

Town of Bethel

Public Works Department

Permit Procedures

General Site Development Approval Process

The following items summarize the tasks that are required to obtain approval for proposed general site development work, including: new construction, building retrofits or additions, site grading, parking reconfigurations, etc.

Site Hydrology

For Residential projects that increase impervious area by less than 1,000 square feet:

- The Applicant shall provide storm drainage volume of the increase in impervious area for the 25-year storm event. Rational Method will be accepted.
- Upon written response from the Applicant, exceptions will be made at the discretion of the Town, based on such factors including, but not limited to: the amount and type of impervious cover (shed, addition, garage, parking, etc.), the ratio of existing impervious area to the area of the site, the amount of proposed impervious area, the presence of existing storm drainage on-site, and existing site conditions.

For all Commercial projects and for Residential projects that increase the impervious area by more than 1,000 square feet:

- The Applicant shall provide a drainage report including calculations demonstrating Pre- and Post-Development analysis for the 2, 10, 25, and 100-year storm events, utilizing the 24-hour duration and the NOAA Atlas 14 Rainfall Data (must show no net increase). Rational Method will not be accepted.
 - Summary table showing existing and proposed analysis is required
 - Existing and Proposed hydrographs and routing diagrams are required
- Existing and Proposed watershed maps are required.
- Proposed development shall maintain existing drainage patterns.
- The analysis must account for “First Flush” (first inch of runoff) from proposed increase in impervious area(s). This volume is to be intercepted and discharged into an underground “recharger” or an aboveground “rain garden.” Analysis must conform to 2004 Connecticut Stormwater Quality Manual.
- All downspouts shall be connected to the recharger/rain garden and be shown and noted on the plan. **Downspout connections and installation of storm water management systems must be inspected by the Public Works Department prior to backfilling and must be shown on an As-Built drawing.**

Site Plan

- The site plan shall be based on a current A-2 survey.
- The site plan shall include, at a minimum, the following:
 - Sight line(s) from driveway
 - Existing and proposed contours
 - Existing and proposed utilities and drainage with maintenance plan
 - Sedimentation and Erosion Control plan, details, and narrative
 - Floodplain limits and base flood elevation (as applicable)
 - Details as needed to adequately describe proposed work
 - Test Pit information to support the proposed stormwater system design.

Site Utilities

- For projects within a designated sewer service area, the plan will need to identify the locations of the sewer connection and water supply to the project. All parcels and subdivisions not currently connected to either water or sewer and any changes in use require the Public Utilities Commission (PUC) review and approval. The PUC generally meets the first Monday of each month. Contact the Public Works Department at 203-794-8549 to be placed on the agenda.
- The Applicant shall provide information regarding the anticipated sanitary sewer flows as it applies to the proposed development.
- Placement of any utility connections (and associated setbacks) shall not encroach on the setbacks of adjacent properties.

Permitting and Bonds

- A driveway bond is required for developments with a new driveway or modification to an existing driveway. Public Works final sign-off will not be granted until the apron is installed. **(Please note that asphalt plants in the area are generally closed between Nov. 1 and April 1, therefore plan the installation of the apron accordingly if a Certificate of Occupancy (CO) is needed beyond these dates.)** Inspection of the driveway apron will also include verification of adequate sight line(s).
- A sedimentation and erosion control bond will be required for all developments. At the discretion of the department, a property can be considered for a CO provided that a bond is posted and proper measures are in place. Developers are encouraged to make every effort to stabilize the project and remove all sedimentation control devices prior to obtaining a CO.
- In some cases, the Planning and Zoning Department will require Driveway and Sedimentation and Erosion Control bonds. Posting of these bonds will satisfy the bond requirements of the Public Works Department.
- A permit and coordination with the Public Works Department is required for work within an existing Town road or right-of-way. Roadway work is suspended from Nov. 1 through April 1. There is a standing moratorium for excavations in Town roads paved within the last three (3) years. Please check the locations of these roads with the Public Works Department.
- Any work within the State of Connecticut Right-of-Way is subject to approval by the applicable State department(s) and is independent of any approvals/permits issued by the Town of Bethel.
- A written request is needed for release of bonds. Once requests are received, an inspection will be scheduled. Deficiencies, if any, will be noted and need to be corrected prior to release of the bond.

General Notes

- Once a review of submitted plans has been completed, the engineer of record will be contacted by the Public Works Department. Comments will be reviewed and revisions, if required, will be discussed. When possible, comments will be reviewed prior to approval by the Planning and Zoning Commission, Zoning Board of Appeals, and/or Inland Wetlands Commission, to allow for revisions or responses from the Applicant.
- Following review and acceptance of any revisions, the Public Works Department will forward a memo of approval to the Planning and Zoning Department. This memo will be included in the Planning and Zoning Department's approval that is forwarded to the Building Department. The Building Department will need to conduct a review of any changes/revisions prior to the issuance of a Building Permit.