

## INSTRUCTIONS FOR SUBDIVISION / SPECIAL PERMITS APPLICATION:

Complete identifying section and check the reason(s) for the application;

- For applications of **Re-subdivision**, see Chapter 310, Article 2.1, Definitions, of the Lyme Subdivision Regulations and/ or Title 1, Chapter 126, Section 8-18 of the Connecticut General Statutes for the definition of Re-subdivision.
- For **Special Permits/Special Exceptions**, check Special Permit and list which Article of the Lyme Zoning Regulations requires the Special Permit. See Chapter 315, Article 12 for further instructions.
- For applications of **municipal improvements**, applicable to the town of Lyme activities only, see Title 1, Chapter 126, section 8-24 of the Connecticut General Statutes.
- For applications of **regulation changes**, the Commission will require that a clear, concise, written description of the change accompany the application.
- For applications of **Coastal Site Plan Review**, a CAM Model Application for Review of Coastal Site Plans must accompany the application. See Chapter 315, Article 13 for more information.

Property's relative location, check mark the form in the appropriate space(s);

1. if the property includes wetlands or is within the 100 ft. buffer known as the Upland Review Area. For an approximate map of wetlands, see GIS map on town website.
2. if the property lies within the Eight-mile Overlay District defined in Chapter 315, Article 19 of the Lyme Zoning Regulations and on a map titled as such and included as an appendix to the Lyme Zoning Regulations.
3. if the property lies within the Conservation District as defined under Title 25, Chapter 477a, Section 25-102c of the Connecticut General Statutes.
4. if the property lies within 500 ft. of or will affect another municipality.

Note volume and page of, and a description of, any deed restrictions including conservation and scenic easements, rights-of-way, well, or septic easements. Properties subject to a conservation restriction or a preservation restriction require applicant provides proof that they have provided written notice of such application, by certified mail, return receipt requested, to the party holding such restriction.

Applications may be made by mailing the application to the Chairman, Agent (ZEO), or Secretary of the Commission or may be made in person at any meeting of the Commission. Regular meetings are held on the second Monday of each month in the Town Hall conference room starting at 7:00 PM except when that Monday falls on a legal holiday in which case the meeting will be held on the Tuesday following the holiday.