

ZONING COMMISSION  
125 EAST AVENUE  
P.O. BOX 5125  
NORWALK, CONNECTICUT 06856-5125

Revised January 1, 2018

SECTION 118-1451 SITE PLAN REVIEW APPLICATION INSTRUCTION

A. APPLICATION INFORMATION (11 copies of all documents required)

1. Owner of record and owner's address: All applications must include the signature of the applicant and, if the applicant is not the owner, the signature of the owner(s) of record. If the applicant is unable to obtain the signature of the owner(s) on the application form, a letter of authorization signed by the property owner(s) may be submitted instead.

McDonald's Real Estate Company  
C/O TREFZ Corp, Christian Trefz  
10 Middle Street, #1913 17<sup>th</sup> Floor  
Bridgeport, CT 06604

2. Applicant's name and address  
McDonald's Real Estate Company  
C/O TREFZ Corp, Christian Trefz  
10 Middle Street, #1913 17<sup>th</sup> Floor  
Bridgeport, CT 06604

Agent:  
Bohler  
65 LaSalle Road  
West Hartford, CT 06107

3. Address of property  
730 Connecticut Avenue  
Norwalk, CT 06854
4. Assessor's Map No.  
Map 05, Block 70, Lot 73
5. District, Block & Lot No.  
Block 70, Lot 73
6. Zoning District  
B2 - Business No. 2
7. Plan of Conservation and Development designation
8. Land Record Map No. Map 05, Block 70, Lot 73

9. List all adjoining property owners and all property owners directly across the street from the subject property.

A.) 5-70-2-0  
Alyssa Holdings LLC  
280 Davenport Avenue  
New Rochelle, NY 10805

B.) 5-70-25-0  
SL Riverview I LLC  
76.5% & SL Riverview  
195 Morristown Road  
Basking Ridge, NJ 07920

C.) 5-70-43-0  
Hartrick Donald W  
726 Connecticut Avenue  
Norwalk, CT 06854

D.) 5-70-44-0  
Wilton Motiva Associates LLC  
237 Mamaroneck Avenue  
White Plains, NY 10605

E.) 5-71-26-0  
Sterling 777 LLC  
Suite 1200  
New York, NY 10019

10. Existing Use (s)  
Existing McDonald's

11. Proposed Use (s) - Include written description of proposed uses  
No Change; Additional of additional order point and menu board

12. Written legal description of subject property

13. Property Taxes: Public Act No. 95-320 requires that approval of building applications be withheld when taxes are delinquent for a property. Please stop at the Tax Collector's Office (Room 105) to get written confirmation of your tax status before submitting an application for zoning approval. Copies of the form are available in the Planning & Zoning and Tax Collector's Office.

14. FEE: Four Hundred and ten dollars (\$410.00) application fee - Payment of this application fee must be made by credit or debit card only; cash and checks are not accepted. (Fee includes \$60 for State of Connecticut land use processing fee).

B. SITE PLAN REVIEW INFORMATION (4 copies required)

1. Aerial Photograph/Photogrammetry (1" = 100' or 1" = 200' for very large sites) of

neighborhood including area within 500' of project site boundaries, showing boundaries of site, - title, scale, date photo was taken, north arrow, and all street names. (Request prints for most current year available from D.P.W., one copy required).

2. Site Survey (1" = 30' or 1" = 20') Class A-2 prepared and sealed by Licensed Land Surveyor showing following existing data or facilities (4 copies required) :
  - a. Dimensions and data indicating area of plot
  - b. Names of adjoining property owners
  - c. Watercourses, waterbodies and wetlands
  - d. Off-street parking and loading spaces, interior traffic circulation, and driveways
  - e. Width of adjacent streets, location of driveways adjacent to or across the street from project site
  - f. Existing buildings and structures
  - g. Sidewalks and pedestrian ways
  - h. Storm drainage and sewer R.O.W.'s or easements
  - i. Water and electric line R.O.W.'s or easements
  - j. Existing utilities in street
  - k. All existing trees greater than 8" caliper; where conditions warrant, the Commission may require trees less than 8" caliper to be shown.
  
3. Project Site & Utility Plans (1" = 30' or 1" = 20') prepared and sealed by a Registered Architect, Landscape Architect, Registered Professional Engineer, and/or Licensed Land Surveyor as appropriate showing following proposals (4 copies required) :
  - a. All features indicated on Site Survey (above) which are intended to remain
  - b. Existing contours (5' intervals) and proposed contours (2' intervals)
  - c. Parking areas, access drives and loading spaces, include dimensions and radii of driveways
  - d. Sidewalk and curbs, indicate material
  - e. Setback lines
  - f. Proposed building with dimensions, area with distances to property lines

(include existing buildings to remain).

- g. Existing and proposed storm drainage facilities
- h. Existing and proposed sewerage/septic tank facilities
- i. Fire hydrants
- j. Existing and proposed water and electric lines or facilities
- k. Refuse collection areas; include a description of how compliance with the state recycling law will be accomplished. Proposed commercial and residential projects must include location and description of the following required containers:
  - 1. garbage dumpster
  - 2. cardboard & office paper container
  - 3. can/bottle/plastic container

Proposals must be reviewed by the Waste Programs Manager for compliance with local and state recycling laws.

- l. Existing and proposed landscaping, including foundation, ornamental and buffer planting; indicate the name, size and quantity of the plant materials.
  - m. Existing and proposed outdoor lighting; location design and specs
4. Building Plans, Elevations & Sections (Scale 1/8" = 1' 0" or larger) prepared and sealed by a Registered Architect or Professional Engineer showing the following proposals (new & existing buildings to remain) (4 copies required) :
- a. Use and occupancy
  - b. Schematic delineation of floor space, lobbies, elevators and stairs, mechanical equipment spaces etc.
  - c. Height of proposed building (by cross-section) showing elevations from mean sea level and number of stories
  - d. Roof structures, if any
  - e. Exterior materials, showing window areas
  - f. Future buildings or additions, if any.
5. Additional Information Required:
- a. Lot coverage and parking space computations
  - b. Detailed soil erosion and sediment control plan per Article 112
  - c. Gross building area computations by floor (and unit, if applicable)

- d. Storm drainage computations (11 copies and a PDF file copy required)
- e. Three-dimensional, architectural block model of proposed building(s) and site, at same scale as site plans, if requested by Commission. For large scale developments, a digital media presentation is required for public hearings, with one printed copy to be submitted for the file, if requested by Commission.
- f. Traffic Report (11 copies and a PDF file copy required)
  - 1. road classification
  - 2. road widths
  - 3. traffic signals
  - 4. roadway capacity (level of services)

Traffic Conditions

- 1. average daily traffic
- 2. peak hour traffic volumes

Impact of the proposed development upon traffic flow and safety

- 1. trip generation
- 2. effect upon peak hour traffic and level of service
- 3. improvements in road conditions or signalization made necessary by the proposed development.

Office of the State Traffic Administration application : Where required by the CT. General Statutes, a copy of the Office of the State Traffic Administration (OSTA) application must be submitted as part of this application.

- 6. Deadline for application submittals: The applicant must submit all documentary evidence in support of the application to the Commission no fewer than ten (10) days prior to the day of the hearing or any reconvening thereof.

- 7. Signs

Location, design, size, color, height and lighting of all proposed signs including free standing as well as those affixed to buildings. (Per Article 121)

- 8. Notification of Neighbors

Notice of Application Submittal: All applications shall notify by a certificate of mailing the owners of land that abut or are directly across the street from the subject parcel within ten (10) days of submitting an application to the Zoning Commission. The name of the owners shall be taken from the latest Tax Assessor records. Proof of mailings shall be evidenced by providing a certificate of mailing that must be submitted to the Planning & Zoning staff immediately following mailing.

Public Hearing Notice: Any application for which a public hearing is required, the applicant shall notify by certified mail, return receipt requested at least ten (10) days prior to the public hearing, the owners of land that abut or are directly across the street from the subject parcel. The name of the owners shall be taken from the latest Tax Assessor records.

When a condominium is located across the street, or abuts the subject proposal

notification may be sent to the condominium association in lieu of the individual unit owners. Evidence of certified mailings shall be submitted by the applicant on or before the public hearing date.

(See attached Notification form)

9. Payment for Legal Notice Publication

Applicants shall be responsible for payment for the publication of three legal Notices in the HOUR newspaper. Two notices will advertise the application's public hearing date and one will advertise the Commission's action on the application.

The Planning & Zoning staff will provide the required legal notices to The Hour. Applicants must contact The Hour at the address given below to arrange for payment of the required notices in advance of their publication date.

Connor Wack, Classified Advertising Manager  
Hearst Media Services Classifieds Department  
The Hour  
301 Merritt 7 Suite 1 Norwalk, CT 06851-1075  
Email [legals@hearstmediact.com](mailto:legals@hearstmediact.com)  
Phone: (203) 330-6327

10. Expert Testimony at Public Hearings : It shall be the applicant's responsibility to furnish the resumes, ten (10) days in advance of a public hearing (if required), of those person(s) who will provide expert testimony to the Zoning Commission.

- N.B. 1. The Commission reserves the right to require any further plans or documentation which in its judgement may be necessary for the proper exercise of its responsibilities under the terms of Section 118-1451 of the Building Zone Regulations of the City.
- N.B. 2. NO APPLICATION WILL BE ACCEPTED BY THE COMMISSION UNTIL IT IS COMPLETE AND DOCUMENTED AS SPECIFIED ABOVE. The applicant is encouraged to review his application with the Planning and Zoning Staff prior to the date of submission to facilitate expeditious administration of the application, and to insure that all necessary information and documentation is included.
- N.B. 3. Upon written request, the Commission may waive any of the requirements of a Site Plan Review application where such requirements are inappropriate or do not apply.
- N.B. 4. Applicant shall submit four complete copies of plans accompanying Site Plan Review application.

Revised August 28, 1986 - Effective Sept. 3, 1986  
Revised Sept. 16, 1987 -Effective Sept. 28, 1987  
Revised Dec. 21, 1988 - Effective Dec. 30, 1988  
Revised May 17, 1989 - Effective May 25, 1989  
Revised Oct. 24, 1989  
Revised Feb. 2, 1990  
Revised Oct. 27, 1995  
Revised March 20, 2002 - Effective March 29, 2002  
Revised August 20, 2003 - Effective August 29, 2003  
As revised to January 9, 2004 with new state land use fee.  
As revised to August 9, 2004 with new state land use fee.  
As revised to September 21, 2005 to request architectural model - Effective September 30, 2005  
As revised effective March 24, 2006 with new application fee.  
As revised effective May 26, 2006 to add STC requirement and 10 day hearing deadline.  
As revised effective May 29, 2009 to add expert testimony requirement.  
As revised effective Oct 1, 2009 to add new state land use fee.  
As revised effective April 25, 2011 to revise reference from recycling coordinator to Waste Program Manager

As revised effective September 30, 2011 to add digital media requirement for large developments  
As revised March 30, 2015 to revise payment options  
As revised effective May 27, 2016 to add notification of application submittal requirements  
As revised to January 1, 2018 to eliminate references to Plan Review Committee (disbanded 12/31/2017)

**CERTIFICATE OF MAILING**

**APPLICATION SUBMITTAL NOTIFICATION FORM**

**NOTE:** This form letter is to be used to prepare a letter from the applicant and mailed on applicant's letterhead to owners of land that abut or are directly across the street from the subject parcel *within ten (10) days of submitting an application.*

Proof of mailings shall be evidenced by submittal of a *certificate of mailing* for each property to be notified and shall be submitted to Planning & Zoning staff *immediately following mailing.*

Dear To Whom It May Concern,

Be advised that McDonald's Real Estate Company c/o TREFZ Corp, c/o Bohler has applied for a  
(Applicant)

Site Plan Review application for property located at the following address:


730 Connecticut Ave, Map 05, Block 70, Lot 73

(Street name and number and District, Block and Lot numbers)

The proposal is for Addition of Menu Board, Ordering Point and Drive Through Lane.

(Description of Proposal)

You are being notified because your property abuts the property or is located directly across the street from the subject parcel. The application is on file in the Zoning Commission Office, 125 East Avenue, P.O. Box 5125, Norwalk, Connecticut 06856-5125.

  
\_\_\_\_\_  
Signature of applicant

Applicant must sign above and provide contact information below:

**(THIS FORM IS TO BE COMPLETED BY APPLICANT)**

Bohler  
c/o Kelly Bohnenberger  
65 LaSalle Road, Suite 401  
West Hartford, CT 06107  
860-333-8900



PUBLIC HEARING NOTIFICATION FORM

Dear To Whom It May Concern,

Be advised that McDonald's Real Esatae Compnay c/o TREFZ Corp, c/o Bohler has applied for a  
(Applicant)

Site Plan Review application for property located at the following address:

730 Connecticut Ave, Map 05, Block 70, Lot 73

(Street name and number and District, Block and Lot numbers)

The proposal is for Addition of Menu Board, Ordering Point and Drive Through Lane.  
(Description of Proposal)

The Norwalk Zoning Commission will conduct a public hearing on this proposal on

(Day, Date, Time, and Location)

You are being notified because your property abuts the property or is located directly across the street from the subject parcel. The application is on file in the Zoning Commission Office, 125 East Avenue, P.O. Box 5125, Norwalk, Connecticut 06856-5125.

  
Signature of applicant

Applicant must sign above and provide contact information below:

(THIS FORM IS TO BE COMPLETED BY APPLICANT)

Bohler  
c/o Kelly Bohnenberger  
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