application, and failure to do so is grounds for denial of the application.***
 - b. Compliance with Regulations: The application shall conform in all respects with these Regulations, unless a variance has been granted, a copy of which must be submitted with the application. Such application must also conform to the requirements of the Public Health Code, as documented in a written report from the Town Sanitarian or other official having jurisdiction and submitted as part of the application.
 - c. External Traffic: Where the site has frontage on an existing road, sight lines, storm water drainage, curbing, sidewalks, and landscaping shall be designed so to minimize any hazards and conflicts for traffic entering, leaving, and passing by the site. The project's frontage may be traversed by not more than one driveway, unless the Commission finds that more than one driveway is desirable for safety reasons. Applicants are encouraged to arrange common accesses with adjoining properties, and the Commission may approve temporary access designs when a more desirable permanent access serving more than one property appears achievable in the future.

F. SECURITY REQUIREMENTS

1. As a condition of Site Plan approval, the Commission may require that the applicant post with the Town a performance security in an amount and form agreeable to the Commission. The type of security, consistent with State law, shall be determined by the Commission with preference being given to cash bonds and letters of credit. Such security is intended to guarantee satisfactory completion of any required public improvements and sediment and erosion controls. Whenever the Commission has required such performance security, no zoning permit shall be issued for the authorized activity until the applicant has delivered the required security to the Commission, or its delegated representative, in the required amount and form.
2. The applicant shall submit to the Commission, with any application for a Site Plan review, an estimate of the costs of any proposed public improvements and sediment and erosion controls, which estimate shall contain a separate inflation factor for the estimated improvement period. The

Commission may refer such estimate to its own engineer for review, and the amount of the performance security shall be determined by the Commission. The security as posted shall name as principals both the applicant and the record owner of the premises.

3. The Commission may provide for the reduction of the security as public improvements and sediment and erosion controls are installed or completed to the satisfaction of the Commission. The amount of any reduction shall be in the sole discretion of the Commission.
4. The Commission may require a portion of the initial security to be held as a maintenance security for an item, including but not limited to sediment and erosion control measures and storm drainage infrastructure, that may need monitoring beyond the granting of a certificate of zoning compliance. The Commission shall stipulate the time period for this security not to exceed one (1) year.
5. The security shall be held by the Town Treasurer until its release is approved by the Commission. The Commission shall not release the entire security until it receives certification from the Zoning Enforcement Officer and the Town Engineer that the purposes of the security have been fully met and that no further security is required.

G. MODIFICATIONS OF APPROVED PLAN

1. The Commission may approve minor modifications of a Site Plan upon the written request of the landowner or the owner's agent and a final as-built drawing shall be submitted, which reflects the minor modification, before a Certificate of Occupation (CO) is issued.
2. If the proposed modifications to the Site Plan are not minor the Commission shall require a formal application to amend a previously approved Site Plan. The procedure to modify the Site Plan shall follow the same procedures for a new application.
3. If the proposed modifications to the Site Plan are not minor and the use with which the Site Plan is associated is a Special Permit use under these Regulations, the Commission shall require a public hearing before making any decision on the application for modification.
4. The term "minor modifications" shall not be deemed to include any alterations of a Site Plan that would (a) affect traffic flows or patterns outside of the relevant parcel, or (b) result in the creation of new structures or the expansion of existing structures, unless such new or expanded structure would not increase the existing footprint by more than two hundred (200) square feet.

H. STORMWATER MANAGEMENT

1. **Purpose and Authority:** Increased development without proper consideration of stormwater impacts is a significant source of pollution to surface and ground water. These water resources are valuable natural, economic, recreational, cultural, and aesthetic resources, and their protection and preservation is in the public interest and essential to the health, welfare, and safety of the citizens of the Town. It is therefore the purpose of this section to protect and preserve the resources within the Town of Sterling by managing storm water flows in accordance with the Connecticut Department of Environmental Protection "Connecticut Stormwater Quality Manual" (CSQM) as amended. The provisions of these Regulations are pursuant to Connecticut State Statutes and shall apply to all development occurring within the Town. The provisions of this section of these Regulations shall be the minimum requirements for stormwater management plans in the Town of Sterling, and the enactment of this Regulation shall not preclude the application of applicable town, state and/or federal regulations to the facilities regulated thereby.

2. Applicability: A Stormwater Management Plan is required for any development requiring a Site Plan or for a Subdivision/Re-subdivision that involves the disruption, clearing or removal of ground cover or soil material, or the creation of impervious surfaces in an area greater than one (1) acre, or one half (.5) acre if located in the Seasonal Use or Aquifer Protection Overlay Area. The stormwater management plan is to be designed to be consistent with the CSQM as amended. The Commission shall use the standards and criteria for decision outlined in the CSQM as amended when reviewing the Stormwater Management Plan.

3. Design Criteria

- a. Sedimentation: The system shall remove eighty (80) percent of the annual solid pollutant loading. This can be met by providing manufacturers data sheets, or calculations verifying the adequacy of a site designed system. CSQM guidelines may be used in such calculations, or the Engineer may use other methodologies with prior approval of the Town Engineer.
- b. Stormwater Flow: Provide individual watershed stormwater flows across the site boundary (property line) equal to or less than the pre-existing condition. In other words, flows may not be increased within any watershed after development. This shall be provided for the 2, 10, 25 and 100-year rainfall events. The plan must also include pre-development and post-development flow calculations.
- c. Stormwater Volume: For each of the design rainfall events (above), the volume of stormwater leaving the site shall be equal to or less than the volume of stormwater leaving the site in its pre-existing condition.

In granting the plan approval, the Commission may make modifications or impose such conditions that may be deemed necessary to ensure compliance with the CSQM, as amended.

- i. Terms and Conditions: The Stormwater Management Plan shall also provide a release for each applicant/developer and/or owner and each of their respective representatives, heirs, successors and assigns, shall hold the Town of Sterling and its officials, employees, representatives, agents, boards, agencies and commissions and each of their respective representatives, heirs, successors and assigns, harmless and indemnify them from and against any claims, damages, losses, costs and expenses (including attorney's fees) from any personal injury (including death) and property damage resulting from any act or omission of said applicant/developer and/or owner in the design, construction, inspection, maintenance and operation of stormwater management facilities approved pursuant to this section of these Regulations, and from any acts or omissions, including without limitation, negligent acts or omissions of said Town, and/or its officials, employees, representatives, agents, boards, agencies and commissions and each of their respective representatives, heirs, successors and assigns in the approval and inspection of said facilities or the performance of any activities pursuant to these Regulation.
- ii. Any release pursuant hereto shall apply to the owners and/or lessees of the property in question and shall run with the land.

- I. **CEMETERY PRESERVATION:** The Commission shall, in its review of projects that require site plan and/or subdivision approval, determine if the parcel of land or lots described in the application contain a burial ground, graveyard, or cemetery.
1. If such burial ground, graveyard, or cemetery does exist, the applicant shall, as a condition of approval, be required to demonstrate and document within the Application that the proposed activities will not disturb, limit access, or restrict maintenance of the cemetery, access way, or peripheral area up to twenty-five (25) feet outside the boundary of the cemetery.
- J. **CONSTRUCTIONS PLANS:** The applicant shall be required to file construction plans with any application for a Site Plan use involving work or improvements within any street right-of-way, construction of drainage facilities, or sediment and erosion control measures. Construction plans shall show at least the following information in accordance with good engineering practices and as appropriate for the particular lot.
1. For activities involving public streets or Town drainage facilities, a signature block entitled “approved by the Sterling Board of Selectmen” with a designated place for signature and date of signing;
 2. For activities involving improvements to public streets, the existing grades at the center line and both road lines, the proposed grade at the center line at appropriate intervals, the width of pavement, typical road cross sections and cross sections at all cross culverts.
 3. Any temporary or permanent storm water detention facilities;
 4. Any erosion and sediment control measures and a signature block with the working “The Sterling Planning and Zoning Commission Certifies that this Erosion and Sediment Control Plan complies with the Town’s Regulations”.
- K. **AS-BUILT DRAWINGS:** For approvals which required professionally prepared plans, and when deemed necessary by the Zoning Enforcement Officer, As-built Drawings shall be submitted to demonstrate conformity to the approved plans. Such drawings shall be approved prior to the issuance of a Certificate of Zoning Compliance. Such drawings shall show the installation of all improvements, including site work and structures, in at least the same detail as the Site Plan; and be prepared by a licensed engineer or surveyor, as is appropriate, who shall certify as to the compliance of the installation with the approved plan and shall identify all deviations from the approved plan. Any As-built Drawing showing substantial deviation from the approved plan shall be referred to the Commission. No certificate of zoning compliance shall be issued for any As-built Drawing showing such substantial deviation unless the as-built is approved by the Commission.

Section 7.05 Special Permits (approved June 3, 2024, effective July 15, 2024)

- A. **INTENT:** Uses requiring a Special Permit under these Regulations may or may not be acceptable on a particular lot depending upon the precise nature, scope and intensity of the use, the unique physical characteristics of the lot and surrounding land, the physical condition of streets to be used for access to the lot, and the uses and nature of other lots in the vicinity of the proposed Special Permit use. The purpose of this section is to prescribe a more stringent form of review and evaluation of such uses in order to better protect the public health, safety, welfare and property values of the people of Sterling.

- B. SITE PLAN REQUIRED: All applications for a Special Permit shall include a Site Plan in accordance with Section 7.04 of these Regulations.
- C. ADDITIONAL SITE PLAN REQUIREMENTS FOR SPECIAL PERMITS: In addition to the Site Plan requirements specified in Section 7.04.C.2 of these Regulations, Site Plans for a Special Permit use shall include the following:
1. Lighting plan.
 2. Wooded areas, specimen trees (i.e., trees exceeding thirty (30) inches diameter at a height of five (5) feet above the ground), and rock outcroppings greater than two hundred (200) square feet surface area.
 3. The general location of any endangered special and/or species of special concern known to exist on the property.
 4. Stone walls, monuments, and other structures having historical significance.
 5. Archaeological sites including but not limited to those known to the State Archaeologist's Office. The Commission may require the Applicant to submit a report from the State Archaeologist's Office.
 6. Historic buildings and sites listed on the National Register of Historic Places.
 7. A landscape plan showing the planting, location and species and materials to be used, the ground cover and surface treatments proposed, and identification of the types and location of existing vegetation to remain in place on the site. The Commission may require such plans to be prepared by a professional landscape architect (i.e., American Association of Landscape Architects, ASLA).
 8. Areas proposed for conservation or preservation as open space, including areas/easements required by the Inland Wetlands Commission.
 9. Identification of any chemicals or potential contaminants to be used, stored or produced on site or discharged on or off the site, and a detailed description of methods and procedures by which any chemicals or potential contaminants on site will be stored, used, applied, discharged, and disposed.
 10. Any other information deemed necessary by the Commission to determine compliance with these Regulations. Such information may include, but is not limited to, evaluation reports by Commission-approved independent professionals and other experts, such as traffic engineers, hydrologists, soil scientists, and geologists. The Commission may also require a comprehensive traffic study detailing the effects of the proposed development on existing traffic patterns and volumes.
- D. SPECIAL PERMIT STANDARDS: Special Permit applications shall be reviewed in accordance with the following standards and criteria:
1. Traffic and Access: The traffic generated by the proposed use shall not create significant adverse impacts or congestion to or on the roadways providing access to the property.
 2. Surface and Groundwater Protection: The proposed use shall not pose a significant risk of degradation of surface waters, including inland wetlands, or groundwater.

3. **Water Supply:** The applicant must demonstrate that the available water supply is adequate to serve both the need for potable water and the need for fire protection. The applicant must provide evidence of having submitted the proposed water supply plan to the Director of Health and the Fire Marshal, or to other officials having jurisdiction, for review and comment.
 4. **Architecture, Historic Preservation, Site Design, Landscape Preservation:** The site design and architectural features of proposed structures must be reasonably consistent with the architectural features of existing structures in the neighborhood and the Town, especially in areas of recognized historic significance. The Commission shall consider the scale, density, style, and materials used in construction of all site features and their relationship to the existing historic patterns of arrangement of structural and natural features, including circulation patterns. The site design shall be arranged to preserve public access to scenic views and vistas and to areas of historic public use.
 5. **Landscaping and Screening:** All parking, service and storage areas, including dumpsters, shall be reasonably screened by landscaping and/or fences or walls. The landscaping of the site shall be designed so as to protect and enhance the historic and rural character of the neighborhood and Town. All-season visual buffers between the proposed use and abutting property shall be provided through the use of grade separation, landscaping, buffer areas, etc. All parking areas should include landscaped islands to direct vehicular and pedestrian circulation and to reduce the visual impact of large, paved areas. At planting, all deciduous trees shall have a minimum diameter of two and one-half (2.5) inches at a height of five feet, evergreen trees shall have a minimum height of five (5) feet, and all shrubs shall be no less than one third of their ultimate size. Artificial vegetation is prohibited.
 6. **Lighting:** No site feature or activity shall create glare or illumination which extends beyond a site's property lines or otherwise creates a hazard or nuisance to neighboring properties or adjacent roadways. Lighting shall be designed to provide the minimum illumination necessary for the safety and security of the proposed activity. Lamp posts shall be the minimum height necessary to provide adequate illumination, and in no case shall they exceed twenty (20) feet in height, unless otherwise required by these Regulations. Lighting shall be designed such that the light source is shielded, and the light is directed downward. Lighting fixtures shall be of a design appropriate to the use and area. Parking and loading areas and walkways shall be provided with adequate lighting.
- E. **ADDITIONAL NOTICE REQUIREMENTS:** ALL Special Permit Applications shall be required to provide the additional notices as follows.
1. **Notification of Abutters by Applicant.** Before a public hearing is held on any application for a special permit, the applicant shall present proof that notice has been mailed to each of the property owners of parcels within three hundred (300) feet of the property for which the special permit is requested, including parcels across the street. Such ownership and mailing addresses shall be based on current records of the Tax Assessor, and the notices shall be mailed not less than 10 nor more than 30 days before the public hearing. Proof of mailing shall be by certificate of mailing.

Section 7.06 Soil Erosion and Sediment Control Plans

- A. **Applicability:** A Soil Erosion and Sediment Control Plan shall be submitted with any application under this Section when the disturbed area of such development is cumulatively more than one-half acre. The soil erosion and sediment control plan shall contain proper provisions to adequately control stormwater runoff on the proposed site based on the best available technology. Such principles, methods, and practices necessary for certification are found in the "2002 Connecticut Guidelines for Soil Erosion and

Sediment Control” DEP Bulletin 34, as may be amended, and the 2004 Connecticut Stormwater Quality Manual available from the Natural Resources Center of the Connecticut Department of Energy and Environmental Protection (DEEP), as may be amended. Alternative principles, methods and practices may be used with prior approval of the Commission. All such plans shall provide for a zero increase in runoff and volume for all statistical storms up to a 100-year storm and full containment of all sediment and runoff from the entire area of disturbance. The applicant’s Engineer shall provide storm water computations for the 2, 5, 10-, 25-, 50- and 100-year design storms and provide a narrative summary.

B. Contents of Plan: The Soil Erosion and Sediment Control Plan shall include the following:

1. A narrative describing the proposed site activity.
2. The schedule for grading and construction activities including:
 - i. Start and completion dates;
 - ii. Sequence of grading and construction activities;
 - iii. Sequence for installation and/or application of soil erosion and sediment control measures;
 - iv. Sequence for final stabilization of project site;
3. The design criteria for proposed soil erosion and sediment control measures and storm water management facilities.
4. The construction details and the installation and/or application procedures for proposed soil erosion and sediment control measures and stormwater management facilities.
5. The operations and maintenance program for the proposed soil erosion and sediment control measures and stormwater management facilities.
6. The name and twenty-four (24) hour contact information for the party responsible for monitoring and maintaining the erosion and sediment controls shall be included on the plans in the narrative.
7. A map of at least one inch (1") equals forty feet (40') showing:
 - a. the location of the proposed development and adjacent properties;
 - b. the existing and proposed topography including the soil types, wetlands, watercourses and water bodies (all inland wetland boundaries shall be field located based on field determinations conducted by a Certified Soil Scientist and not reproduced from a soil survey base map – the site plan shall include a signature block for Soil Scientist certification);
 - c. the existing structures on the project site, if any;
 - d. the proposed area alterations including cleared, excavated, filled or graded areas and proposed structures, utilities, road(s), and if applicable, new property lines;
 - e. the location of and design details for all proposed soil erosion and sediment control measures;
 - f. the sequence of grading and construction activities;
 - g. the sequence for installation and/or application of soil erosion and sediment control measures;
 - h. the sequence for final stabilization of the development site;

- i. the words “Certified by the Planning and Zoning Commission” with designated space for the date and signature of the Chairman;
8. The estimated costs of temporary measures required to control soil erosion and sedimentation, as specified in the certified plan, shall be covered in a cash surety, or other acceptable financial surety acceptable to the Sediment and Erosion Control Board in accordance with the provisions specified under Section 109 of these Regulations.
- C. Standards for Soil Erosion and Sediment Control Plans: The soil erosion and sediment control plan shall contain proper provisions to adequately control stormwater runoff on the proposed site based on the best available technology. Such principles, methods, and practices necessary for certification are found in the “2002 Connecticut Guidelines for Soil Erosion and Sediment Control” DEP Bulletin 34, as may be amended, and the 2004 Connecticut Stormwater Quality Manual available from the Natural Resources Center of the Connecticut Department of Energy and Environmental Protection (DEEP), as may be amended. Alternative principles, methods and practices may be used with prior approval of the Commission. All such plans shall provide for a zero increase in runoff and volume for all statistical storms up to a 100-year storm and full containment of all sediment and runoff from the entire area of disturbance. The applicant’s Engineer shall provide storm water computations for the 2, 5, 10-, 25-, 50- and 100-year design storms and provide a narrative summary.
- D. Certification of Plans: The Planning and Zoning Commission may certify a proposed soil erosion and sediment control plan if it finds that the plan conforms to the standards set forth in subsection C, above. The Commission may not certify any soil erosion and sediment control plan in the absence of a written opinion by a Connecticut-licensed engineer or other suitably qualified professional that the plan conforms to those standards.
- E. Inspections: The Commission or its designated agent shall periodically conduct inspections to verify compliance with the certified plan and that the control measures are properly performed or installed and maintained. The Board may require the applicant’s engineer to submit progress reports which show that the soil erosion and sediment control measures and facilities have been performed or installed according to the certified plan and are being correctly operated and maintained; and that adequate separation has been maintained between the bottom of the excavation and the highest seasonal groundwater table elevation determined or predicted.

Section 7.07 Lot Review

No zoning permit shall be issued for any new building or structure unless the lot on which such building or structure is to be established either (i) is a lot of record, as defined in Section 2.01 of these regulations; or (ii) has been reviewed by the Commission and determined to be a lot that does not require subdivision approval.

ARTICLE VIII - ENFORCEMENT

These regulations shall be enforced by the Commission, who may appoint and delegate all or any portion of this authority to a zoning enforcement officer. 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, the Commission or the zoning enforcement officer may, in addition to other remedies, 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. The Commission and the zoning

enforcement officer may 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, when the violation involves grading of land, the removal of earth or soil erosion and sediment control, to issue, in writing, a cease and desist order to be effective immediately.

ARTICLE IX - ZONING BOARD OF APPEALS

Section 9.01 Appointment

The Board of Selectmen shall appoint a Zoning Board of Appeals, to consist of five (5) members and three (3) alternates. The initial terms of each regular and alternate member shall be deemed to begin on the effective date. The initial terms of the five regular members shall be as follows: two (2) shall be appointed for a term of one (1) year, and three (3) shall be appointed for a term of two (2) years. The initial terms of the three (3) alternate members shall be as follows: one (1) shall be appointed for a term of one (1) year, and two (2) shall be appointed for a term of two (2) years. Following the initial terms, each regular and alternate member shall be appointed or reappointed for a term of two (2) years, each term to commence upon the day immediately following the day on which the previous term expired, the intention being to maintain the staggered term expiration dates. Vacancies in any position may be filled by appointment by the Board of Selectmen only for the balance of the term for which the vacant member was or may have been appointed. The Board of Selectmen may, for good cause, terminate the membership of any person on the Commission and replace that person with another for the balance of the relevant term. Good cause shall include, but shall not be limited to, frequent absences from Commission meetings.

Section 9.02 Powers and Duties

The Zoning Board of Appeals shall have the powers and duties specified in Sections 8-5 through 8-8, inclusive, of the Connecticut General Statutes, as they may be amended.

Section 9.03 Fees

The fee for any appeal or application filed with the Zoning Board of Appeals shall be four hundred fifty dollars (\$450.00)

ARTICLE X - EFFECTIVE DATE

Section 10.1 Establishment of Effective Date

The effective date of these regulations, as amended, shall be January 1, 2026.