Planning and Zoning Department
Telephone (203) 452-5044
Fax (203) 452-5169

Town of Trumbull
CONNECTICUT

Town Hall
5866 Main Street
Trumbull, Connecticut
06611

PLANNING AND ZONING DEPARTMENT

APPLICATION FOR SPECIAL PERMIT OR SITE PLAN APPROVAL

☐ **SPECIAL PERMIT**

☐ **SITE PLAN REVIEW**

ZONE:

☐ **Commercial Zone B-C, B-C LH, TH Node, MDD**

☐ **Industrial Zone I-L, I-L2, I-L3**

☐ **Residential Zone A, AA, AAA**

☐ **Overlay Zone** _____

Location of Property:_____

Assessor's Map No.:_____ Parcel No.:_____ Lot No.:_____

Trumbull Land Records: Volume:_____ Page:_____

Applicant:_____

Address of Applicant:_____

Telephone Number: Day_____ Evening_____

Owner of Record:_____

Address of Owner of Record:_____

Telephone Number: _____

Party to be notified:_____

Address of Attorney or Agent:_____

Telephone Number: _____

Site Engineer: _____

Address of Engineering Company:_____

Telephone Number: _____

Relevant Article(s) and Section(s) of the Regulations: (i.e. Art__, Sec __)

_____

_____

Description of the proposed request, including specific use to be conducted:

_____

_____

_____

_____

Is the property within 500 feet of another municipality?

☐ YES ☐ NO

Does this proposal involve a structure that was built before 1940?

☐ YES ☐ NO

Does this proposal require the approval of the Inland Wetlands Agency?

☐ YES ☐ NO

Are there any deed restrictions on this property that may affect this application?

☐ YES ☐ NO

Has a previous application been filed for this property?

☐ YES ☐ NO

If yes, when? _____ Attach a copy of decision letter.

Project is to be started on _____ Completed on _____

List of Federal and State permits required and their status:

_____

_____

_____

Certification

I/We certify that all of the above information and statements contained in any documentation submitted with the application are true to the best of my/our knowledge.

I/We fully understand that the Planning and Zoning Commission reserves the right to revoke any permit should the information contained herein not be true or that the information requested by the application has not been fully disclosed.

_____	_____
Signature of Owner	Signature of Applicant (if not property owner)
_____	_____
Date	Date

NOTICE: By signing this application, owner and applicant consent to site inspections by Town Staff and/or Commissioners.

A FEE IN ACCORDANCE WITH APPROVED FEE SCHEDULE MUST ACCOMPANY THIS APPLICATION. Make check payable to TOWN OF TRUMBULL.

FOR OFFICE USE ONLY

Date Application and Fee Received:_____ By:_____

Date of Public Hearing:_____ Date Action Taken:_____

List of Abutters Submitted:_____

Revised 10/21/2025

CONTACT INFORMATION

Applicant Email Address: _____

Party to be Notified Email Address: _____

Property Owner Email Address: _____

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Application Procedure for Special Permit and Site Plan:

1. All applications for Special Permit and/or Site Plan modification must be accompanied by an A-2 survey showing:
   a The name and address of the applicant.
   b A Site Plan showing the subject property, a location map and North arrow, the square feet and percent of coverage of building, parking and open space, setbacks, building location, parking layout, drainage and contour elevations, wetlands boundaries and landscaping including a bulk requirement chart.

2. Applicants should review the requirements shown on the attached ***Site Plan Checklist***.

3. Wetlands and Zoning Board of Appeals approvals must be given **Prior** to Planning and Zoning.

4. Applicant must submit twelve (12) **Folded** sets of site plans to the Planning and Zoning Department. One set **Must** have a raised seal.

5. Additional sets of plans shall be submitted to the following departments for review and comment: Building Department, Fire Marshal, Police Department, Engineering, and Health Department. A sign-off from each of these departments is required. See attached form. Please allow adequate time for review.

6. **ALL above-referenced signatures (#5) are required before application is submitted to Planning and Zoning**.

7. A digital copy of the application, plans and data is required for Planning and Zoning staff. Submission of a revised hardcopy version of drawings and/or plans requires that a new digital copy be provided at the same time.

8. The application must be legible, typewritten or printed, contain correct information, and be signed by the applicant who attests to the validity of the application.

9. The application must be signed by the owner who thus indicates that the application is made with the consent of the owner of the property.

10. Applicants shall provide 12 copies of the landscaping plan in sufficient time for the Town Planner to make comments and recommendations. The recommended plan

shall be presented to the Planning and Zoning office prior to the scheduled Public Hearing.

11. Copy of the Deed (can be obtained from the Town Clerk's Office).

12. Copy of Field Card (must be obtained from the Assessor's Office).

13. List of abutting property owners (see details on the page entitled **Notification of Abutting Property Owners**).

14. Compliance with "Notification of Abutting Property Owners" procedure as shown on the attached page (Letters must be postmarked **not less than twelve (12) days nor more than fifteen (15) days** prior to scheduled public hearing). At the applicant's discretion, a sample letter can be submitted to the Planning & Zoning Office for review prior to mailing.

15. Application deadlines are enforced and are at the discretion of the Planning and Zoning Department. Applications will **NOT** be accepted after 3 P.M. on the application deadline date. (Refer to the attached schedule for dates).

16. If an application is approved for a commercial or industrial development, a Mylar must be submitted to the Planning and Zoning Department.

17. If the application is approved, a letter of decision will be sent to the applicant who is then required to have the recording filed with the Town of Trumbull Town Clerk before a building permit is issued.

PLEASE BE AWARE scammers are attempting spear phishing attacks targeted towards applicants by impersonating official town personnel and asking for a wire transfer/payment. The Planning & Zoning Department will never ask for electronic payments. If you have any questions, please call our office at 203-452-5044.

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PLANNING AND ZONING DEPARTMENT

Departmental Application Sign-off for receipt of Special Permit/Site Plans prior to scheduled Planning & Zoning Commission Public Hearing

(not to be confused with sign-off for application approval).

Return to Planning & Zoning Office when completed.

Location of Premises: _____

Permit Application Number: _____

Required:

( ) **Planning** _____ **Date:** _____

( ) **Zoning** _____ **Date:** _____

( ) **Engineering** _____ **Date:** _____

( ) **Inland Wetlands** _____ **Date:** _____

( ) **W.P.C.A.** _____ **Date:** _____

( ) **Health Dept.** _____ **Date:** _____

( ) **Fire Marshal** _____ **Date:** _____

( ) **Police Dept.** _____ **Date:** _____

( ) **Building Dept.** _____ **Date:** _____

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PLANNING AND ZONING DEPARTMENT

SITE PLAN CHECKLIST

1. APPLICATION

- ☐ Signed Application
- ☐ Fee
- ☐ Name, address and zoning classification of abutting property owners

2. SITE PLAN

- ☐ Scale: Not Smaller than 1" = 40'
- ☐ Certified Survey to A-2 Standards
- ☐ Name of Development
- ☐ Address of Development
- ☐ Assessor's Map and Parcel Number
- ☐ Name and Address of Developer
- ☐ Name and Address of Owner, if different
- ☐ Location Map Scale (1" = 1000')
  - Showing location of site to existing roads
  - Water courses adjoining properties
  - Any Major geographic features that would assist someone to orient themselves to the location.
- ☐ North Point
- ☐ Date of Plan Preparation
- ☐ Signature and Seal of Connecticut State Licensed Surveyor
- ☐ Distance to nearest street in all directions
- ☐ Existing Zoning Classification of Property
- ☐ Square Footage of Property
- ☐ Percentage of Existing Lot Coverage
- ☐ Percentage of Existing Open Space

- ☐ Survey Distances, Angle and Bearings
- ☐ Location of ALL Existing Buildings
- ☐ Easements and Right of Way
- ☐ Existing Contours at Two (2) Foot Intervals
- ☐ Locations of Wetlands as mapped by a Certified Soil Scientist and 100 feet Regulated Area Buffer
    - Soil Types
- ☐ Location of Existing Trees Over Eight (8) inches in diameter at Four(4) Foot Height
- ☐ Flood Plan Designation
- ☐ Development Narrative
    - Nature of Development
    - Use of Building
    - Development Timetable
    - Photographs of Existing Building and Site
- ☐ Proposed Building
    - Square Footage of any Proposed Building
    - Percentage of Building Coverage
    - Percentage of Open Space
    - Setbacks
    - Distance between Buildings
    - Number of Parking Spaces and Loading Docks
- ☐ Engineering Data
    - Ground Elevation at Each Corner of Building
    - Location of Curbs
    - Direction of Traffic Flow
    - Catch Basins, Drywalls, Underground Stormwater Storage Tanks, Pipe Type and Size and Drainage Calculations
    - Parking Lot and Driveway Slope
    - Fire Hydrants and Fire Lanes
    - Locations of Buildings on Adjacent and Abutting Lots
    - Street Names
    - Location of Utilities on and Adjacent to the Site
    - Curb Cut Width and Radii

- Parking Lot Islands and Pedestrian Travel Routes
- Location and Elevation of Stormwater Sewers
- Location and Elevations of Sanitary Sewers and Manholes
- Signature and Seal of Connecticut Licensed Engineer

☐ Elevation Drawings
- Rendering of Building
- Front, Side and Rear Elevations
- Façade Material and Ornaments
- Concrete Sidewalks and Pedestrian Travel
- Landscaping Plan Showing Travel Routes
- Signature and Seal of Connecticut Registered Architect

☐ Signage
- Location, Size and Height of Wall Signage
- Location, Size and Height of Pole Monument Sign
- Location of Directional Signs
- Total Square Feet of Signage with Bulk Requirements
- Illumination Type of Signage

☐ Landscaping Plan with Plan Material List/
- List of Plan Species and Specifications
- Example of Tree and Shrub Planting Details
- Locations of Trees and Shrubs
    - Parking Lot Shade Tree Locations
- Location and Details of Retaining Walls and Fences
- Location and Design of Berms and Buffers
- Location, Type, Species and Size of Existing and Proposed Street Trees
- Location, Height, Design and Details of Outside Storage and/or Dumpsters
- Signature from a Licensed Landscape Architect

☐ Site Lighting
- Location, Type and Size of Exterior Lighting
- Parking Lot Lighting
- Photometric Plan Showing Foot-candle Measurements around Property Lines
- Height of Light Poles
- Type of Light Fixture

- Sketch of Fixture

☐ Other Information, If Necessary

- Refer to Article XV, Section 2 of the Town of Trumbull Zoning Regulations for Required Information for Special Permit/Exception
- Traffic Study
- Erosion and Sediment Control Plan

3. APPROVAL

☐ Submit a Mylar Record Plat of the approved site plan if the application is approved

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FEE SCHEDULE

SPECIAL PERMIT/SITE PLAN:

NEW CONSTRUCTION $560.00*
OTHER $360.00*

MULTI-UNIT RESIDENTIAL:
EACH SINGLE FAMILY STRUCTURE $260.00*
EACH MULTI-FAMILY BUILDING.....$1,060.00*

IN-LAW/ACCESSORY APARTMENTS $260.00*
TELECOMMUNICATIONS.....$1,560.00*
MINOR DEVIATION BY RESOLUTION OF THE COMMISSION.....$160.00*
HOLIDAY DECORATIONS (NON-PROFIT ORGANIZATIONS) $30.00
HOLIDAY DECORATIONS (BUSINESS/COMMERCIAL & INDUSTRIAL) ..$360.00*
PRE APPLICATION/PRELIMINARY REVIEW.....$100.00
EXTENSION OF TIME.....$100.00

ZONE CHANGE:

AMENDMENT $460.00*
BOUNDARY $460.00*

SUBDIVISION:

MINIMUM (1-5 LOTS).....$560.00*
MINIMUM (6-10 LOTS).....$1,060.00*
EACH LOT (OVER 10 LOTS).....$160.00*
LOT LINE REVISIONS $180.00
FIRST CUT DIVISIONS OF LAND $180.00
INSPECTION FEE – 5% OF ESTIMATED IMPROVEMENT COSTS

MISCELLANEOUS:

LIQUOR LOCATION.....$460.00*

ZONING REGULATIONS.....$30.00
SUBDIVISION REGULATIONS.....$15.00

***STATE SURCHARGE OF $60.00 HAS BEEN ADDED** **Revised: 3/04/22**

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SCHEDULE OF PLANNING AND ZONING 2026 MEETING DATES

Application Submission Deadline	**Date of Public Hearing**
December 31, 2025	January 21, 2026
January 28, 2026	February 18, 2026
February 25, 2026	March 18, 2026
April 01, 2026	April 22, 2026*

*Fourth Wednesday of the month
Third Wednesday (April 15th) is during school vacation

April 29, 2026	May 20, 2026
May 27, 2026	June 17, 2026

NO JULY MEETING

July 29, 2026	August 19, 2026
August 26, 2026	September 16, 2026
September 30, 2026	October 21, 2026
October 28, 2026	November 18, 2026
November 24, 2026	December 16, 2026
December 30, 2026	January 20, 2027

PUBLIC HEARINGS BEGIN PROMPTLY AT 7:30 P.M. IN THE COUNCIL CHAMBERS

ALL APPLICATIONS ARE DUE BY 3 P.M. ON APPLICATION DEADLINE DATE

NOTIFICATION OF ABUTTING PROPERTY OWNERS

Each applicant to the Planning and Zoning Commission for a change in zone, Special Permit, or Subdivision/Resubdivision shall be required to provide to the Clerk at the time of filing said application, a listing of the names and addresses of each property owner who owns property abutting the premises which is the subject of such application. In addition, if the application involves AA or AAA Residence Zones, all property owners within 500 feet of all property lines shall be notified. If the application does not involve AA or AAA Residence Zones, all property owners within 250 feet of all property lines shall be notified. In the case of multi-family dwellings or institutions, the administrator or association shall be notified in lieu of each individual. **SPECIAL PERMIT APPLICATIONS FOR APARTMENTS SHALL NOTIFY PROPERTY OWNERS WITHIN 150 FEET OF ALL PROPERTY LINES.**

It shall be the responsibility of the applicant to prepare the list of said abutting property owners from the records of the Assessor's Office as shown on the last completed Grand List by determining the names and addresses of said property owners as measured on the most recently completed Assessor's Maps as are on file in the Assessor's Office. Said property owners shall be notified by the applicant **by FIRST CLASS MAIL** of the time and place of the public hearing at which said application shall be heard. The mailing of said notices shall be evidenced **by a certificate of mailing from the United States Postal Service.** Said notice letters shall be postmarked **NOT LESS THAN TWELVE (12) DAYS NOR MORE THAN FIFTEEN (15) DAYS** prior to the scheduled date for said hearing. It shall be the applicant's responsibility to file with the Clerk of the Commission, not less than **FIVE (5) CALENDAR DAYS** prior to the hearing date, the list of all property owners to whom notice has been sent, a copy of the letter mailed, and the certificate of mailing from the United States Postal Service.

SAMPLE FORM LETTER

Date:

Name:

Address:

Re: Application of: **(Applicant's name)**

(**Property address of premises** which are subject of application)

Assessor's Map No: _____Assessor's Lot No: _____ Zone: _____

Dear _____:

As a property owner within _____ feet of my property line, I would like to inform you that I have filed an application before the **Planning and Zoning Commission of the Town of Trumbull** for a (type of application) for my property.

My application is to allow: _____

_____

_____

If you, or your representative, have any interest in my application, you are invited to attend the **Planning and Zoning Commission Public Hearing** to be held in the Council Chambers of Trumbull Town Hall (5866 Main Street) at 7:30 p.m., unless otherwise stated by public notice, on (date of public hearing).

Copies of the plans and documentary material relative to my application are on file in the Planning and Zoning Office at Trumbull Town Hall and will be posted on the Town of Trumbull website for inspection by you or your representative.

Public comment can be mailed to the Planning & Zoning Office or sent via email to rlibrandi@trumbull-ct.gov (must be received 24 hours in advance of the meeting) or public comment can be made in-person at the public hearing.

If you have any questions, please feel free to call either myself, (your name) at (your phone number), or the Planning and Zoning Office at 203-452-5044.

Very truly yours,

UNITED STATES POSTAL SERVICE®

Certificate of Mailing — Firm

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here ***Postmark with Date of Receipt.***
	Postmaster, per *(name of receiving employee)*		

USPS® Tracking Number **Firm-specific Identifier**	**Address** (Name, Street, City, State, and ZIP Code™)	**Postage**	**Fee**	**Special Handling**	**Parcel Airlift**
1.					
2.					
3.					
4.					
5.					
6.					