TOWN OF PUTNAM, CONNECTICUT
ZONING COMMISSION

ZONING REGULATIONS

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Article I

General and Administrative

Section 101 – Purpose

These Regulations are adopted in accordance with the General Statutes of the State of Connecticut, as amended, for the following purposes:

A. To promote and to protect the public health, safety and welfare of the inhabitants of Putnam, Connecticut, and of the public generally;

B. To facilitate adequate transportation, water, sewerage, stormwater, schools, parks and other public benefits;

C. To encourage the most appropriate use of land throughout the Town, thereby conserving the value of properties;

D. To regulate the height, number of stories and size of buildings and other structures; the percentage of the area of the lot that may be occupied; the size of yards, courts and other open spaces; and the height, size and location of advertising signs;

E. To regulate the density of population and the location and use of buildings, structures, and land for trade, industry, agricultural, residence or other purposes;

F. To divide the municipality into Districts of such number, shape and area as may be best suited to carry out the purposes of these regulations;

G. To regulate the erection, construction, reconstruction, alteration or use of buildings or structures and the use of land in such Districts;

H. To permit certain classes or kinds of buildings, structures or uses of land within the Town only after obtaining a special permit;

I. To lessen congestion in the streets;

J. Aid in bringing about the most beneficial relation between land use and the circulation of traffic throughout the Town, having particular regard to traffic to and from the expressways and the provision of safe and convenient access appropriate to the various land uses;

K. To secure safety from fire, panic, flood and other dangers;

L. To provide adequate light and air;

M. To prevent the overcrowding of land;

N. To further the policies of the Putnam Plan of Conservation and Development;

O. To guide development in a manner which values and protects the importance of the natural environment;

P. To guide development which minimizes impacts to wetlands, watercourses, flood prone areas, hillsides, surface water and groundwater resources and other sensitive and significant features of the natural landscape; and

Q. To encourage the preservation and protection of historic structures and neighborhoods.

Section 102 – Zoning Commission

A. In accordance with Chapter 124, Section 8-1 of the General Statutes of the State of Connecticut, as amended, there is established a Zoning Commission, hereinafter known as the Commission.

B. In accordance with Chapter 124, Section 8-2 through 8-4 of the General Statutes of the State of Connecticut, as amended, the Commission shall have the power:

1. To establish and amend Zoning Regulations and districts;

2. To enforce the provisions of the Zoning Regulations;

3. To hear and decide upon all applications for Special Permits.

Section 103 – Regulations, General

Once established, the regulations, restrictions and boundaries set forth in the Zoning Regulations may, from time to time, be amended, supplemented or repealed by the Commission in accordance with the General Statutes either on the initiative of the Commission or by petition from property-owners, interested parties, Town of Putnam, or residents of the Town of Putnam.

Section 104 – Basic Requirements

A. No land, building, structure, or portion thereof shall hereafter be used, and no building, structure or portion thereof shall be constructed, reconstructed, located, extended, enlarged or substantially altered, except in conformity with these regulations.

B. These regulations are intended to state the uses of land and/or buildings and structures which are permitted within the Town. Uses not stated are not permitted.

Section 105 – Application of Regulations

A. No conveyance of land shall be made that reduces the remaining land of the grantor below the applicable minimum area, frontage, bulk and yard requirements. No building permit, zoning permit, certificate of occupancy or certificate of zoning compliance shall be issued for the erection or occupancy of a building or structure on land conveyed in violation of this Section.

B. No building, structure or land shall be used, designed for any use or changed to any use, other than is permitted in the District in which such building, structure, or land is located except in conformance with these Regulations. No building or structure shall be erected, reconstructed, structurally altered, enlarged, moved, or maintained except in conformance with these Regulations.

C. No building structure or land shall be erected, enlarged, relocated, structurally altered or used in whole or part until a Certificate of Zoning Compliance is issued stating that the proposed use conforms to the requirements of these Zoning Regulations. All applications for Certificates of Zoning Compliance shall be made in writing on the form furnished by the Town and shall include all information necessary to enable the Agent to ascertain compliance with these Zoning Regulations including, unless waived by the Commission or its Agent, a plan prepared by a Connecticut licensed land surveyor, showing the proposed locations and dimensions of all permanent structures and yards required by these Regulations. The Certificate shall be issued on the basis of the application for a Building Permit and accompanying plans and shall authorize only the use, arrangement and construction set forth in approved plans and applications. Any use, arrangement or construction contrary to that authorized under this Section shall be deemed in violation of this Section.

D. In order to allow the Agent determine that compliance with these Regulations has been met, as-built site plans prepared by a Connecticut licensed land surveyor demonstrating that any new principal structure is in compliance with these Regulations shall be filed with the Agent prior to the issuance of a Certificate of Occupancy. It is suggested that foundation as-built plans are submitted to the agent as well prior to further construction, in order to avoid further non-compliance, if any, of any such new principal structure prior to finished construction.

E. A Certificate of Zoning Compliance shall be required prior to any of the following:

1. Use and occupancy of any building or other structure hereafter erected or altered.

2. Change in use of any building or structure;

3. Use of land or change in the use thereof, except cultivation of vacant land.

4. Change in use or extension of a nonconforming use.

Section 106 – Fees

Fees for building permits, special permit uses, variances or appeals, zoning amendments and zoning permits shall be in accordance with the ordinance adopted at a Special Town Meeting held April 1, 1985, and as amended from time to time. Fees shall be made payable to the Treasurer of the Town of Putnam.

Section 107 – Interpretation

In interpreting and applying these regulations, the regulations shall be considered as the minimum requirements for the promotion of the public health, safety and general welfare. When these regulations impose a greater restriction on the use of buildings or require larger yards, courts or other open spaces, or require a greater percentage of lots to remain not built, or impose other standards higher than those imposed by any law, Regulation, regulation or private agreement, these regulations shall control. When restrictions are imposed by any law, Regulation, regulation or private agreement which are greater than those required by these regulations, such greater restrictions shall not be affected by these regulations. When one Section of these regulations imposes standards greater than those of another Section, the standards of the more restrictive Section shall control.

Section 108 – Severability

If any section, clause, provision or portion of these Zoning Regulations shall be held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of the whole Regulation or any other section, clause, provision or portion other than the part so decided to be invalid or unconstitutional.

Section 109 – Effective Date

This amendment to the Zoning Regulation of the Town of Putnam and any future amendments shall take effect upon their passage in accordance with the General Statutes and shall take precedence over any other prior regulation or parts of prior regulations which are inconsistent.

Section 110 – Administration and Enforcement

A. These Regulations shall be administered and enforced by the Commission or its duly appointed agent.

B. The Commission shall designate a person hereinafter known as the Zoning Enforcement Officer and shall have all the powers, duties, and responsibilities assigned these regulations and in the Connecticut General Statutes.

1. It shall be the duty of the Zoning Enforcement Officer, as authorized, to enforce the provisions of these regulations.

2. The Zoning Enforcement Officer, as authorized, may institute any appropriate action or proceedings to prevent the unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance, or removal of any building or structure, or the unlawful use of land; to restrain, correct or abate any violations of these regulations; to prevent the occupancy of said building, structure or land; or, to prevent any illegal act, conduct, business or use in, on or about the premises, or to cancel any zoning permit for cause. Whenever such acts shall be in violation of the provisions of these regulations, penalties shall be as provided by the General Statutes.

The Commission or the Agent shall have the authority to:

1. Inspect or examine any building, structure, place, premise, or use;

2. Order the correction of any building, structure, place, premise, or use;

3. Order discontinuance of illegal uses of land, buildings or structures;

4. Order removal of illegal buildings or structures or illegal additions or structural alterations;

5. Order discontinuance of any illegal work being done;

6. Take other action authorized by these Zoning Regulations to ensure compliance with or to prevent violation(s) of these Zoning Regulations. This may include the issuance of and action on building and zoning permits, Occupancy Certificates and similar administrative duties as are permitted; or

7. Perform other duties and exercise other powers as are authorized by these Zoning Regulations.

The Commission or its agent shall cause all violations of these Regulations to be prosecuted as provided by the provisions of Chapter 124, Section 8-12 of the General Statutes of the State of Connecticut, as amended, or seek any other remedy provided by law.

The Commission or Agent shall issue appropriate permits for application for compliance with these regulations. If the Commission or Agent determines that an application is not in conformance with these regulations, said application shall be rejected. The applicant shall file an appeal in accordance with the provision of Sections 203 and 204 of these Zoning Regulations with the Zoning Board of Appeals.

Section 111 – Amendments

A. In accordance with the provisions of Section 8-3 of the Connecticut General Statutes, these Regulations and/or the Zoning Map may be amended either on the initiative of the Commission or by petition from property-owners, interested parties, or residents of the Town of Putnam.

B. Application for a change in these Regulations and/or Map shall be filed with the Commission on the form provided with the fee required in Section 106.

1. For a change in the Regulations, the required form shall be accompanied by a copy of all sections affected, placing in brackets all language to be deleted, modified or replaced and underlining all language to be added, including reference to appropriate section numbers.

2. For a change in the Zoning Map, the applicant shall submit six (6) copies of a plot of the property in question bearing the stamp of a registered engineer or surveyor affirming that the boundaries of the property have been surveyed and closed and containing the following information:

   a. The shape, dimension and area of the lot in question and of abutting property within five hundred (500) feet, excluding the width of any public rights-of-way.

   b. The location, size and use of all existing buildings and structures on the lot of premises in question and the general location, of any streets and other right-of-way.

   c. The location of all present and proposed zoning district boundary lines as they affect the lot of premises and the proposed zoning district designation.

   d. Such other information that may be necessary.

3. Said petition shall be accompanied by a written statement identifying and/or substantiating the motives and reasons prompting the particular change.

C. The Zoning Regulations and Map shall not be adopted, amended or repealed until after a public hearing, in accordance with Chapter 124 of the General Statutes of the State of Connecticut, as amended, has been held by the Commission.

1. By resolution adopted at a regular or special meeting, the Commission shall fix the time and place of a public hearing on the proposed change, amendment or repeal and cause notice of the hearing to be given.

    a. In the event of urgent circumstances, the Chair of the Commission may fix the time and place of a public hearing on the proposed change, amendment or repeal and cause notice of the hearing to be given, and may establish a special meeting of the Commission for the purpose of conduction said hearing.

2. Upon receipt of a petition, duly signed and acknowledged, requesting an amendment, change or repeal of any of the regulations or restrictions prescribed by these Regulations, or a change or modification of the Zoning Map, the Commission shall hold a public hearing thereon and cause notice thereof to be given in the manner prescribed in this Section and to act upon said petition in accordance with Chapter 124 of the General Statutes of Connecticut as amended.

D. The required notice shall be given as follows:

1. By publishing a notice of the hearing in a newspaper of substantial circulation in the Town, as required by Chapter 124 of the Connecticut General Statutes, as amended. The notice shall state the general nature of the proposed change, amendment or repeal.

2. A copy of said proposed change, amendment or repeal shall be filed in the office of the Town Clerk as required by Chapter 124 of the General Statutes of Connecticut and shall consist of the following documents:

    a. A letter or memorandum describing the general nature of the proposed change, amendment or repeal, listing the Articles and Section numbers of the Regulation which are affected or involved, and indicating how the proposal affects the Zoning Map.

    b. A copy of all material required by this Section.

3. Full opportunity to be heard will be given to any citizen and all parties in interest attending such hearing. The Commission shall act upon said proposed change, amendment or repeal in accordance with Chapter 124 of the General Statutes of Connecticut as amended.

Section 112 – Referrals

The Commission shall refer petitions or proposals for change to these Regulations or the Zoning Map to the Putnam Planning Commission in accordance with Chapter 124, Section 8-3a of the General Statutes of the State of Connecticut. Any proposed change within five hundred (500) feet

of the Town line shall be referred to the Northeastern Connecticut Council of Governments in accordance with Chapter 124, Section 8-3b of the General Statutes.

Section 113 – Zoning Permit Application Process and Requirements

A. **Pre-Application Plan**

1. The preparation of a pre-application plan is strongly recommended, but not required, to facilitate general consideration of factors and issues before the applicant proceeds with the official application and preparation of maps, plans and documents required for formal consideration by the Commission.

2. Neither the pre-application plan nor the informal consideration by the Commission, however, shall be deemed to constitute any portion of the official and formal procedure of applying for and approving a Site Plan as contemplated herein or under the provision of the General Statutes.

B. **Permits**

1. Except for necessary routine maintenance and for repairs or replacement to existing buildings, as defined in the basic Building Code of the State of Connecticut, no land shall be used and no building or structure shall be erected, moved, enlarged or extended until a Zoning Permit and Building Permit for the proposed work or use has been issued by the Commission or the Agent in accordance with the requirements of the State of Connecticut Building Code.

   a. It shall be the responsibility of the Applicant to obtain all permits required by other agencies, if applicable, including other local authorities such as Northeast District Department of Health, the Inland Wetlands Commission, Aquifer Protection Commission, and any department or agency of the State or federal government. The applicant shall provide evidence of application to such agency or agencies, and no Zoning Permit shall be issued until evidence of application for all other permits has been submitted; provided, however, that the Commission may waive this requirement if the applicant provides evidence that the filing of the application with such agency or agencies requires preceding approval of the subject Zoning Permit by the Commission.

C. **Application and Site Plan Requirements**

1. Applications for Zoning Permits shall be filed with the Commission or its authorized agent by the owner 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 application shall contain a signed written statement by the owner of the property or his/her authorized agent giving consent for the Commission or its agent to inspect the property. Five (5) copies of each application shall be submitted. In all cases, the Commission or its agent may require the following:

a. A certified plot plan prepared by a registered engineer or land surveyor in accordance with their area of licensure.

b. The location of any required setback or yard lines.

c. A computation of lot and building coverage.

d. The names of all owners of record of any land abutting the lot to which the zoning permit would apply.

e. The location and name of any Town or State street, road or highway that passes through or adjoins the lot or, if so such street, road or highway passes through or adjoins the lot, the entire route of vehicular access to the lot from such a street, road or highway.

f. The locations and numbers of any utility poles within one hundred (100) feet of the lot or, if there are no such utility poles, the location and number of the utility pole nearest to the lot.

g. In areas not served by public water or sewers, the location of proposed septic system and reserve leaching area and location of proposed well in conformance with Public Health Code 19-13-B20.

h. The actual shape and dimensions of the lot to be used; provided, however, that if the lot is substantially larger than the area to be developed the Commission may allow the applicant to submit a site plan showing the lot in an inset map at a different scale from the scale of the remainder of the site plan.

i. The exact size and location of all existing and proposed buildings, structures, loading areas and parking, adjacent land owners, buildings or structure on abutting land within fifty (50) feet of all lot lines.

j. Building or structural plans to scale, specifications and such other information as may be required by the Commission or its agent to determine that the proposed building or structure complies with all local and state codes and ordinances.

k. The location of any existing or proposed driveway. (A driveway permit is required before any driveway may be constructed or altered.)

2. For uses other than single-family and two-family dwellings and accessory buildings or expansions of or additions to such buildings, applications shall be accompanied by five (5) copies of a site plan in ink at scale of one (1) inch equal to no more than forty (40) feet. Such plan shall conform to Class A-2 standards for accuracy in accordance with the Regulations of Connecticut State Agencies, Connecticut General Statutes Section 20-300b-1 through 20-300b-20 or as amended. The purpose of a site plan is to provide the Commission with information that will enable it to determine that the proposed buildings and uses shall be arranged in a manner that enhances the health, safety and welfare of the citizens of Putnam and shall be of such character as to harmonize with the neighborhood, to accomplish a transition

in character between areas of unlike character, to protect property values in the neighborhood, to preserve and protect natural resources and the appearance and beauty of the community and to avoid undue traffic congestion.

a. Approval of a site plan shall be presumed unless a decision to deny or modify it is rendered by the Commission within 65 days after the date of receipt, except that such time period may be extended for not more than one (1) additional period of 65 days, with the consent of the applicant.

b. A copy of any decision by the Commission on a site plan shall be sent by certified mail to the applicant within fifteen (15) days after such decision is rendered.

3. **Site Plan Requirements.** Site plans shall be drawn at a scale of at least one inch equals forty feet (1" = 40') and shall be on sheets either 36 x 24 inches or 18 x 12 inches and, in addition to the information referenced above in this Section, site plans shall clearly show, to the satisfaction of the Commission, the following information:

a. Name and address of applicant;

b. Address of property and name of owner of record;

c. Scale, north arrow, date of drawing or its revision, and name of person preparing the site plan;

d. Property boundaries, dimensions and area;

e. Locations of all existing and proposed buildings and uses including but not limited to signs, sidewalks, driveways, parking and loading areas, and abutting streets; poles, hydrants, and other utility appurtenances; areas to be used for exterior storage and the type of screening to be provided;

f. Dimensions of all yards, as required by these Regulations;

g. Locations and descriptions of water supply and sewage disposal facilities;

h. Contour lines at two foot (2') intervals or at other intervals as may be determined by the Commission to be sufficient to clearly show natural drainage; if grading is proposed, the existing and proposed contours will be shown;

i. Existing and proposed drainage structures on the property and those off the property that may be affected by the proposed building or use. In order to minimize impact to downstream drainage facilities, increase the environmental quality of stormwater runoff, and to provide for water conservation and increased groundwater recharge measures, Low Impact Development (LID) methods as defined in

the latest edition of the Connecticut Stormwater Quality Manual, as may be amended from time to time (or its successor), shall be incorporated into the stormwater design;

j. Proposed landscaping, including the type, size and location of proposed plantings;

k. The parking and/or loading space layouts;

l. Location and configuration of all driveways;

m. Where sidewalks are not in place, a five-foot wide sidewalk along the lot frontage within the public right-of-way, for the distance of the lot frontage, the construction of which shall be subject to the approval of the Board of Selectmen for public roadways that are under the control of the Town of Putnam, and subject to the approval of the Connecticut Department of Transportation for public roadways or highways that are under the control of the State of Connecticut, or, if construction within the public right-of-way is not feasible, along the interior side of the lot frontage; and

n. Location and stonewall type for boundary stonewalls and stonewalls on the road frontage including the proposed existing/new location, construction details, and typical cross-sectional dimensions of any stonewalls that are to be rebuilt or relocated.

4. **Soil Erosion and Sediment Control Plan.** A soil erosion and sediment control plan shall be submitted with any application for development when the disturbed area of such development is cumulatively more than one-half (1/2) acre pursuant to Section 606 of these Regulations. The soil erosion and sediment control plan shall contain proper provisions to adequately control storm water runoff on the proposed site based on the best available technology. Such principles, methods and practices necessary for certification are found in the "Connecticut Guidelines for Soil Erosion and Sediment Control" (1985) as amended, available from the Natural Resources Center of the Connecticut Department of Energy and Environmental Protection. Alternative principles, methods, and practices may be used with prior approval of the Commission.

   a. After review of the Erosion and Sediment Control Plan by the Commission or its designated agent, the Commission shall vote to certify, modify and certify, or deny that the soil erosion and sediment control plan complies with these Regulations. A vote of the Commission to approve a site plan shall mean certification of the erosion and sediment control plan as well. Prior to certification, any plan submitted to the Commission may be reviewed by the Eastern Connecticut Conservation District which may make recommendations concerning such plan, provided such review shall be completed within thirty (30) days of the receipt of such plan by the District.

   b. The estimated costs of measures required to control soil erosion and sedimentation, as specified in the certified plan, may be covered in the financial guarantee or other assurance acceptable to the Commission in accordance with the provisions specified under these Regulations.

c. The Commission or its designated agent shall periodically conduct inspections to verify compliance with the certified plan and that control measures are properly performed or installed and maintained. The Commission may require the applicant to submit progress reports which show that 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.

5. **Waivers.** The Commission may, upon written request by the applicant, waive one or more of the site plan element requirements if the applicant can show to the satisfaction of the Commission that the information is not needed to reach a decision on the application.

6. **Site Plan Evaluation.** The Commission shall determine the following in its review of a site plan:

a. Any proposed building or structure shall be so designed, and located on the site so that there will be adequate access for emergency vehicles;

b. The streets serving the proposed use shall be adequate to safely carry the vehicular traffic generated by the proposed activity, and there will be provision for entrance and exit points which will not create a traffic hazard or undue traffic congestion;

c. All proposed traffic access ways are adequate but not excessive in number; adequate in width, grade, alignment and visibility; not located too near street corners or other places of public assembly; and other similar safety considerations;

d. Adequate off-street parking and loading spaces are provided to prevent parking in public streets of vehicles of any persons connected with or visiting the use and the interior circulation system is adequate to provide safe accessibility to all required off-street parking;

e. All playground, parking and service areas are reasonably screened at all seasons of the year from the view of adjacent residential lots and streets and the general landscaping of the site is in character with that generally prevailing in the neighborhood. Preservation of existing trees over twelve (12) inches in diameter to the maximum extent possible shall be encouraged;

f. Lighting from the installation of outdoor flood or spot lighting and illuminated signs will be properly shielded so that such lighting will not adversely affect any abutting property or public street; and

g. The character and appearance of the proposed use, buildings, and/or outdoor signs will be in general harmony with the character and appearance of the surrounding neighborhood and that of the Town of Putnam and will not adversely affect the general welfare of the inhabitants of the Town.

7. **Site Plan Improvements and Financial Guarantee**

a. **Completion of Improvements** – All applicants shall be required to complete all improvements as specified in the approved site plan or as required in these regulations, and to dedicate public improvements to the Town, free and clear of all liens and encumbrances.

b. **Financial Guarantee** – In order to secure the completion of the construction of public improvements and the approved soil erosion and sediment control plan as depicted on the approved site plan, the applicant shall post a financial guarantee for the construction of such improvements before site plan approval is granted for a Zoning Permit, or in the case of a Special Permit before the final site plan is endorsed by the Chairman or Secretary and filed on the land records with the Special Permit Document, in an amount established by the Commission based on an estimate provided by the applicant through his/her/its certified professional engineer, scientist, or other appropriate professional. This financial guarantee shall be in the form of an irrevocable letter of credit, a cash deposit with the Town, a bank passbook or statement savings account payable to the Town, or other financial guarantee as authorized by state statute. If a letter of credit is used, it shall be satisfactory to the Town Attorney.

The financial guarantee shall be accompanied by a written and executed agreement which shall be satisfactory to the Town Attorney. The period within which required improvements must be completed shall be incorporated in the financial guarantee agreement and shall not in any event exceed the timeframe required by these Regulations.

c. **Failure to Complete Site Plan** – Where a financial guarantee for the construction of improvements has been posted and required improvements have not been installed within the time specified by the Commission the Town may thereupon declare the financial guarantee to be in default and require that all the improvements be installed. If necessary the Town shall, in addition to call the financial guarantee, proceed against the individual developer and/or owner of said premises. The continued maintenance of any agreed financial guarantee for the construction of improvements is a condition of approval of all site plans and the lapse or failure of such ~~security~~ financial guarantee prior to final release by the Commission shall be grounds for revocation of the site plan approval.

d. **Certificate of Satisfactory Completion** – The Commission will not recommend acceptance or dedication of required public improvements, nor release a financial guarantee for the construction of such improvements until all required improvements have been satisfactorily completed and until the applicant's engineer or surveyor has certified to the Commission, through submission of detailed "as-built" survey plans of the site plan, that the layout of soil erosion and sediment control improvements are in accordance with approved site plans and, in the case of public improvements, have been constructed in accordance with the approved site plans and are ready for dedication to the local government. Upon such approval and recommendation, the Town may thereafter accept the public improvements for dedication.

e. In the event that certain improvements may not be installed at the time of occupancy of a site or building due to weather conditions or other factors beyond the control of the applicant, the Zoning Enforcement Officer may issue a temporary Certificate of Zoning Compliance at the time of the application for a Certificate of Occupancy, provided that the applicant shall insure the completion of such

improvements not more than six (6) months following such occupancy. If said improvements are not completed within the six month period, the temporary occupancy certificate shall become invalid, and the permanent occupancy certificate shall not issue until all of the improvements depicted on the site plan have been completed.

f. All financial guarantees posted in accordance with these Regulations shall be effective at least until the completion of the activity or development which they serve to guarantee. No such financial guarantee shall require the Town or any agency thereof to incur any expense or enter into any contract prior to payment of the obligation which such financial guarantee secures.

8. **Amendments to Approved Site Plan filed or Approved Special Permit Site Plan pursuant to Sections 113 and/or 114.** The agent designated by resolution of the Commission may approve a one (1) time administrative approval of the original Approved Site Plan filed or Special Permit Site Plan previously approved by the Commission, without public hearing, any proposed expansion, reduction of or enlargement of an existing building or the addition of a building or buildings that is/are necessary to the principal building and use provided:

a. Such reduction of or enlargement of accessory building or buildings, individually or cumulatively, do not exceed twenty percent (20%) of the area of the principal building's approved footprint, or 5,000 square feet, whichever is less.

b. Any proposed reduction of or expansion or enlargement of an existing building or the addition of an accessory building or buildings shall conform to all of the requirements of the zoning district in which the property is located.

c. No site work is required. "Site work" shall include additional parking spaces, storm drainage, or site disturbance of more than one quarter (1/4) of an acre, but shall not include the excavation or grading necessary and incidental to the construction of the new or expanded building or structure itself.

d. Whether filed as a single application or as multiple applications, the reduction of or expansion or enlargement of an existing building or the addition of an accessory building or buildings which exceed, individually or cumulatively, the limitations of this administrative permit procedure shall require Special Permit or site plan review by the Commission in accordance with Sections 113 and/or 114 of these Regulations, as the case may be.

e. The applicant shall file a detailed site plan and narrative explaining the proposed building reduction or expansion or proposed accessory building addition with the Commission's designated agent for review. The agent shall determine whether or not the proposed reduction or expansion satisfies the criteria to be permitted administratively or whether the expansion requires formal Special Permit or site plan review by the Commission. No such amendment shall be approved that substantially alters the uses, density, building coverage, or other elements of an approved Special Permit.

9. **Minor Site Plan Amendments to Previously Approved Zoning Permits or Special Permits.** An applicant may submit an application for a minor site plan amendment of an existing approved site plan as a Zoning Permit Application subject to established fees before the Commission. The Commission will review the proposed changes compared to the original approval and determine whether the scope of these changes would require a new permitting procedure including but not limited to application fees, new site plan documents and new public hearing. If the proposed changes in site plan are deemed by the Commission to be minor or allowable within the original scope of the permit, then the modifications may be made by administrative letter to file, reviewed by the Commission's designated agent and signed by the Chairman on behalf of the entire Commission**.**

D. **Exemptions**

1. The Commission may waive any of the requirements found in this Section if the following conditions exist or are met:

   a. The proposed activity does not involve the construction, erection, alteration, enlargement, removal or other modification of a principal building or structure;

   b. The proposed activity will not require the use of wells or sewage disposal facilities; and

   c. The Commission determines that the requirements sought to be waived are not reasonably necessary to a proper disposition of the application.

2. No waiver under this Section shall be granted unless the applicant submits to the Commission, in writing, at the time of and together with the submission of its application, a request for a waiver specifying the requirements that the applicant seeks to have waived and the reasons why the applicant believes those requirements should be waived. The Commission shall act on such request no later than thirty-five (35) days after the submission of the application, and written notice of any decision shall be mailed or delivered to the applicant. The failure of the Commission to act on any request for a waiver within such time shall be deemed to be a denial of the request.

3. The following structures shall not require the issuance of any permit under these regulations:

   a. Fences, or walls used as fences, that are no more than six (6) feet in height.

   b. Mailboxes.

E. **Additional Application Information**

1. The Commission may, within thirty-five (35) days after the day of receipt of any application, require the applicant to submit additional information if the Commission finds that such information is necessary or would be helpful in determining whether the proposed building,

structure or use conforms to these regulations. For the purpose of this Section, the day of receipt of an application shall be deemed to be the earlier of (1) the day of the next regularly scheduled meeting of the Commission immediately following the submission of the application to the Commission or its authorized agent, or (2) thirty-five (35) days after such submission. Such additional information may include, but is not limited to, the following:

a. Existing and proposed (finished grade) contour lines at an interval of no less than two (2) feet and no more than ten (10) feet over the entire site plan or so much thereof as the Commission may prescribe.

b. The nature and amount of any hazardous materials or wastes to be produced, used, stored, or disposed of on the lot, and the manner in which such production, use, storage or disposal will be carried out.

c. The nature of existing land uses on abutting properties.

d. The location of natural features including, but not limited to, rock outcroppings, slopes in excess of fifteen (15) percent, soil types, forested areas and vegetation types.

e. A description of any measures to be used to prevent soil erosion and sedimentation.

f. The location and a description of any proposed surface or subsurface drainage improvements, facilities or structures.

g. The location of soil test pits and test borings and a description of the soils encountered in such pits or borings.

h. Outside lighting for non residential and multifamily uses will require a lighting plan showing:

2. If the applicant elects to furnish the additional information required by the Commission, the applicant shall file with the Commission a written consent to the extension of the time within which the Commission would otherwise be required to act upon the application. The extension shall be sufficiently long to provide the commission with sixty-five (65) days following the receipt of the additional information which to act upon the application. If the applicant declines or fails to provide additional information, the Commission shall proceed to act upon the application pursuant to these regulations.

F. **Rendering the Decision**

1. The Commission shall render a decision on any application pursuant to the time limits set within set within state statute.

G. **Notice of Decision**

1. A copy of any decision on an application shall be sent by the Commission by certified mail to the applicant within fifteen (15) days after such decision is rendered. The Commission shall publish notice of the approval or denial of such application in the newspaper having a general circulation in the Town of Putnam.

H. **Final Site Plan**

1. Any application approved by the Commission without modifications or conditions shall become the final site plan. If the Commission approves an application with modifications or conditions, a final site plan that incorporates such modifications or conditions must be submitted to the Commission by the applicant within sixty-five (65) days of the date of approval. For good cause shown, the Commission may extend the time for filing the final site plan. If a final site plan is not filed within such sixty-five (65) day period or within any period of extension, the approval of the application for a zoning permit shall be void.

2. The Commission shall certify its approval of any application submitted in accordance with these regulations. The certificate of approval shall state that the approval will automatically expire five (5) years from the date of approval or such timeframe as referenced inn state statute and shall specify such expiration date. The Commission shall issue no zoning permit until the final site plan has been approved by the Commission. The applicant shall file the final site plan and certificate of approval in the office of the Putnam Town Clerk and shall pay all required filing fees. No site plan and no zoning permit issued in connection with an application shall be effective until the Commission has certified its approval of the final site plan and have been filed in the office of the Putnam Town Clerk.

Section 114 – Special Permits

A. **Purpose**

1. The Commission may hear and decide on applications for a Special Permit.

2. The purpose of the special permit regulations is to provide a comprehensive review of the proposed plan for the layout of the building(s), structure(s) or use(s) in relationship to the topographical, geological and other natural features of the land, and of the impact of the use(s) upon environment, health, safety, welfare and convenience of the members of the community. It is intended to insure that the design and layout of the site and the proposed use(s) will constitute suitable and appropriate development in character with the neighborhood and will not result in a decrease in property values or a detriment to the present and potential use of the area in which it is to be located. Special permit procedures are also intended to assure that proposed buildings, structures and uses will provide for the maintenance of air, surface-water and groundwater quality and will not be detrimental to existing sources of potable water or other natural or historic resources.

B. **When Required**

A special permit must be issued by the Commission before any person may establish or change any land use, or use, erect, construct, move, enlarge, or alter any building or structure, in whole or in part, if the use, structure or building resulting from such activity is listed as a Special Permitted Use under Section 304 of these regulations for the zone in which it would be located. The issuance of a special permit under this Section of these regulations fulfills the requirement for the issuance of a zoning permit under Section 113.

C. **Applications**

1. Applications for special permits shall be filed with the Commission on a form provided by the Commission. Five copies of each application shall be submitted, accompanied by three (3) copies of a site plan in ink at a scale of one inch equal to no more than forty (40) feet and showing:

   a. All the information specified for a site plan under Section 113 of these regulations.

   b. The nature and amount of any hazardous materials or wastes to be produced, used, stored or disposed of on the lot, and the manner in which such production, use, storage or disposal will be carried out.

   c. The nature of existing land uses on abutting properties.

   d. The names of all owners of record of property abutting or within one hundred (100) feet of the lot to which the special permit would apply.

   e. The location of rock outcropping slopes in excess of fifteen (15) percent, soil types and forested areas on the lot.

   f. The location and description of any measures to be used to prevent soil erosion and sedimentation.

   g. The location and a description of any proposed surface or subsurface drainage improvements, facilities or structures.

   h. The location of soil test pits and test borings and a description of the soils encountered in such pits or borings.

   i. The location of any areas subject to flooding during a 100-year flood, as shown on the most recent Flood Insurance Rate Map prepared by the Federal Emergency Management Agency.

   j. The location and nature of any proposed landscaping, buffer areas or screening, and any existing or proposed fences or walls.

The filing of a site plan subject to the application for a special permit under this Section 114 shall supersede and alleviate the need to file a separate site plan application under Section 113 of these regulations.

2. Each application for a special permit shall also be accompanied by three (3) copies of:

   a. A traffic report indicating existing traffic conditions at normal and peak travel times for, at a minimum, any road abutting or passing through the lot affected by the application and any road within the area directly impacted by the traffic generated by the proposed use of such lot, and also indicating the projected impacted of the proposed use on such traffic conditions.

   b. The schedule for any construction or other development activities, including, but not limited to, erection of or other work on any buildings or structures, grading, removal of vegetation, landscaping and drainage improvements.

D. **Waiver of Certain Requirements for Special Permits**

1. The Commission may waive any of the requirements for site plans under Section 113 of these regulations if the Commission determines that the requirements sought to be waived are not reasonably necessary to a proper disposition of the application.

2. No waiver under this Section shall be granted unless the applicant submits to the Commission, in writing, at the time of and together with the submission of the application, a request for a waiver specifying the requirements that the applicant seeks to have waived and the reasons why the applicant believes those requirements should be waived. The Commission shall act on such requests no later than thirty-five (35) days after the submission of the application, and written notice of any decision shall be mailed or delivered to the applicant. The failure of the Commission to act on any request for a waiver within such time shall be deemed to be a denial of the request.

E. **Additional Requirements for Applications**

1. The Commission may, within thirty-five (35) days after the submission of an application for a special permit, require the applicant to submit additional information if the Commission finds that such information is necessary or would be helpful in determining whether the proposed buildings, structures or uses conform to these regulations. Such information may include, but is not limited to, the following:

   a. Chemical analyses of existing surface water and groundwater.

   b. Hydrological analyses of runoff and peak flows, both before and after development

   c. Analyses of local air quality, both before and after development.

d. Depths to seasonal high groundwater levels and bedrock.

e. Analyses of wildlife habitats on the near the site and the impact of the proposed use on such habitats.

f. A description of vegetation types, including any rare or endangered species, on the lot to be used under the application.

g. A list of other federal, state or municipal permits or licenses that the applicant will need to implement the uses applied for the status of any applications for such permits or licenses.

h. Architectural drawings of any proposed buildings or structures.

i. Existing and proposed (finished grade) contours at intervals of no less than two (2) feet over the entire area of the lot that would be built upon, graded, altered or otherwise affected by the proposed use, and within one hundred (100) feet of that area, and existing contours at intervals of no less than ten (10) feet over the remaining area of the lot.

2. If the applicant elects to furnish the additional information required by the Commission, the applicant shall file with the Commission a written consent to the extension, for an additional period of thirty-five (35) days of the time within which the Commission would otherwise be required by law to commence a public hearing. If the applicant declines or fails to furnish the additional information, the Commission shall proceed to act upon the application pursuant to these regulations.

F. **Criteria for Evaluation**

1. In deciding upon any application for a special permit, the Commission shall consider the following criteria in addition to the other applicable criteria set forth in other sections of these regulations:

a. The size and intensity of the proposed use and the impact of such use on neighboring property.

b. The potential for creation of a nuisance to neighboring properties, whether by noise, air or water pollution, offensive odors, smoke, dust, vibrations or other effects of the proposed use.

c. The convenience and safety of vehicular and pedestrian movement on the site, and the impact of the proposed uses on existing local traffic.

d. Accessibility of emergency vehicles, e.g. police, fire and emergency transportation vehicles.

e. The adequacy of proposed methods for disposal of wastes, particularly with regards to any materials that could use an adverse effect on ground water or wetlands.

f. The potential for, and the adequacy of measures for the prevention of surface water and ground water pollution, soil erosion and sedimentation, increased runoff, and changes in groundwater levels.

g. Measures for dealing with runoff and surface pollutants from driveway and parking areas.

h. The compatibility of the design, layout and operation of the proposed buildings, structures or uses with nearby properties and the impacts on the enjoyment, usefulness and value of nearby property.

i. The degree of population concentration and building density resulting from the proposed uses and the availability and adequacy of existing fire and police protection, transportation, water, sewage, facilities, schools or other public facilities to meet the needs of the uses.

j. The impact of the proposed uses on existing or potential local water supplies and recharge areas.

k. The existence and protection of important natural and historic resources.

l. The impact of the proposed uses on wildlife and plant habitats.

G. **Conditions**

1. The Commission may place on any special permit whatever conditions the Commission may reasonably deem necessary to assure that any proposed building, structure or use (1) will conform to the standards and limitations set forth in these regulations; (2) will protect the rights of individuals and the health, safety, welfare and convenience of local residents and the community; (3) will protect local property values; and (4) will meet the specific standards set forth in this Section and, where applicable, any special permit criteria that may be required to meet the conditions of other sections of these regulations. The conditions may relate to, without limitation, the architectural and spatial design and layout of buildings, structures and uses; provisions for lighting, parking, loading, surface and subsurface drainage, sanitary facilities, waste disposal, vehicle and pedestrian circulation, landscaping, screening, and protection of the environment and of natural and historic resources; construction or other development schedules; and hours of operation of the proposed building, structure or use. The Commission may also condition the issuance of any special permit on the posting of a bond or other security, in an amount and with surety satisfactory to the Commission, to secure the performance of all conditions and the completion of all improvements required under such special permit.

2. All buildings, structures and uses for which a special permit is required under these regulations must meet the applicable standards set forth throughout these regulations and, in addition, the following standards:

   a. **Preservation of landscape.** The landscape shall be preserved in its natural state insofar as practicable by minimizing grading and the removal of vegetation and soil. Where vegetative cover does not exist, or has been removed, new plantings may be required. Finished site contours shall depart only minimally from the character of the natural site and the surrounding properties.

   b. **Relation of Buildings to Environment.** The proposed project or development shall be related harmoniously to the terrain and to the use, scale and siting of existing buildings in the vicinity of the site. All buildings and other structures shall be sited to minimize disruption of the topography. Strict attention shall be given to the proper functional, visual and spatial relationships of all structures, buildings, landscaped elements and paved areas.

   c. **Buffer Areas.** All buffered and/or screened areas, including setback areas (landscaped and usable), shall be so designed as to be consistent and compatible with any residential uses in the vicinity.

   d. **Circulation.** With respect to vehicular and pedestrian circulation, including entrances, ramps, walkways, drives and parking, special attention shall be given to the location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, access to community or public facilities, and arrangement of parking areas that area safe and convenient and, insofar as practicable, do not detract from the use and enjoyment of proposed buildings and structures and the neighboring properties.

   e. **Surface Water Drainage.** Special attention shall be given to proper surface drainage so that surface waters will not adversely affect neighboring properties or public storm drainage facilities, will not obstruct the flow of vehicular or pedestrian traffic, and will not create standing water in paved or pedestrian areas. All surface water drained from roofs, streets, parking lots and other site features shall be disposed of in a safe and efficient manner that will not create problems of water runoff or erosion on the site or on neighboring sites or pollution of surface water or groundwater. Insofar as possible natural drainage courses and swales shall be properly stabilized and drainage-impounding areas shall be used to dispose of water on the site through natural percolation to a degree equivalent to that prior to development. Also appropriate erosion control measures shall be employed, including slope stabilization measures and the seeding of exposed areas to replace vegetative cover.

   f. **Ground Water Recharge and Quality Preservation.** Ground water recharge shall be maximized and ground water quality shall be protected. Various techniques may be required to maximize recharge, such as perforated drainpipes, pervious pavement, reduction of structure area, or reduction of lot coverage. Where ground water elevations are close to the surface, extra site grading precautions may be required to maintain the protective function of the overburden.

g. **Utilities.** The placement of electric, telephone, or other utility lines and equipment shall be underground where possible, so located as to provide no adverse impact on groundwater levels, and coordinated with other utilities.

h. **Other Site Features.** Exposed storage or utility areas, exposed machinery installations, and service areas shall be designed with screen plantings, fencing or other screening methods to be compatible with the environment and the surrounding properties.

i. **Safety.** All open and enclosed spaces shall be designed to facilitate evacuation and maximize accessibility by fire, police and other emergency personnel equipment.

j. **Neighboring Properties.** The proposed uses shall not adversely affect the enjoyment, usefulness and value of the properties in the general vicinity thereof, or cause undue concentration of population or structures.

k. **Natural and Historic Resources.** The proposed uses shall not unreasonably destroy, damage or threaten locally significant natural or historical resources.

H. **Public Hearing Required**

A public hearing in accordance with Section 8-3c of Chapter 124 of the General Statutes of the State of Connecticut shall be held prior to issuing a decision on a special permit application within sixty-five (65) days after its receipt of an application for a special permit, the Commission shall start a public hearing on the application. For the purposes of this Section, the day of receipt of an application shall be deemed to be the day of the next regularly scheduled meeting of the Commission immediately following the day of submission of the application to the Commission or its authorized agent, or thirty-five (35) days after such submission, whichever is sooner. The hearing may be continued one or more times, but it must be concluded no later than thirty-five (35) days after the date of commencement.

1. No Special Permit shall be granted until a public hearing in relation thereto has been held at which parties in interest and citizens shall have the opportunity to be heard.

2. Notice of the time and place of such hearing shall be published in a newspaper having substantial circulation in the town at least twice at intervals of not less than two (2) days, the first not more than fifteen (15) days, nor less than ten (10) days, the last not less than two (2) days prior to the date of such hearing, and by sending a copy thereof by certified mail to the applicant.

3. All applicants or their agents requiring a public hearing under the provisions of these Regulations shall be responsible for notifying owners of property located within 100 feet of the subject property. With the submission of any such application to the Commission, the applicant shall provide:

a. A list of the names and addresses of owners of property located within 100 feet of (including directly across any street(s), watercourse or waterbody from) the subject property. The latest records of the Putnam Tax Assessor shall be utilized to determine the owner of each property.

b. Notices from the applicant to the surrounding property owners shall be sent via Certified U.S. Mail.

4. Prior to the date of the Commission's Public Hearing, the applicant shall submit:

a. The Certificate of Mailing; and

b. A list of the property owners to whom the notices were sent.

I. **Decision**

Within sixty-five (65) days after the completion of the public hearing, the Commission shall either: (1) approve the special permit and the site plan as submitted; (2) approve the special permit with conditions or modifications, as provided under these regulations; or (3) deny the special permit. The Commission shall state the reasons for its decision on its records. Notice of decision shall be published in the form of a legal advertisement in a newspaper having a substantial circulation in the Town of Putnam, and addressed by certified mail to the applicant, under the signature of the clerk or secretary of the Commission in any written, printed, typewritten or stamped form, within fifteen (15) days after the decision has been rendered.

J. **Extensions of Time**

The applicant may consent to extensions of the time period for (1) commencing a public hearing after the receipt of an application; (2) concluding a public hearing; and (3) rendering the decision. The total extension of any such period shall be no longer than the original period as specified in these regulations.

K. **Filing and Recording of Special Permits**

Any special permit issued under these regulations shall not become effective until copies of the permit are: (1) filed in the office of the Putnam Town Clerk; and (2) recorded in the Putnam Land Records. The copy of special permit to be filed and recorded in the Putnam Land Records shall be certified by the Commission and shall: (1) contain a description of the premises to which it relates; (2) specify the nature of the special permit; (3) state the regulation under which the special permit is issued; and (4) state the names of all owners of record of the premises. The applicant or record owner shall be responsible for filing and recording the special permit and shall pay all filing and recording fees.

Section 115 – Certificate of Occupancy/Use

A. No permanent certificate of occupancy/use shall be issued for a building, structure or use subject to these regulations until the Commission or its authorized agent certifies in writing that the building, structure or use is in conformity with these regulations and with any required zoning permit or special permit or is a valid nonconforming use under these regulations. Before issuing such certification, the Commission or its authorized agent may require a written certification, certified as-built, or other appropriate documentation from an architect, engineer, and/or surveyor properly licensed by the State of Connecticut, demonstrating that the building, structure or use as developed or established fully conforms to the provisions of any zoning permit or special permit.

B. The following provides general standards for all as-built plans required by the Zoning Commission. Plans that do not meet the standards of this Section will not be accepted.

1. The final as-built plan submitted for approval shall be paper copies at a scale of not less than 1”=40’. Final as-built shall be submitted as required by the Commission and approved before a “Certificate of Occupancy” is issued.

2. All existing improvements (building, structures, fences, walls, driveways, walks, etc.) will be shown.

3. All buildings shall include exterior wall dimension, first floor elevations and garage elevations.

4. All underground utilities, well and septic system locations shall be shown.

5. Minimum zoning setbacks shall be shown and the distance of all buildings/structures to property lines shall be shown (nearest tenth of a foot).

6. Elevations, in the form of “spot elevations” taken as part of the final actual field survey.

7. Any easements and/or right-of-ways shall be shown.

8. Plan shall show lot dimensions, bearings or angles, and lot area.

9. All as-built plans shall meet the standards set forth in the “Standards for Surveys and Maps in the State of Connecticut,” prepared and adopted by the Connecticut Association of Land Surveyors, Inc. September 26, 1996, as amended.

C. A temporary certificate of occupancy/use may be issued for a period of no more than one year if all work under the zoning permit, special permit or final site plan has been completed with the Permit of one or more plantings. No such temporary certificate shall be valid after said one-year

period. Failure to obtain a permanent certificate of occupancy/use within the one-year period shall result in the expiration of all existing permits and approvals.

D. No permanent certificate of occupancy/use shall be issued until all documents required under the zoning permit or special permit that grant easements or other rights to the Town of Putnam have been recorded in the Putnam Land Records and/or filed with the appropriate agencies and proof thereof has been submitted to the Commission.

Section 116 – Expiration of Permits and Approvals

A zoning permit shall expire one year following its issuance if the construction, development or other activity allowed under such permit has not been actually commenced. A zoning permit shall expire two years following its issuance if the construction or development allowed there has not been completed. The Commission, upon written request and for good cause shown, may extend either or both of these periods one or more times, but the total period of such extension or extensions shall not exceed one additional year. Site preparation alone shall not be deemed to be the actual commencement of the construction, development or activity under this Section.

Section 117 – Amendments of Permits and Site Plans

A. Following the issuance of a zoning permit or a special permit or the approval of a final site plan by the Commission, no changes or alterations, except as provided for in Sections 113 and 114, may be made in such permit or site plan except by approval of the Commission upon written applications as provided in this Section.

1. If the Commission determines that the requested change or alteration is minor, it may issue an amended permit or approve an amended final site plan without the need for further procedures under Sections 113 and/or 114 of these regulations. For the purposes of this Section, “minor changes or alterations” shall not include any change or alteration that would result in an increase or decrease in the dimensions of any building or a change in the location of any building on a lot.

Article II

Zoning Board of Appeals

Section 201 – Establishment

There is hereby created a Zoning Board of Appeals, hereinafter called the Board, in conformance with Chapter 124, Section 8-5 of the General Statutes of the State of Connecticut.

Section 202 – Powers of the Board

A. Hear and decide appeals of the decisions of the Commission or the Agent in the enforcement of these Regulations.

B. Grant variances as authorized.

Section 203 – Right to Appeal: General

Any person or persons aggrieved by an action of the Commission or agent may appeal such action to the Board or to the courts in accordance with Chapter 124, Section 8-7 of the General Statutes of the State of Connecticut, as amended.

Section 204 – Grounds for Granting an Appeal

The Board may grant an appeal if the applicant can demonstrate that the Commission or agent erred in enforcing these Regulations.

Section 205 – Variances: General

A. The Board may grant variances from the terms of these Regulations, where exceptional difficulty or unusual hardship would result to the owners of the premises from a strict application of these Regulations because of the shape, size or topographic features of the lot, or other unusual situation or condition of the land or structure. Such variance may be granted, provided, substantial impairment of the intent, purpose and integrity of these Regulations and of the Plan of Conservation and Development for the Town does not result.

B. The Board shall not grant a variance for the use of land not permitted by these Regulations within the district involved.

Section 206 – Findings

In granting a variance, the Board:

A. Shall grant the least variance required to relieve the undue hardship involved.

B. Shall find that the variance is in harmony with the general purpose and intent of these Regulations.

C. Shall find that the variance will not adversely affect the public health, safety, convenience, welfare, and property values.

D. Shall find that if the owner complies with these Regulations, he/she would not be able to make any reasonable use of his/her property.

E. May impose such special conditions as are deemed necessary to maintain harmony with other lots in the same or abutting districts and to promote the objectives of these Regulations.

The Board's findings shall be part of the written record of the case.

Section 207 – Grounds for Granting a Variance

A. The applicant must demonstrate, to the satisfaction of the Board, that the requested relief will not be contrary to the public interest and that because of special or peculiar conditions, enforcement of the provisions of the Regulation would result in unnecessary hardship.

B. The unnecessary hardship, which an applicant seeks to avoid, shall not have imposed by any prior action of the applicant or previous owner. Such hardship shall arise only from special or peculiar site conditions or features of the land or structure in question and not from physical infirmities of the applicant or merely from the desire to realize greater financial gain.

C. Nonconforming use of neighboring land, structures or buildings in the same district and permitted use of lands, structures or buildings in an adjacent district shall not be considered grounds for the issuance of a variance.

D. The Board shall consider any application for variance in the light of the Plan for Development and shall consider the effect of the variance on the future development of the Town.

Section 208 – Application Procedure

Application for a variance or appeal of the decision of the Commission or its agent shall be made on the prescribed application form. The application shall be made in accordance with the rules of the Board and with Section 8-7 of Chapter 124 of the General Statutes of the State or Connecticut.

Section 209 – Hearings

The Board shall hold a duly advertised public hearing in accordance with Chapter 124, Section 8-7 of the General Statutes of the State of Connecticut, as amended before acting on an application for a variance or an appeal. In accordance with 8-7 the Board will notify, by mail, persons who are owners of land which is adjacent to the land which is subject of the hearing.

Section 210 – Automotive Sales, Service, Autobody Repair, Automotive Service Garage, Gasoline/Automotive Fueling Stations

A. The Zoning Board of Appeals is hereby designated as the agency for the Town of Putnam charged with the authority to grant a certificate of approval for the location of the following uses, as required in Sections 2-4 of Public Act No. 03-184 of the State of Connecticut, as amended:

   1. the dealing in or repairing of motor vehicles, as required for obtaining a license from the Commissioner of Consumer Protection;

   2. the establishment, operation or maintaining of a motor vehicle recycler's yard or motor vehicle recycler's business; and,

   3. the sale of gasoline or any other product under the provisions of §14-319 of the Connecticut General Statutes, as required for obtaining a license from the Commissioner of Consumer Protection.

   Notwithstanding the above, the granting of a certificate of approval by the Zoning Board of Appeals shall not in any way abrogate or annul other regulatory and administrative provisions of these Regulations pertaining to said uses.

B. **Applicability**

1. As of the effective date of these Regulations, no person, firm or corporation shall establish, expand or alter in use or structure any business concerned with sale, repair, or servicing of automobiles, gasoline, sales, or bulk oil storage unless said business or use is developed in accordance with the requirements of this Section and other applicable controls in these Regulations.

2. Such uses legally developed prior to the effective data of these Regulations may continue, without meeting in the provisions of this Section.

3. No such use, legally established, shall become nonconforming by reasons of development of park, playground, school, college, church, public library, or dwelling subsequent to the establishment of the use.

C. **Issuance of Permits**

No permit shall be issued for the establishment, expansion, or alteration of any such use or structure until approved by the Board after a duly advertised public hearing.

D. **Required Finds**. The applicant shall demonstrate to the Board that:

1. The location is suitable for the use or business intended;

2. There is no adverse impact on intersecting streets, traffic conditions, width of highway, and effect of public travel;

3. Such use or business hall not imperil the safety of the public;

4. The proposed use is at least one thousand (1,000) feet from any entrance to a public park or playground, school, college, place of worship or public library.

E. **General Requirements**.

1. The Performance Standards set forth in Section 608 of these Regulations shall be adhered to.

2. Safeguards shall be provided against surface and subsurface leakage of gas and oil.

3. All applications to the Board shall include a report from the Agent confirming that the site can be adequately drained and that the proposed drainage system is suitable.

4. All applications to the Board shall be accompanied with plans showing information as detailed in Section 113 of these Regulations.

5. Off-street parking shall meet the requirements of Section 601 of these Regulations.

6. There shall be at lease ten (10) feet of landscaped area along the frontage of the premises and where adjacent to paved areas and service roads, said areas shall be clearly defined by curbing.

7. There shall be a buffer zone/strip of at least twenty-five (25) feet between any of the uses or buildings described in this Section that are proposed to be adjacent to lots zoned for or in residential use. Said 25 foot buffer zone shall be planted in accordance with Section 603 of these regulations.

8. There shall be no exits or entrances closer than two hundred (200) feet to any road intersection; nor shall there be any business or uses referred to in this Section located within two hundred (200) feet of any residential dwelling which is situated in a residential district.

9. Except for new or used auto sales operations, vehicles parked or stored on the premises for periods exceeding ten (10) days, and all damaged vehicles on the premises shall be housed within a fenced or obscured enclosure at lease six (6) feet in height.

10. A pump, light standard, air tower, water outlet, or similar installation of a gasoline filling station may be placed within the required front yard but in no case closer to a street line than fifteen (15) feet.

11. Corner lots as defined in Section 401 Table IV-1 and in Article VIII of these Regulations shall meet minimum frontage for each street frontage as set forth in Subsection F. of this Section, below.

F. **Lot Requirements**. The minimum lot size, frontage and yard for such uses shall adhere to the following:

Special Type Business	**Min. Lot Area**	**Min. Lot Frontage**	**Minimum Setback From St. Line**	**Minimum Sideyard**	**Minimum Rearyard**
Auto Sales New and/or used	1 Acre	200 FT	75 FT	50 FT	40 FT
Auto Repair Garage or Shop	1 Acre	200 FT	75 FT	50 FT	40 FT
Gasoline Sales	1 Acre	200 FT	85 FT	50 FT	40 FT

The Board may impose such additional conditions upon each use as it finds necessary to protect the public safety, convenience and property values notwithstanding the requirements of this Section.

Article III

Districts and Uses

Section 301 – Establishment and Purposes of Districts

For the purposes of these regulations, the Town is divided into the following districts:

A. **Residential**

1. **Agricultural District (AG2)** – These are primarily rural areas not served by public water and sewer. These areas are characterized by low-density residential development, agricultural and certain low intensity non-residential activities incidental to a rural environment. The purpose of the AG-2 Agricultural District is to maintain the rural nature of the Town consisting primarily of scattered residential, agricultural, and related uses, open space, low intensity recreational activities, and other uses that will retain the rural character and natural beauty of the Town consistent with the Town's Plan of Conservation and Development, as amended.

2. **Rural Residential District (R40)** – These are low-density residential areas in which certain utilities are lacking, but which are suited for larger-lot single-family developments. The purpose of the R-40 Rural Residential District is to provide an area of town conducive to single-family homes.

3. **Residential District (R20)** – These are medium-density residential areas within the Town, where development trends have concentrated and are expected to continue. The purpose of the R-20 Residential District is to provide an area of town conducive to single-family homes.

4. **Residential District (R10)** – These are moderately high-density residential areas with public water and sewer. The purpose of the R-10 Residential District is to provide moderately high-density residential areas served by municipal water and sewerage facilities.

5. **Residential District (R7)** – These are high-density residential areas with public water and sewer. Selected public, semi-public and limited commercial uses are allowed in these areas. The purpose of the R-7 Residential District is to provide high-density residential areas served by municipal water and sewerage facilities and where appropriate, Special Permit uses which allow for transitional commercial uses.

B. Business/Mixed

1. **Highway Commercial District (HC)** – The Highway Commercial District is intended primarily for retail uses which are high traffic generators that typically are associated with substantial expanses of on-site parking areas. Included are such uses as shopping centers, open lot sales including sales of motor vehicles, department stores/"big box" retailers, and wholesale business.

2. **General Commercial District (GC)** – The General Commercial District is intended primarily for retail trades and convenience services, providing retail-shopping accommodations. Products for retail are normally convenience and compulsive purchases with little comparison shopping and are generally foods and beverages for human consumption; soft goods such as clothing and shoes; drugs and cosmetics; printed materials; notions; hardware and paint; kitchenware; toys and sporting goods; jewelry, gifts and novelties; flowers, tobacco products; photographic equipment; antiques; artist and hobby supplies; music supplies and medical supplies.

3. **Neighborhood Commercial District (NC)** – The purpose of the Neighborhood Commercial District is to provide a mixed-use, architecturally compatible environment of residential and commercial uses in proximity to the center of Putnam.

4. **Putnam Downtown District (PD)** – The Putnam Downtown District is established to preserve the traditional focal point in the community for cultural, civic and commercial activities; to promote pedestrian friendly development; and to aid in the preservation and restoration of its architectural assets while providing for an environment that fosters economic growth and diversity.

5. **Medical/Office Development District (M/OD)** – The Medical/Office Development District is to provide for the continued growth and development of Day Kimball Healthcare, and to provide areas for medical and professional offices, in a manner compatible with the surrounding uses. Hospital facilities shall be designed within the capacity of the infrastructure necessary to support such operations.

6. **Industrial District (I)** – The purpose of the Industrial District is to provide for orderly development of manufacturing, assembling, warehousing and other industrial facilities in a unified campus style setting. The intent is to promote the municipality's economy and to protect public health and welfare in accordance with the Town's Plan of Conservation and Development.

C. **Park/Other Public Lands**

1. **Park District (P)** – This district is comprised of publicly owned areas devoted to park purposes and privately owned areas that may remain vacant or may be developed so as to provide natural, passive or active recreation or educational facilities to meet the needs of the Town.

2. **Waste Water Treatment Facility District (WWTF)** – This district compromises those lands on which the Water and Sewer Authority operates a Waste Water Treatment Facility which are situated off of Quinebaug Avenue and Kennedy Drive, and more particularly described in a Quitclaim Deed from Frank O. Davis to the City of Putnam, dated August 13, 1910, and recorded in Putnam Land Records Volume 28, Page 51, which description is incorporated herein by reference.

D. **Overlay Districts**

1. **Industrial Heritage Overlay District (IHOD)** – This overlay district consists of designated properties which (1) contain historic river mills aged one hundred (100) years or greater from the effective date of these Zoning Regulations and (2) are eligible for the inclusion of

residential uses by an IHOD Special Permit. It is a special district to protect and maximize the economic potential of several river mill structures important to the Town's history, character, and landscape. The IHOD shall apply to the following river mills locations:

- Monohansett Mill (83 Canal St., Assessors Map 15, Lot 140)
- Cargill Falls Mill (52 Pomfret St., Assessors Map 15, Lot 81 and 58 Pomfret St., Assessors Map 15, Lot 127)
- Morse Mill (241 Morse St., Assessors Map 11, Lot 62 and 245 Church St., Assessors Map 11, Lot 18)
- Belding Mill (107 Providence St., Assessors Map 7, Lot 331)
- Nightingale Mill (350 Kennedy Dr., Assessors Map 11, Lot 65)
- Rhodes Mill (328 Kennedy Dr., Assessors Map 11, Lot 133)
- Whipple & Gilpatrick Mill (51 Pomfret St., Assessors Map 15, Lot 58)

All maps and lots listed above are as shown on Assessors Maps in effect as of May 28, 2014.

Industrial Heritage Overlay District Regulations

A. Statement of Purpose. The Town seeks to protect its remaining historically and architecturally significant structures and, in doing so, to require consideration of the physical, architectural and cultural context of such structures before approving redevelopment proposals which would alter such structures to add residential uses. Industrial Heritage Overlay Districts are intended to encourage renovation and/or adaptive re-use of Putnam's historic river mills, retain the potential for commercial and industrial development while permitting residential development, and preserve historic architectural design elements while adapting obsolete or underutilized structures and appurtenances to 21st Century needs. Factors to be considered by the Zoning Commission (the "Commission") in approving an IHOD Special Permit include:

1. To the maximum feasible extent, preservation of buildings and building elements possessing historic or architectural significance. Building additions shall be architecturally compatible with existing historic structures and the neighborhood (when feasible), and respect exterior attributes of such structures and neighborhood.

2. Adaptive re-uses that promote and incorporate a mix of uses in a proportion and in a scale which promotes physical and economic compatibility and that enhance the opportunity for creative development provided that residential living units shall not exceed 75% of the total square feet of re-use. The type, density and placement of each proposed use shall be indicated in the IHOD Application.

3. Compatibility with neighboring land uses, safe site access and egress for vehicular traffic, promotion of pedestrian safety, and provision for adequate parking. Adverse impacts to the surrounding neighborhoods, such as excessive lighting or noise, shall be avoided or mitigated.

4. Promotion of the vitality of the town's riverfront, including to provide for the public's use and enjoyment, preserve the scenic quality of wetland habitat, promote river related recreation, and provide for the protection of the river bank. New uses locating in the Industrial Heritage Overlay District should be of pedestrian scale and orientation; ensure the public's visual access and enjoyment of the river; evoke a feeling of the industrial history of the area; include design orientation both to the river and to the public way; and integrate public outdoor activities.

B. **Non-Residential Mixed-Use Projects**. In the IHOD, an IHOD Special Permit shall not be required for projects which do not include residential uses. Regulations for the underlying zoning district shall govern such non-residential mixed-use projects.

C. **IHOD Conceptual Development Plan.** Applicants are strongly recommended to initiate a pre-application meeting(s) with the Commission to allow informal discussion(s) between the applicant and the Commission of an IHOD Conceptual Development Plan. This process is intended to provide the Applicant with the Commission's input on the proposed project, which the applicant can then utilize in preparation for the detailed engineering work necessary to prepare the formal submission of the IHOD Special Permit application and its accompanying Final Development Plan, thereby minimizing delay, expense, and inconvenience to all interested parties. To facilitate productive discussion on the project, the IHOD Conceptual Development Plan should include all of the following exhibits:

1. **Executive Summary:** A summary description of the proposed project which includes a section proposing plans or reports to be included in the Final Development Plan.

2. **Existing Site Conditions Plan.** A submittal in the form of a map or an annotated aerial photograph showing property lines, the approximate location of existing site conditions and structures.

3. **Preliminary Circulation Plan**. A submittal in the form of a map or an annotated aerial photograph showing the approximate locations of all access and egress points and preliminary locations of internal circulation routes, including roads, drives, ways, pedestrian walks and paths within the proposed development.

4. **Preliminary Site Development Plan.** A submittal in the form of a map or an annotated aerial photograph showing approximately: (1) the approximate locations of structures to be retained, substantially rehabilitated, demolished or reconstructed, and the proposed allocation of uses therein expressed as total square feet for each use; and intended ownership of each type of proposed use. (2) The location and capacities of areas to be designated for common spaces and public spaces, including parking and service areas and areas to be landscaped (the general location for parking may be known, but total number of spaces may not be available at the Conceptual Development Plan Stage).

5. **Preliminary Building Elevations Plan.** A submittal, including renderings of architectural style, showing how the proposed project fits within the surrounding neighborhood context.

Neither the pre-application meeting(s), the informal discussion(s) of the Concept Development Plan, nor the Commission's suggestions shall be deemed to constitute approval or denial of any portion of the IHOD special permit application.

D. **IHOD Special Permit Application Procedures.** Projects which include residential uses within the Industrial Heritage Overlay District require approval from the Zoning Commission of an IHOD Special Permit for which an applicant must secure approval from the Commission of an IHOD Final Development Plan. Following an IHOD Special Permit application submittal, a hearing shall be scheduled with the Zoning Commission wherein the Owner/Developer presents the contents of the application and responds to questions from the Commission. The Zoning Commission thereafter may indicate considerations, conditions, or requests for the IHOD Final Development Plan and ensure the resulting project is consistent with IHOD goals. If the Zoning Commission finds that a proposed IHOD Final Development Plan is in substantial accordance with or represents the purpose and intent of the IHOD District, and that all fee payments have been made, the Commission may then approve such IHOD Final Development Plan and cause an IHOD Special Permit to issue.

E. **IHOD Final Development Plan.** The IHOD Final Development Plan shall include all of the following elements:

1. **Executive Summary.** A summary description of the proposed project which includes a section discussing input received from the Zoning Commission in its review of the Applicant's IHOD Conceptual Development Plan, if any, and how that input has or has not been incorporated into the IHOD Final Development Plan.

2. **Final Plans or Reports.** Submittals updating each of the preliminary plans / plan sheets reviewed at the IHOD Conceptual Development Plan discussion, if any, and providing the indicated additional reports, if any; plans shall be at a scale required by the Zoning Commission.

3. **Final Existing Site Conditions Plan.** A map showing property lines, the location of existing site conditions and structures, including wetlands and water courses, easements, street rights-of-way, access points, trees and landscape features.

4. **Final Circulation Plan.** A submittal in the form of a map showing the locations of all access and egress points and all internal circulation routes, including roads, drives, ways, pedestrian walks and paths within the proposed development. If more than 15 residential units are proposed, the Final Circulation Plan shall be accompanied by a trip generation report and analysis at normal and peak conditions, prepared by a professional traffic engineer, indicating projected traffic flows, directions, and volumes both to and from the proposed development and their projected effects on major intersections within one-half mile of the nearest boundary of the IHOD, and any proposed improvements that would result in an adequate level of service at affected intersections.

5. **Final Site Development Plan**. A submittal in the form of a drawing showing: (1) Preliminary floor plans for each proposed use, including a notation of square footage and unit counts on each floor. (2) the locations of structures to be retained, substantially rehabilitated, demolished or constructed, and the proposed allocation of uses therein expressed as total square feet for each use, including the specific types of proposed residential use (i.e., market-rate, affordable, or age-restricted housing); and intended ownership of each type of proposed use. (3) The location, capacities, and square feet of areas to be designated for common spaces and public spaces, including parking and service areas, areas to be landscaped, and the number of parking spaces in each area to be designated for parking.

6. **Final Utilities Plan**. If underground utility line changes are proposed, a submittal shall be made in the form of a map showing the location and directional flow of existing and proposed storm drainage and sanitary sewers, and connections with existing and proposed interceptors, outlets, or trunk lines outside the IHOD. This Plan shall include a letter signed by the Town's Water and Sewer Superintendent verifying the location, availability, and capacity of water and sewer utilities capable of serving the development, as well as letters of confirmation from other utilities proposed to be utilized in the property.

7. **Final Building Elevations Plan**. If changes are proposed for a historic river mill's exterior, or if additions or new structures or demolition is proposed, a submittal shall be made, including renderings of architectural style, materials for exterior of buildings; elevations should show how the proposed project fits within the surrounding neighborhood context.

8. **Final Construction Scheduling Plan**. A submittal indicating an approximate construction timetable which illustrates a schedule for the development of each phase of the IHOD. This timetable shall also include the square footage for each use in each indicated phase and the approximate location of such phases within the IHOD.

9. **Erosion and Sediment Control Plan.** A submittal with notes and detail drawings to show silt fence/hay bale and other mitigating measures.

10. **Drainage Plan & Drainage Report.** A submittal with notes and detail drawings showing type of drainage and water quality control systems proposed.

11. **Other Relevant Information.** Such other relevant information as the Zoning Commission may require in order to determine whether a proposal is consistent with the objectives of the town's "Industrial Heritage Overlay District". The final application shall include the information required under the Conceptual Development Plan if not previously provided to the Commission. The Commission may require additional drawings to supplement the above when more information is needed or special conditions occur.

12. **State Reviews.** Letters of certificate from the State Highway Department and Traffic Commission, where appropriate.

13. **Inland Wetlands Review.** A letter indicating preliminary review and approval by the Inland Wetlands Commission.

14. **Putnam Redevelopment Agency Review.** Submittal of a written recommendation from the Putnam Redevelopment Agency indicating that it has reviewed the Applicant's exterior plans and design drawings and concluded that they are architecturally compatible with existing historic structures and the neighborhood.

15. **Public Hearing Notice.** A list of adjoining property owners and copy of letter notifying them of the IHOD Special Permit application and scheduling of a public hearing.

16. **Boundary Survey.** If additions or new structures or demolition is proposed, or if new access or egress points are proposed, a survey of the proposed project shall be prepared to Class A-2 accuracy by a Connecticut licensed land surveyor.

17. **Design Drawings.** Submittals to scale showing:

    a. Exterior drawings of the proposed project illustrating design details.

    b. Design type, style and color of materials for the building façade and roof.

    c. Details and descriptions of window and exterior doors.

    d. Details and descriptions for all architectural trim and features.

    e. Details and descriptions of proposed awning types, lighting, and signage.

18. **Landscaping and Parking Plan.** A detailed plan showing all site features, landscaping, parking layout and spaces, and finished grading.

F. **IHOD Design and Construction Standards.** The following standards shall apply to the renovation and/or adaptive re-use of all IHOD properties:

1. **Encroachments**. Adaptive re-use requires flexibility, any existing historic structures located within the IHOD District is deemed to be conforming in terms of any encroachments on front, side and rear yard setbacks, maximum height and floor area ratio.

2. **Residential Density.** The following assumptions shall be used in calculating residential density:

    a. A maximum of 75% of the total floor area to be renovated and/or re-used in an existing historic structure may be used for residential living units; the remaining 25% or more of the total floor area to be renovated and/or re-used in an existing historic

structure shall be used for permitted non-residential uses and/or residential amenities exclusive of stairways, hallways and public spaces.

b. A living unit shall include no less than 30% of its square footage configured as sleeping space. The minimum size of the first sleeping space shall be 150 SF. The minimum permitted living unit shall be 500 SF plus 150 SF for the first sleeping space/bedroom included in a unit. Additional bedrooms shall be a minimum of 120 SF with no wall less than 9½ feet in length. No more than sixty percent (60%) of the total number of permitted residential units on the site shall be one-bedroom or less, and no more than fifteen percent (15%) of the total number of permitted residential units on the site shall be efficiency units.

3. **Build Out.** An IHOD Special Permit shall require that no certificate of occupancy for residential units shall be issued until such time as all residential spaces and non-residential spaces have a completed weathertight shell, which shall include a completed weathertight roof, walls, floor, windows, and doors.

4. **Additions.** Existing buildings may be proposed to be enlarged – provided that such addition is consistent with the structure's exterior historic architecture and does not exceed 25% of the total square feet of existing buildings, not including unusable spaces. Non-residential auxiliary structures may be permitted if they are architecturally compatible with the primary river mill structure.

5. Circulation and Access.

a. Traffic and safety impacts to existing and proposed roads shall be minimized.

b. Curb cuts shall be limited.

c. Access shall be provided to the extent feasible through existing side streets or shared driveways.

d. Pedestrian and vehicular traffic shall be separated.

e. Walkways shall be provided for access to adjacent properties and between businesses.

6. **Parking**.

a. Residential off-street parking shall be provided at a ratio of no less than 1.5 spaces per dwelling unit, and parking required for all non-residential uses shall be governed by Section 601 of these Regulations; provided, however, that the Commission shall determine the total parking requirement. The Commission may consider written agreements for shared off-site parking proximate to the site provided the applicant satisfies the Commission that the agreement is legally enforceable and of sufficient duration to avoid future problems. The applicant should also provide a viable long term alternate solution if the agreement to provide off-site parking is not permanent in nature. The Commission may also consider a written on-site shared parking

arrangement that allows a reduction in the number of required on-site parking spaces such that the peak usage periods of the various uses on the site will not occur simultaneously. A request for such a shared parking agreement, prepared by a registered traffic engineer, shall be submitted in narrative form, and shall be graphically depicted on a separate plan sheet, which shall demonstrate the specifics of the request and the justification for shared parking for the particular project. Any such shared parking agreements shall be approved by the Commission and shall be recorded in the Land Evidence Records of the Town.

b. Parking lot design and landscaping shall conform to Section 601, and to this Section, Subsection B.8. below, where applicable.

7. **Lighting**.

a. Parking areas shall be illuminated to provide appropriate visibility and security during hours of darkness.

b. Exterior lighting shall be architecturally integrated with the building style, material and colors.

c. Exterior lighting shall be designed so that light is shielded from direct offsite viewing and is not directed off or above the site.

d. Fixture mounting height should be appropriate for the project and the setting. Use of low, bollard-type fixtures, three to four (3-4) feet in height is encouraged as pedestrian area lighting. The mounted height of fixtures in smaller parking lots or service areas should not exceed sixteen (16) feet, with lower mounting heights encouraged, particularly where adjacent to residential areas or other sensitive land uses.

e. Raised light pole bases shall be attractively designed and well-detailed to be compatible with the overall project.

f. The use of vandal resistant well lighting is encouraged for lighting monument signs.

8. **Landscaping.** There shall be a landscaped buffer strip of at least twenty (20) feet around any waterway or wetlands and at the outer edge of parking lots abutting property boundaries; provided, however, that the Commission may waive this requirement if the applicant demonstrates to the satisfaction of the Commission that alternative landscaping in this area is more appropriate for the subject site. Screening of mechanical equipment, trash, and loading areas shall be provided through the use of walls, fences, and/or dense, evergreen plant materials. Existing trees shall be maintained as practicable and any new trees shall be carefully selected and located where they will complement the building elevation. Tree species, when additional trees are proposed, should be selected with root growth habits that will not cause damage to sidewalks, or such tree species should be sited away from such hardscape areas. Street tree placement shall include consideration for vehicle line of sight, entrance and exit curb cuts, street light and traffic control devices, and other site specific conditions.

9. **Buffers.** Common walls between residential and non-residential uses shall be constructed to minimize the transmission of noise and vibration. Residential buildings to be constructed or rehabilitated shall be designed to filter out noise and vibration through construction employing, but not limited to, such techniques as applying soundproofing material between dwelling units laterally and vertically, and between different uses; employing staggered joists and insulation. Non-residential uses shall be designed and operated, and hours of operation limited where appropriate, so that neighboring residents are not exposed to offensive noise, especially from traffic or late-night activity. No amplified music shall be audible to neighboring residents. No use abutting residential use shall engage in or cause very loud activities. Odor, dust, and fumes shall be effectively confined to the origin of its use and so disposed as to avoid air pollution and its dissemination to other uses within the IHOD and other adjacent properties. Where the IHOD abuts a residentially zoned property, a buffer strip equal to the abutting setback requirements shall be required.

10. **Storage.** Outside storage of recreational vehicles, trailers, pleasure craft and boats shall not be permitted in an IHOD. Except as specified below, outdoor storage shall be enclosed within permanent walls or fences integrated into the design of the building and shall be screened from view from public ways and abutting properties.

    a. Storage of goods thereon shall not exceed the height of screening walls or fences.

    b. Goods shall not be displayed in landscaped areas, on exterior walls, or in parking lots, except where outdoor display areas have been delineated on the approved Final Development Plan and such displays shall not impede the normal use of sidewalks or other pedestrian walkways.

    c. Vending machines shall not be allowed on the outside of any buildings.

    d. Garbage or recycling dumpsters/compactors shall have doors or lids that shall remain closed when not being loaded or unloaded and shall be contained in enclosures.

    e. Racks for seasonal storage of canoes and kayaks for recreational purposes shall be permitted on the premises in selected locations approved by the Commission and shown on the IHOD Final Development Plan.

11. **Signage.**

    a. All signs in an IHOD shall be architecturally integrated with their surroundings in terms of size, shape, color, texture, and lighting so that they are complementary to the overall design, scale, character, use, and heritage of the building and are not in visual competition with other signs within the IHOD.

    b. Signs shall not obscure the building's architectural features or detailing.

c. Sign materials should have matte or dull finish. Signs should be limited to two or three contrasting colors that are compatible to the colors on the building. Carved wooden signs are encouraged.

d. Externally lit signs, with pendant lighting fixtures are encouraged. Any external spot or flood lighting shall be arranged so that the light source is screened from direct view by passersby, and so that the light is directed against the sign and does not shine into adjacent property or blind motorists and pedestrians.

e. Signs with slots for changeable letters are prohibited. Signs with moving text or scrolls are prohibited.

f. New signs proposed shall be incorporated into a signage program presenting unifying elements and providing logical, designated sign areas.

g. The only freestanding signs allowed shall be three dimensional monument signs located at property entrances or exits and shall be limited to identifying the name of the property and shall not be greater than five (5) feet in height; provided, however, that the Commission may waive this requirement and wall sign requirements if the applicant demonstrates to the satisfaction of the Commission that alternative signage is more appropriate for the subject site as designed in a comprehensive sign package submitted along with the special permit application. In no instance shall a sign exceed the height of the adjacent building. Monument sign materials shall reflect the character of the use and the building the sign identifies and shall be made of permanent, durable materials such as concrete or brick.

12. **Stormwater.** Special attention shall be accorded to stormwater runoff so that the neighboring properties and/or the public stormwater drainage system are not adversely affected. Attention shall also be accorded to design features which address the affects of rain, snow, and ice, with particular attention to affects on the areas between buildings and the river, and to provisions for snow and ice removal from circulation areas.

13. **Directional Expression & Sense of Entry.** Development shall be oriented so that both river and street side facades are primary. Materials on the riverside of a structure shall be of equal character and quality as those on the street side. Both facades should incorporate surfaces, colors, textures, materials, detailing and other building components that are consistent, dimensionally proportional and pedestrian friendly.

14. **Prohibited Uses.** Uses prohibited in the IHOD are indicated at Section 304 Table III-1 – Industrial Heritage Overlay District (IHOD) Special Permits. Residential uses in the IHOD shall not include the letting of rooms which shall mean living units kept, used, advertised, or held out to be a place where sleeping accommodations are furnished to roomers or boarders, whether for remuneration or compensation or not, on a transient, non-long term leased basis, but not to include residential uses operated as hotels or elderly facilities.

15. **Other Regulations.** The entire structure, and building permit plans submitted, shall satisfy all applicable building, fire, health, housing and zoning requirements and/or regulations of the town and such compliance will be a condition of the granting of occupancy permits. If required by the Building Inspector prior to the issuance of a building permit:

    a. **Structural Report.** A comprehensive report shall be made providing an analysis of structural issues and measures necessary to secure the structural integrity of existing structures, including the structural integrity of buildings in which partial demolition is proposed and Retaining Wall Calculations for any proposed walls (design and cross section to be shown on a plan).

    b. **Lighting Schedule and Plan.** A submittal showing existing and proposed exterior lighting, including building and ground lighting; locations, supports, mounting heights, and orientation of all luminaries and light distribution patterns.

    c. **Remediation Plan.** A submittal locating areas to be mitigated, remediation procedures, controls to ensure safety and containment during remediation, and appropriate DEEP guidelines to be followed.

G. **IHOD Administration.**

1. **Third Party Consultants**. The Town may, at its discretion and through the Zoning Commission, hire third party consultants to aid the Fire Marshal, Zoning Commission, Inland Wetlands Commission, and/or Redevelopment Agency in their review of any proposed alteration, demolition or redevelopment of a river mills structure or site within an Industrial Heritage Overlay District and/or in the review of plans. The Building Inspector may require the Owner/Developer's licensed architect or engineer to inspect all work and to certify its compliance with approved plans. The fees estimated by third party consultants shall be borne by the applicant and shall be due and payable to the Zoning Commission prior to the applicant's filing of an IHOD Final Development Plan or application for an Alteration or Demolition Special Permit.

2. **Performance Security**. The developer, either individually or through the general contractor, shall provide to the Commission a project Performance Security Agreement which shall guarantee, to the Commission's satisfaction, the completion of the construction of all improvements necessary to ensure (1) the timely and adequate completion of any site improvements that will be conveyed to or controlled by the Town, and (2) the implementation of any erosion and sediment controls required during construction activities. The Performance Security Agreement shall be in a form acceptable to the Commission and approved by the Town Attorney. Such project security shall take the form of a Bank Deposit Escrow Agreement or a Letter of Credit. The agreement shall reference the specific project and the construction timeline and provide that the Commission may drawdown on the performance security should the developer fail to complete any site improvements that will be conveyed to or controlled by the Town and/or to implement any erosion and sediment controls required during construction activities within the timeline specified by the Commission. Performance security shall be in an amount equal to the anticipated actual costs for the completion of any site improvements that will be conveyed to or controlled by the Town and/or the implementation of any erosion and sediment controls required during construction activities as determined by a writing signed by the developer's engineer, accepted by the Commission and confirmed by independent review. Said performance security shall be released upon the developer's submittal of evidence that any site improvements that will be

conveyed to or controlled by the Town and/or the implementation of any erosion and sediment controls required during construction activities have been completed, pursuant to the approved plans.

3. **Condominium Agreements**. If the dwelling units within the site are to be in the form of a condominium, the provisions of **Section 703 – Condominiums** shall be applicable.

2. **Quinebaug Regional Technology Park Overlay District (TPOD)** – This overlay district is intended to promote economic development, with particular attention to high-technology business, in a different manner from customary industrial development, utilizing the transportation network opportunities offered by the I-395/Kennedy Drive intersection and the readily available nearby utilities relative to certain parcels of land located westerly of Kennedy Drive noted herein, as a community of manufacturing, research and development, and service businesses located together on adjacent or common properties, or connected by a virtual network to other participating companies within the region. This unconventional method of development is known as Eco-Industrial Development, whereby member businesses seek enhanced environmental, economic, and social performance through collaboration in managing environmental and resource issues, analogous to an ecosystem found in nature. By working together, the community of businesses seeks a collective benefit that is greater than the sum of individual benefits each company would realize by only optimizing its individual performance.

Technology Park Overlay District Regulations

A. Establishment of the District

The Quinebaug Regional Technology Park Overlay District (TPOD) is hereby established as an overlay district superimposed on the underlying zoning districts as shown on the map entitled "Quinebaug Regional Technology Park Overlay District (TPOD), Town of Putnam, Connecticut" dated March 2013, with additional detail and information added to said map and dated April 2013. This map is hereby made a part of these Zoning Regulations and is on file in the Offices of the Town Clerk and of the Zoning Commission. The TPOD is more specifically described as consisting of all or a portion of the land encompassed within the following Putnam Assessors' Tax Parcels as in existence as of March 2013, as so indicated below:

- Assessors Map 37, Lot 7 (portion)
- Assessors Map 37, Lot 44 (all)
- Assessors Map 37, Lot 54 (portion)
- Assessors Map 44, Lot 1 (portion)
- Assessors Map 44, Lot 6 (all)
- Assessors Map 44, Lot 22 (portion)

All use, dimensional and other requirements of the provisions of these Zoning Regulations governing the underlying zoning districts shall remain in full force and effect, except for a project undergoing development pursuant to this Section. In the TPOD, regulations for the underlying zoning district(s) may remain in effect for all uses permitted in said underlying district and not otherwise allowed in the

TPOD. For projects developed in accordance with this Section, where the provisions of the TPOD are silent on a zoning regulation, the requirements of the underlying zoning district shall apply unless contrary to the intent of the TPOD.

B. Intention and Goal of the District

The TPOD is intended to promote economic development, with particular attention to high-technology business, in a different manner from customary industrial development, utilizing the transportation network opportunities offered by the I-395/Kennedy Drive intersection and the readily available nearby utilities relative to certain parcels of land located westerly of Kennedy Drive noted above, as a community of manufacturing and service businesses located together on adjacent or common properties, or connected by a virtual network to other participating companies within the region. This unconventional method of development is known as Eco-Industrial Development, whereby member businesses seek enhanced environmental, economic, and social performance through collaboration in managing environmental and resource issues, analogous to an ecosystem found in nature. By working together, the community of businesses seeks a collective benefit that is greater than the sum of individual benefits each company would realize by only optimizing its individual performance.

The goal of the TPOD is to improve the economic performance of the participating companies by allowing them to share infrastructure as a strategy for enhancing production and minimizing costs while minimizing their environmental impacts. Components of this approach include green design of park infrastructure and plants; cleaner production; pollution prevention; energy efficiency; and inter-company partnering, by coordinating overall park maintenance, working together to follow the principles of natural systems through cycling of resources, working within the constraints of local and global ecosystems, and optimizing energy use. Thus the TPOD offers firms the opportunity to cooperatively enhance both economic and environmental performance through increased efficiency, waste minimization, innovation and technology development, access to new markets, strategic planning, and attraction of financing and investment. The TPOD also seeks benefits for neighboring communities to assure that the net regional impact of its development is positive. Because the TPOD is an area that is environmentally sensitive owing to proximity to the Aquifer Protection Area (APA), uses permitted in the district are intended to provide protection to the quality of the aquifer.

C. Use Categories within the District

1. Environmental Business

The emphasis in the use categories established for the TPOD Overlay District, which shall apply in the zoning district as a matter of right or by special permit in accordance with uses listed in Subsections a., b., and c. below, and more specifically within **Table III-1 – Schedule of Uses and Districts**, is on "**Environmental Business".** The term "Environmental Business" refers to those business activities that involve pollution reduction, materials recycling, and alternative or "green" energy resources research and development, along with the manufacturing, assembly, and distribution of products emanating from these activities. Environmental business uses involve two distinct, but sometimes related, types of land use. The first denotes process-based enterprises where

materials are utilized to create a new value-added product, or where processes are directly applied for purposes of environmental remediation. The second denotes uses with an environmental component or components, but not with a primarily process-based orientation. Business uses that have an "environmental component" may include: (1) assembly or manufacturing of pollution reduction equipment, which may be associated with management or testing of air, soil, or water quality, or noise attenuation; and assembly or manufacturing of alternative/renewable energy products (such as solar photovoltaic panels and fuel cells); (2) technical consulting or testing firms in which environmental remediation activity takes place at on-site or off-site locations; and (3) facilities typically required for businesses with an environmental component include office operations, laboratories and equipment storage, and loading areas.

Uses, and all related site development, shall be subject to site performance and design standards in accordance with Subsection D. of this Section, below, for the TPOD district, including standards for storage, screening and landscaping, site perimeter buffering, and all "nuisance" conditions to be controlled on-site.

Environmental business uses may include any of the following activities: analytical services (testing and analysis of air, soil, waste, water, chemicals, and similar analytical services); production of consumer and industrial products, such as water saving devices, efficient lighting, packaging made from recycled materials, advanced industrial pumps, and similar products; research and development of energy resources, such as renewable and alternative energies, and other activities associated with alternative energy development; and manufacturing of environmental equipment, such as oceanographic instrumentation, air, soil, and water quality cleanup equipment, noise, and vibration control devices, water pollution reduction equipment, and similar manufacturing.

The uses defined above as "Environmental Business" should not be construed as limiting the undertaking of office, research and development, and other use types that may have an environmental focus.

a. Office

Office use type refers to offices, individual firms, or organizations which are primarily used for the provision of executive, management, administrative, financial, or professional services. Offices may be of the corporate, multiple building occupancy, or free-standing type, subject to any further restrictions imposed within individual land uses in the TPOD; and other use classifications when the service rendered is that customarily associated with administrative offices.

b. Industrial

Industrial use type refers to on-site production or manufacturing processes. Proper screening, buffering and site performance standards shall be required. This use type includes warehousing and distribution facilities that may be associated with production processes and office or research facilities ancillary to the principal use. Industrial uses may include such uses as processing of locally-grown food products and high technology food production, pharmaceuticals manufacturing, manufacturing

of alternative/renewable energy components including energy-saving controls and devices, manufacturing of energy-efficient controls and devices, and manufacture of materials and products for the green construction industry including assembly of prefabricated building components and uses of the same general type.

Emerging industrial technologies that have come to the economic front and are projected to emerge as major activities in the future will be emphasized and encouraged. Emerging uses include: manufacturing associated with distributed computing and telecommunications; materials synthesis and processing for advanced structural materials, electronic and photonic materials, and other industrial applications; flexible integrated manufacturing, encompassing such activities as innovative machine concepts, intelligent sensors and process control techniques, computer-based tools for product or process design, manufacturing infrastructure design, and techniques for systems management; assembly or construction of state-of-the-art transportation systems, design and manufacturing of emerging alternative/renewable energy equipment, and pollution reduction and other environmental remediation equipment.

c. Research and Development

Research and development use type refers to the research, development, and prototypical pilot manufacturing or limited production of products designed primarily for initial marketing of electronic, industrial, alternative/renewable energy and fuels (such as solar photovoltaic arrays, heat pumps, and fuel cells), scientific, biotechnological, and biomedical products, and applied process engineering. Examples of uses include: biotechnology (applied molecular biology); computer-component manufacturers; distributed computing and telecommunications (information technology); transportation research; and other uses intended to create new products or to improve existing ones. Research and development uses may vary considerably in terms of scale of operations, and may involve the continued development of improved or new products.

2. Conference / Cultural Uses

The conference/cultural use types that shall be applicable in the TPOD overlay zoning district refer to educational, cultural, governmental, recreational, and other uses which are strongly vested with public or social importance. Uses in this category include hotels with conference space, conference centers, public and private schools engaged in training in technological trades, and social clubs or similar non-profit membership organizations such as Lions, Rotary, YMCA/YWCA, Boys & Girls Club, etc., which support the tenants and employees of the technology park as well as residents of Putnam and the region.

D. Site Plan / Site Performance and Design Guidelines

1. For all uses applicable to the TPOD in accordance with these Regulations, applications shall be accompanied by five (5) copies of a site plan in ink at scale of one (1) inch equal to no more than forty (40) feet. Such plan shall conform to Class A-2 standards for accuracy in accordance with the Regulations of Connecticut State Agencies, Connecticut General Statutes Section 20-300b-1

through 20-300b-20 or as amended. The purpose of a site plan is to provide the Commission with information that will enable it to determine that the proposed buildings and uses shall be arranged in a manner that enhances the health, safety and welfare of the citizens of Putnam and shall be of such character as to harmonize with the neighborhood, to accomplish a transition in character between areas of unlike character, to protect property values in the neighborhood, to preserve and protect natural resources and the appearance and beauty of the community and to avoid undue traffic congestion.

a. Approval of a site plan shall be presumed unless a decision to deny or modify it is rendered by the Commission within 65 days after the date of receipt, except that such time period may be extended for not more than one (1) additional period of 65 days, with the consent of the applicant.

b. A copy of any decision by the Commission on a site plan shall be sent by certified mail to the applicant within fifteen (15) days after such decision is rendered.

2. **Site Plan Content Requirements.** Site plans shall be drawn at a scale of at least one inch equals forty feet (1" = 40') and shall be on sheets either 36 x 24 inches or 18 x 12 inches in size and, in addition to the applicable information required for the submission of an application under these Regulations as put forth in Section 113 of these Regulations, site plans submitted under this Section of these Regulations shall clearly show, to the satisfaction of the Commission, the following information:

a. Name and address of applicant;

b. Address of property and name of owner of record;

c. Scale, north arrow, date of drawing or its revision, and name of person preparing the site plan;

d. Property boundaries, dimensions and area;

e. Locations of all existing and proposed buildings and uses including but not limited to signs, sidewalks, driveways, parking and loading areas, and abutting streets; poles, hydrants, and other utility appurtenances; areas to be used for exterior storage and the type of screening to be provided;

f. Dimensions of all yards, as required by these Regulations;

g. Locations and descriptions of water supply and sewage disposal facilities;

h. Contour lines at two foot (2') intervals or at other intervals as may be determined by the Commission to be sufficient to clearly show natural drainage; if grading is proposed, the existing and proposed contours will be shown;

i. Existing and proposed drainage structures on the property and those off the property that may be affected by the proposed building or use. In order to minimize impact to downstream drainage facilities, increase the environmental quality of stormwater runoff, and to provide for water conservation and increased groundwater recharge measures, Low Impact Development (LID) methods as defined in the latest edition of the Connecticut Stormwater Quality Manual, as may be amended from time to time (or its successor), shall be incorporated into the stormwater design;

j. Proposed landscaping, including the type, size and location of proposed plantings;

k. The parking and/or loading space layouts;

l. Location and configuration of all driveways; and

m. Submission of a Soil Erosion and Sediment Control Plan in accordance with the requirements of Section 606 of these Regulations.

3. **Putnam Water Pollution Control Authority Review and Certification.** Upon submission of a site plan application, the applicant shall submit a letter or other applicable form of documentation from the Putnam Water Pollution Control Authority (WPCA) which states that the WPCA has reviewed the proposed project use for the site and has certified that there is adequate volume and capacity within the water supply system to supply the project, as proposed, with potable water, and adequate volume and pressure to provide necessary firefighting capability to the project as proposed, in accordance with existing State permits. In appropriate circumstances the WPCA shall consult with DPH and/or DEEP if the WPCA determines there is a material issue as to capacity.

4. **Aquifer Protection Areas.** Where applicable in the TPOD, site development shall be subject to the "Town of Putnam Municipal Regulations Aquifer Protection Areas" as amended.

5. **Site Performance and Design Guidelines**

The site plan submitted under this Section shall be designed pursuant to the following Site Performance and Design Guidelines.

a. Newly installed utility services, and service revisions made necessary by exterior alterations, shall be underground.

b. A desirable streetscape and attractive landscape transitions to adjoining properties shall be provided.

c. Existing trees at four (4) inches or greater caliper shall, if possible, remain on the site, and be incorporated into the site plan. Trees to be planted shall be two inches (2”) to two and one-half inches (2 ½”) in caliper at the time of planting, the locations of which shall be depicted on the site plan.

d. Utility and service equipment areas shall be screened from public view with materials that are harmonious with the building and site development.

e. Signs shall be designed as an integral architectural element of the building and site to which it principally relates and shall be coordinated with the building architecture and site design.

f. Exterior lighting, where used, shall enhance public safety, the building design, and the landscape. Said lighting shall be consistent with the recommended standards put forth by the International Dark-Sky Association.

g. No parking or loading areas shall be located within the required front yard setback area, unless the applicant can demonstrate to the Commission through a Connecticut registered engineer that such location is not feasible due to on-site conditions.

h. In order to minimize impact to downstream drainage facilities, increase the environmental quality of stormwater runoff, and to provide for water conservation and increased groundwater recharge measures, all stormwater design shall be according to Low Impact Development (LID) methods as defined in the latest edition of the Connecticut Stormwater Quality Manual, unless the applicant can demonstrate to the Commission through a Connecticut registered engineer that LID is not feasible nor desirable due to on-site conditions. Wherever practical, walkways shall be paved with pervious pavers to encourage groundwater recharge. Impervious pavement should be limited to the minimum area necessary to provide for adequate traffic circulation, and for parking and loading area needs. Low Impact Development Techniques, where appropriate onsite, may include but are not limited to the following:

   i. the use of pervious pavement or grid pavers (which are very compatible for parking lot and fire lane applications), or impervious pavement without curbs or with notched curbs to direct runoff to properly designed and installed infiltration areas; the use of vegetated swales, tree box filters, and/or infiltration islands to infiltrate and treat stormwater runoff (from building roofs and parking lots);

   ii. the minimization of access road widths and parking lot areas to the maximum extent possible to reduce the area of impervious surface;

   iii. if soil conditions permit, the use of dry wells to manage runoff from the building roofs;

   iv. the use of vegetated roofs (green roofs) to reduce the runoff from buildings;

v. proper treatment of special activity areas (e.g. loading docks, covered maintenance and service areas);

vi. the installation of rainwater harvesting systems to capture stormwater from building roofs for the purpose of reuse for irrigation; and

vii. providing for pollution prevention measures to reduce the introduction of pollutants to the environment.

i. Appropriate controls, designed to remove sediment and oil or grease typically found in runoff from parking and driving areas, shall be included in any stormwater collection system to be installed or upgraded. Non-structural measures to dissipate and treat runoff are strongly encouraged, including infiltration using pervious paving, sheetflow from uncurbed pavement, and vegetated swales. If a stormwater collection system must be installed, potential controls include gross particle separators, deep sump catch basins with oil-grease traps and/or detention/retention basins. Any catch basins installed in conjunction with roadway or parking lot paving shall have deep sumps to trap sediments and hoods to trap oil and grease. If more than one (1) acre of pavement drains to a common discharge point, a gross particle separator shall also be installed, in accordance with advanced designs for said gross particle separators incorporating cyclonic or swirl technology, that the DEEP has approved. The appropriate variety of this type of unit with a cyclonic design shall be installed in conjunction with each outfall, depending on the size of the drainage area. Provisions shall be made for the periodic maintenance that will be required to insure continued effectiveness of these control measures.

j. Buildings shall be located and oriented on the lot in a manner that best enhances solar gain and provisions for other alternative energy systems such as wind and geothermal energy. Consequently, buildings and landscaping shall not be constructed in such a manner that excessively shades buildings on adjacent lots or inhibits predominant natural wind currents.

k. The applicant shall utilize landscaping techniques to minimize or eliminate watering requirements. The applicant is encouraged to install a non-potable well for landscaping requirements and to construct and use storage tanks/cisterns to reduce peak demands on stormwater management systems and potentially to capture rainwater for non-potable irrigation uses.

6. **Decision on Site Plan**

a. The Commission shall render a decision on any site plan application under this Section within sixty-five (65) days after the receipt of a completed application. The applicant may consent to one or more extensions of such period, provided the total period of any such extension or extensions shall not exceed two further sixty-five (65) day periods. No application will be accepted unless it is accompanied by the proper application form or those forms have previously been filed with the Commission. For the purposes of this Section, the day of receipt of an application or site plan shall be deemed to be the day of

the Commission's next regularly scheduled meeting immediately following the day of submission of such application to the Commission or its authorized agent, or thirty-five (35) days after such submission, whichever is sooner.

b. The Commission may either deny or approve the application as submitted, modify and approve the application, or approve the application as submitted. A decision to deny or modify an application shall set forth the reasons for such denial or modification.

Section 302 – District Boundaries

A. The boundaries of Districts are established as shown on the "Official Zoning Map."

1. The Official Zoning Map shall be at a scale of 1" = 1000' and identified by the signature of the Chairman of the Town Zoning Commission, and shall bear the date of the most recent zoning amendment.

2. The boundaries of the Industrial Heritage Overlay District (IHOD) and the Quinebaug Regional Technology Park Overlay District (TPOD) are as established in Section 301, Subsections D.1. and D.2. respectively.

3. When, in accordance with the provisions of these regulations, changes are made in district boundaries or other matter portrayed on the Official Zoning Map, such changes shall be made on the Official Zoning Map together with an entry on the Official Zoning Map as follows: "As amended to (date). (Such date to be that of the most recent amendment.) The Official Zoning Map shall be filed in the office of the Town Clerk and an updated copy shall be displayed in the Land Use Office.

B. The boundaries between districts are, unless otherwise indicated, either the centerline of streets, watercourses, and right of way of power lines, railroads and other public utilities, or such lines extended, or lines parallel thereto. Where the boundaries of a single district are indicated as including directly opposite sides of a street, lane, lake or watercourse, or right of way or a power line, railroad or other public utility, for any portion of its length, the district so indicated shall be construed to apply to the entire bed of such street, lane, lake or watercourse, or right of way of such power line, railroad, or other public utility lying within such portion of its length. Where uncertainty exists as to the location of any of said boundaries as shown on the Zoning Map, the following rules shall apply:

1. Where district boundary is indicated as approximately following the centerline of a street, lane, lake or watercourse, or right-of-way of a power line, railroad, or other public utility, such centerline shall be construed to be such boundary.

2. Where a district boundary is indicated as approximately following a lot or other property line, such lot or property line shall be construed to be such boundary.

3. Where a district boundary divides a lot or runs through undivided property, the location of such boundary shall be determined by using the scale appearing on said map, unless distances are specified on the map.

4. Where distance are specified on the Map between a street and a district boundary, they shall indicate that the district boundary runs parallel to the street line at a distance therefore equivalent to the number of feet so indicated, unless otherwise specified. Where scaled distances to not agree with such figure, the figures shall control.

5. Where a District boundary divides a lot in one ownership into two or more residential Districts, the area, frontage, bulk and yard requirements for that lot shall comply with those set forth for the District which comprises a majority of the area of said lot.

6. Where a District boundary divides a lot in one ownership into a residential and a nonresidential District or into two nonresidential Districts, the area and frontage requirements for that lot shall comply with those that are more restrictive as set forth for such Districts. All other building requirements shall correspond with those of the particular District in which a use, structure or building is established or constructed.

7. Where physical or cultural features existing on the ground area at variance with these shown on the Official Map, or in other circumstances not covered by the above subsections, the Commission shall interpret the district boundaries.

Section 303 – Federal or State Owned Property

Whenever Federal or State owned property is included in one or more zoning districts, it shall be subject to the provisions of those Regulations only insofar as permitted by the Constitution and laws of the United States of America and of the State of Connecticut.

Section 304 – Schedule of Uses and Districts

Only those items that are specifically permitted by these Zoning Regulations shall be allowed. If a use is not mentioned in these Zoning Regulations, it is not allowed by interpretation.

Table III-1 – Schedule of Uses and Districts:

- Uses permitted in the zoning district as a matter of right are marked with a “P.”
- Uses permitted in the zoning district as a special permit are marked with an “S.”
- Where the letter “N” appears, the uses are prohibited in the zoning district.

Table III-1 – Schedule of Uses and Districts

Residential	AG2	R40	R20	R10	R7	HC	GC	NC	DP	M/OD	I	P	WWTF	IHOD	TPOD
Accessory Living Quarters	S	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Bed and Breakfast	S	S	S	S	S	N	N	S	N	N	N	N	N	N	N
Condominium	N	N	S	S	S	N	N	S	N	N	N	N	N	S	N
Active Adult Housing	N	N	S	S	S	N	N	N	N	N	N	N	N	S	N
Multi-Family Dwellings	N	N	S	S	S	N	N	S	N	N	N	N	N	S	N
Single Family Detached	P	P	P	P	P	N	N	S	N	N	N	N	N	N	N
Single Family Conversion	S	S	S	S	S	N	N	S	N	N	N	N	N	N	N
Two-Family or Duplex	N	N	N	P	P	N	N	S	N	N	N	N	N	N	N
Agriculture, Livestock, and Domestic Animals	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**
Agriculture, including Farm Stands – Sale of Produce Grown on the Property by the Occupant *A Farmers' Market in which produce is grown off-site may be allowed as a matter of right in the P district.	P	S	S	N	N	N	N	N	N	N	N	P*	N	N	N
Commercial Kennels (See Section 412)	S	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Dormitories for Agricultural Laborers	S	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Farm Equipment and Heavy Equipment Dealers and Services	S	N	N	N	N	P	P	N	N	N	S	N	N	N	N
Horticultural Nursery & Greenhouse	P	S	N	N	N	N	N	N	N	N	N	N	N	N	S
Livestock Keeping (See Sections 413 & 414)	P	S	S	S	S	N	N	N	N	N	N	N	N	N	N
Sawmill & Planing Mill	S	N	N	N	N	N	N	N	N	N	S	N	N	N	N
Veterinarian and Animal Hospital (See Section 412)	S	N	N	N	N	P	P	S	N	N	N	N	N	N	N
Extractive and Non-Manufacturing Uses	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**
Earth Removal (See Section 607)	S	N	N	N	N	N	N	N	N	N	N	N	N	N	S
Institutional and Education	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**
Adult Daycare	N	N	N	N	N	S	S	S	N	S	N	N	N	S	N
Ambulatory Health Care Facility	N	N	N	N	N	S	S	S	N	S	N	N	N	S	N
Assisted Living	N	N	N	S	S	N	N	N	N	S	N	N	N	S	N
Cemetery	S	S	S	N	N	N	N	N	N	N	N	N	N	N	N
Church, place of worship or other religious purpose	S	S	S	S	S	S	S	S	S	S	N	N	N	S	N
Community center, youth club, adult education center	N	N	N	S	S	S	S	S	S	S	N	N	N	S	P
Hospitals	N	N	N	N	N	N	N	N	N	S	N	N	N	S	N
Hospital Hospitality Houses	N	N	N	N	N	N	N	N	N	S	N	N	N	S	N
Library and Museum	S	S	S	S	S	N	N	S	S	N	N	N	N	S	N

Institutional and Education (continued)	AG2	R40	R20	R10	R7	HC	GC	NC	DP	M/OD	I	P	WWTF	IHOD	TPOD
Philanthropic Uses and Charitable Institutions	N	N	N	N	N	P	P	N	N	S	N	N	N	S	N
Physical Therapy and other Health Related Services	N	N	N	S	S	P	P	S	S	S	N	N	N	S	N
Public or Private Daycare	S	S	S	S	S	S	S	S	S	S	N	N	N	S	N
Private club or lodge operated not for profit and for members only	N	N	N	S	S	N	S	S	N	N	N	N	N	N	N
Public and private schools engaged in training students for technological trades	N	N	N	N	N	N	N	N	N	S	N	N	N	S	P
Rehabilitation Center	N	N	N	N	N	N	N	N	N	S	N	N	N	S	N
Rest, Convalescent, or Nursing Home	S	S	S	N	N	N	N	S	N	S	N	N	N	S	N
School, college or other institution, such as a trade, driving, music, dancing, martial arts or professional school conducted as a private gainful business providing medical, scientific, technical, and other similar types of technical instruction *Less than 10,000 square feet in area	N	N	N	N	N	S	S	S*	S	S	N	N	N	S	S

Public Uses	AG2	R40	R20	R10	R7	HC	GC	NC	DP	M/OD	I	P	WWTF	IHOD	TPOD
Fire or Police Station	S	S	S	S	S	S	S	S	N	S	S	N	N	S	S
Garage or Utility (Government Owned)	S	S	N	N	N	N	N	N	N	N	N	N	N	S	S
Government-Owned Building (except penal institution, garage or utility)	S	S	S	S	S	S	S	N	N	N	N	N	N	S	S
Municipal Schools	N	S	S	S	S	N	N	N	N	N	N	N	N	S	N
Public Works	S	S	N	N	N	N	N	N	N	N	N	N	N	S	N
Town Office Building	S	S	S	S	S	S	S	S	S	S	N	S	N	S	N
Yard, building and structures for general public construction, maintenance, operations and equipment storage such as a highway or water department; including open air storage of motor vehicles or heavy equipment, pipes or poles, sand, gravel or other earth products, or other materials or equipment	S	S	S	N	N	N	N	N	N	N	N	N	N	N	N
Water Pollution Control and Wastewater Treatment Facility – Waste Water Treatment Facility and Public Water Supply and Service	N	N	N	N	N	N	N	N	N	N	N	N	P	N	N

Recreational and Entertainment	AG2	R40	R20	R10	R7	HC	GC	NC	DP	M/OD	I	P	WWTF	IHOD	TPOD
Adult Oriented Establishments subject to the provisions of Section 707 of these Regulations	N	N	N	N	N	S	N	N	N	N	N	N	N	N	N
Boarding Camps	S	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Bowling Alleys, Billiards, and Pool	N	N	N	N	N	P	P	N	N	N	N	N	N	S	N
Day Camps	S	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Exercise Center, Gymnasium, Sauna, Tanning Salon, Health Club *Tanning Salon only **Exercise Center only	N	N	N	N	N	P	P	P	P*	S**	N	N	N	S	N
Golf Course and Country Club (including banquet/special event facilities)	S	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Indoor motion picture theater	N	N	N	N	N	S	S	N	N	N	N	N	N	S	N
Miniature Golf, Driving Range, Batting Cages	N	N	N	N	N	S	S	N	N	N	N	N	N	S	N
Other Indoor Amusement or Entertainment excluding Adult Oriented Establishments	N	N	N	N	N	S	S	S	N	N	N	N	N	S	N
Other Commercial Outdoor Recreation Use	N	N	N	N	N	N	N	N	N	N	N	N	N	S	N
Park, playground, or outdoor recreation facility not conducted as a private gainful business	P	P	P	P	P	P	P	P	P	N	N	N	N	S	N
Riding Academies and Schools	S	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Tennis Club	S	N	N	N	N	N	N	N	N	N	N	N	N	S	N
Theatre	N	N	N	N	N	P	P	N	S	N	N	N	N	S	N

Transportation	AG2	R40	R20	R10	R7	HC	GC	NC	DP	M/OD	I	P	WWTF	IHOD	TPOD
Automobile parking area or structure owned or operated by the Town or other governmental agency	N	N	N	N	N	N	P	P	P	S	N	P	N	N	N
Commercial off-street parking area or structure for the parking or storage on a fee basis of automobiles and light commercial vehicles with a rated capacity of 1 ton or less provided no repairs, servicing or sale of gasoline is carried on	N	N	N	N	N	S	S	N	S	N	N	N	N	N	N
Motor Freight Terminal	N	N	N	N	N	N	N	N	N	N	S	N	N	N	N
Passenger Station for Public Transportation	S	S	S	S	S	P	P	P	P	P	S	S	N	S	S
Railroad Freight Service	N	N	N	N	N	N	N	N	N	N	P	N	N	N	S

Utilities	AG2	R40	R20	R10	R7	HC	GC	NC	DP	M/OD	I	P	WWTF	IHOD	TPOD
Hydro Power Electric Generating Station	N	N	N	N	N	N	S	S	S	S	S	N	N	S	S
Residue Facility	S	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Radio and TV Stations	N	N	N	N	N	P	P	P	P	N	S	N	N	S	S
Radio, TV, Wireless and, Electronic Transmitters and Towers	S	S	S	N	N	S	S	P	P	S	S	N	N	S	S
Telephone Exchange and Transfer Station	S	S	S	S	S	P	P	S	P	S	S	N	N	S	S
Facilities for Essential Services	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Storage/Distribution	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**
Cold Storage	N	N	N	N	N	S	S	N	N	N	P	N	N	S	N
Storage of Explosive Materials	N	N	N	N	N	N	N	N	N	N	S	N	N	N	N
Fuel Dealer, not including Bulk Storage	N	N	N	N	N	S	S	N	N	N	N	N	N	S	N
General Warehousing and Storage	N	N	N	N	N	N	N	N	N	N	S	N	N	S	N
Open Lot Storage of Building Materials and Machinery	S	N	N	N	N	S	S	N	N	N	S	N	N	N	N
Open Storage of Earth Material	N	N	N	N	N	N	N	N	N	N	S	N	N	N	N
Open Storage of Earth Material, if associated with a permitted Earth Removal Operation	S	N	N	N	N	N	N	N	N	N	N	N	N	N	S
Retail and Wholesale Distribution Establishment:															
• Under 100,000 square feet	N	N	N	N	N	S	S	N	N	N	P	N	N	S	N
• Over 100,000 square feet	N	N	N	N	N	N	N	N	N	N	S	N	N	N	N
Business Services	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**
Art Studio (not including body art)	N	N	N	N	N	N	N	P	P	N	N	N	N	S	N
Professional Office	N	N	N	N	S	P	P	P	P	P	N	N	N	S	S
Bank, credit union, trust company or similar financial institution including drive-up service	N	N	N	N	N	P	P	P	P	P	N	N	N	S	N
Industrial Service or Equipment Sales	N	N	N	N	N	N	N	N	N	N	P	N	N	N	N
Newspaper Office	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Photo Studio	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Personal service establishments, for example, barber shop, beauty shop, nail salon, laundry and dry cleaning pickup agency, shoe repair, self-service laundry, hand laundry, and tailoring uses	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Monuments	N	N	N	N	N	P	P	N	N	N	N	N	N	S	N
Pet Grooming	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Mortuary or Funeral Home	N	N	N	N	N	P	P	N	N	N	N	N	N	N	N
Recording Studio	N	N	N	N	N	S	S	S	S	N	N	N	N	S	N
Travel Agency	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Business Services (continued)	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**

Consumer service establishments, for example, upholsterer, lawnmower or appliance repairman, or small tool and equipment rental shop	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Trade services, for example, machine shop, welding shop, plumbing, electrical or carpentry shop or similar service	N	N	N	N	N	S	S	N	N	N	P	N	N	S	N
Auto body or paint shop, provided that all work is carried out inside the building	N	N	N	N	N	S	S	N	N	N	S	N	N	N	N
Heavy Truck and Tractor Trailer service and repair, exclusive of bodywork and painting	N	N	N	N	N	S	S	N	N	N	P	N	N	N	N
Lodging, Dining and Conference/Banquet	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**
Brewpub	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Café – up to 24 persons and no alcohol	N	N	N	N	N	P	P	P	P	S	N	N	N	S	N
Catering Service, Caterer	N	N	N	N	N	P	P	P	P	N	P	N	N	S	N
Confectionary or Ice Cream Shop	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Conference Center	N	N	N	N	N	S	S	N	N	S	N	N	N	S	S
Conference/hotel center	N	N	N	N	N	S	S	N	N	N	N	N	N	S	S
Drive-In Restaurant	N	N	N	N	N	P	P	N	N	N	N	N	N	N	N
Hotel – no conference center, with facilities and services for hotel room guests only	N	N	N	N	N	S	S	N	N	N	N	N	N	S	N
Restaurant, Fast Food – with Drive-Up Window	N	N	N	N	N	P	S	S	N	N	N	N	N	N	N
Restaurant, Fast Food – without Drive-Up Window	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Restaurant – with Outdoor Dining	N	N	N	N	N	S	S	N	S	N	N	N	N	S	N
Restaurant – without Outdoor Dining	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Tavern, Bar or Lounge	N	N	N	N	N	S	P	S	P	N	N	N	N	S	N
Retail	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**
Antiques and Collectables Sales	S	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Appliance Sales *Less than 10,000 square feet in area	N	N	N	N	N	P	P	P*	P*	N	N	N	N	S	N
Automotive Sales (New and Used)	N	N	N	N	N	P	P	N	N	N	N	N	N	N	N
Automobile Accessory Dealers – No Service	N	N	N	N	N	P	P	N	N	N	N	N	N	S	N
Book Stores and Stationary Stores	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Building Materials and Home Goods Stores **Less than 2,500 square feet in area	N	N	N	N	N	P	P	P**	P**	N	N	N	N	S	N

Retail (continued)	AG2	R40	R20	R10	R7	HC	GC	NC	DP	M/OD	I	P	WWTF	IHOD	TPOD
Automobile washing and detailing establishment using mechanical equipment for the purpose of cleaning automobiles and other vehicles	N	N	N	N	N	S	S	N	N	N	N	N	N	N	N
Clothing, Miscellaneous Apparel and Accessories Sales	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Computers and Electronics Sales and Service, and Sales of Electronic Games and Recorded Media	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Convenience Stores +Less than 5,000 square feet in area	N	N	N	N	N	P	P	P+	P	N	N	N	N	S	N
Retail Bakeries + Less than 5,000 square feet in area	N	N	N	N	N	P	P	P+	P	N	N	N	N	S	N
Drugstores *Less than 10,000 square feet in area	N	N	N	N	N	P	P	P*	P*	N	N	N	N	S	N
Florist	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Automobile Service Station for the retail sale of gasoline, oil and other automobile fuels, and auto accessories and minor automotive repairs and servicing such as oil changes, lubricating, tune-ups, adjusting, and repairing brakes, tire service, radiator cleaning and flushing, washing and polishing, and major and minor servicing and repair of motor vehicles including light trucks and motorcycles. May or may not include retail sales of convenience goods.	N	N	N	N	N	S	S	S	N	N	N	N	N	N	N
General Merchandise, Department Store, Furniture, Household and Office Goods	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Grocery Stores; Meat, Fish, Fruit and Vegetable Market; Delicatessens *Less than 10,000 square feet in area	N	N	N	N	N	P	P	P	P*	N	N	N	N	S	N
Hardware Stores *Less than 10,000 square feet in area	N	N	N	N	N	P	P	P	P*	N	N	N	N	S	N
Heating, Plumbing and Electrical Supply and Services	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Jewelry, Watches, Clocks, and Optical Goods – sales and services	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Lawn and Garden Supply Stores, including animal feed	S	N	N	N	N	P	P	N	N	N	N	N	N	S	N
Lumber and Related Building Materials	S	N	N	N	N	P	P	N	N	N	N	N	N	S	N
Monuments	N	N	N	N	N	P	P	N	N	N	N	N	N	S	N
Musical Instrument Shops, including music lessons	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Paint, Glues, Floor Covering and Wallpaper Stores	N	N	N	N	N	P	P	N	N	N	N	N	N	S	N
Retail (continued)	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**

Liquor Stores (See Section 708)	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Pet Stores (no kennels or other outdoor holding facilities)	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Rental Service Stores	N	N	N	N	N	P	P	P	N	N	N	N	N	S	N
Retail Printing and Copying Service	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Specialty Food Stores, under 5,000 square feet	N	N	N	N	N	P	P	P	P	N	N	N	N	S	N
Supermarket	N	N	N	N	N	P	P	P	N	N	N	N	N	S	N
Industrial	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**
Apparel & Related Finished Product	N	N	N	N	N	N	N	N	N	N	P	N	N	S	N
Bakery Products	N	N	N	N	N	N	N	N	N	N	S	N	N	S	N
Concrete Products, except pre-cast concrete products	N	N	N	N	N	N	N	N	N	N	S	N	N	N	N
Dry Cleaning Plant (No Pick Up)	N	N	N	N	N	N	N	N	N	N	S	N	N	N	N
Electrical Machinery, Equipment & Supplies	N	N	N	N	N	N	N	N	N	N	P	N	N	S	S
Electronics/Computer Components	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Electronic Information Storage or Processing	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Fabricated Metals – except Ordnance	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Flour Mills	N	N	N	N	N	N	N	N	N	N	S	N	N	N	N
Food and drink preparation: bakeries, canning, freezing, refrigeration, roasting, bottling, and creameries	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Food & Kindred Products – excluding Slaughterhouses	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Light non-nuisance manufacturing providing that all resulting cinders, dust, flashing, fumes, gases, odors, refuse matter, smoke and vapor is effectively confined in a building or disposed of in a manner so as not to create a nuisance or hazard to safety or health; and further provided that no noise or vibration is perceptible without instruments at a distance greater than 50 feet	N	N	N	N	N	N	N	N	N	N	P	N	N	S	S
Lumber & Wood Products	N	N	N	N	N	N	N	N	N	N	S	N	N	S	S
Manufacturing, compounding, processing, packaging, treatment, or fabrication of products conducted wholly within an enclosed building as a component process in connection with the production, fabrication, and assembly of products, including: cutting, forging, stamping, casting, extruding, drilling, machining, welding, brazing, soldering, sawing, cleaning, shot and sand blasting, grinding, enameling, painting, galvanizing, finishing, heat treating and rustproofing	N	N	N	N	N	N	N	N	N	N	P	N	N	S	S
Medical devices, including surgical, medical, and dental instruments and supplies	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Industrial (continued)	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**

Motor Vehicle Parts and Accessories -- manufacture of including mechanical, electrical and electronic parts, components and subassemblies, such as braking systems, safety devices, pollution control mechanisms, and electronically controlled fuel systems.	N	N	N	N	N	N	N	N	N	N	P	N	N	S	S
Metal Alloy -- making of products from iron, brass, bronze, pewter, tin, lead or aluminum, but excluding the smelting or founding of such metals	N	N	N	N	N	N	N	N	N	N	P	N	N	S	S
Nanocomposites, nanostructured surfaces and nanocomponents (electronic, optical, sensors etc.), where nanoscale particles are incorporated into a substance, material or device	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Nanotechnology manufacturing - silicon wafer fabrication, semiconductor manufacturing and similar nanoelectronics and nanotechnology manufacturing which use "clean room“ manufacturing techniques	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Pharmaceutical products; including compounding of drugs and cosmetics	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Photographic, and Optical Instruments -- manufacture or assembly of measuring, analyzing, controlling,	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Plastics: extrusion, molding, and fabricating of panels, sheets, tubes, pellets, rods, and component parts	N	N	N	N	N	N	N	N	N	N	P	N	N	N	S
Precast Concrete Products	N	N	N	N	N	N	N	N	N	N	S	N	N	N	N
Primary Metal Industries including Foundries & Steel Mills	N	N	N	N	N	N	N	N	N	N	S	N	N	N	N
Printing, Publishing & Allied Industries	N	N	N	N	N	N	N	N	N	N	P	N	N	S	N
Production/assembly operations: the production and/or assembly of products from materials or parts previously produced or processed elsewhere, including fiberoptics, ceramics, instruments, optical goods, computer hardware, scientific instruments, electrical and electronic equipment, motors, and related finished products	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Professional, Scientific, and Controlling Instruments	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Residue Facility (See Section 710)	S	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Rubber & Plastic Products	N	N	N	N	N	N	N	N	N	N	P	N	N	N	S
Stone, Clay & Glass Products	N	N	N	N	N	N	N	N	N	N	P	N	N	S	S
Stone cutting, shaping and finishing in enclosed buildings	N	N	N	N	N	N	N	N	N	N	S	N	N	N	S
Textile Products	N	N	N	N	N	N	N	N	N	N	P	N	N	S	S
Transportation Equipment	N	N	N	N	N	N	N	N	N	N	P	N	N	N	S
Welding Shop, Sheet Metal Shop, Blacksmith	N	N	N	N	N	S	S	N	N	N	P	N	N	N	S
Technology	**AG2**	**R40**	**R20**	**R10**	**R7**	**HC**	**GC**	**NC**	**DP**	**M/OD**	**I**	**P**	**WWTF**	**IHOD**	**TPOD**

College and university based applied research (particularly that which improves environmental quality, sustainability, and human health)	N	N	N	N	N	N	N	N	N	S	P	N	N	S	P
Development of agricultural technologies with an emphasis on medical, pharmaceutical and enhanced productivity of food crops, including development and production of valued added sustainable agricultural products; and further with an emphasis on providing a location for the processing of food crops and livestock grown within the region	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
"Green" and sustainable manufacturing and research, and related environmental consulting, with the goals of improved environmental, worker health and safety, and energy performance	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Pilot plants in which prototype production processes can be tested and used for assembly of products of a technological environmentally sustainable nature	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Research and Development Facilities intended for basic and applied research, development of technology-based products and services, or testing of technology based products and services	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Research, development, experimental, or testing laboratories	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Technical offices for testing, research or development	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Technology-dependent or computer-based facilities dedicated to the processing of data or analysis of information	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P
Software development or production	N	N	N	N	N	N	N	N	N	N	P	N	N	S	P

Accessory Uses	AG2	R40	R20	R10	R7	HC	GC	NC	DP	M/OD	I	P	WWTF	IHOD	TPOD
Any Accessory Use, incidental to main use and located on the same lot as the main use, and permitted	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Any Accessory Use, incidental to main use permitted by Special Permit and located on the same lot as the main use	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Customary Home Occupations	S	S	S	S	S	N	N	P	N	N	N	N	N	S	N
Private Day Care Incidental to Main Use – Group Day Care and Home Day Care Center	P	P	P	P	P	S	S	P	S	S	S	N	N	S	S
Accessory storage of a recreational trailer or vehicle, registered automobile or boat, or utility trailer, provided it is not in the front yard	P	P	P	P	P	N	N	N	N	N	N	N	N	N	N
Accessory structure, such as a private garage, playhouse, greenhouse, tool shed, private swimming pool, carport, or similar accessory structures not used as part of business	P	P	P	P	P	N	N	N	N	N	N	N	N	N	N
Newsstand, barber shop, dining room or cafeteria, and similar accessory services primarily for occupants or users thereof within a hotel, office, institutional, educational, technological, or industrial use provided such use is conducted within and entered only from within the principal building	N	N	N	N	N	P	P	P	P	P	P	N	N	S	P
Accessory Parking, incidental to main use (See Section 601)	P	P	P	P	P	P	P	P	P	P	P	P	P	S	P

Section 305 – Accessory Uses

Accessory uses authorized in these Regulations shall include, but not be limited to the following:

A. Accessory buildings or structures include but are not limited to private garages, storage sheds, carports, garden shed, alternative energy system, television dish, gazebos, utility buildings/rooms, verandas, glass rooms, porches, screened porches or awnings, swimming pools, tennis courts, and screened enclosures. Buildings or structures secondary and incidental to agricultural uses include, but are not limited to stables, barns, paddock areas and storage areas. Accessory buildings or structures may have a full or half bath; but may not have living quarters or a kitchen. Accessory uses include a child or adult day care center accessory to a church or school, a golf driving range accessory to a golf course, and the package sales of alcoholic beverages accessory to a convenience store. Except where otherwise provided in this Section, an addition which is attached to a principal structure shall not be considered an accessory building, but shall be considered part of the principal structure.

B. Uses Accessory to Agriculture: Greenhouses; roadside stand for sale of agricultural products produced on the premises; keeping, breeding and management of livestock and poultry; preparation of agricultural products produced on the premises for the actual disposal thereof by marketing or otherwise. When approved by Special Permit according to Section 114, Riding Academies or Boarding Stables may, as an accessory use, operate a Tack Shop, i.e., sale of products incidental to this use.

C. Uses Accessory to Dwelling:

1. Private garage, private parking space, private barn, private swimming pool, shelter for pets.

2. Private greenhouses, provided that none of the products thereof may be sold or offered for sale.

3. Living quarters for household employees, caretakers or watchmen.

4. Office, studio or rooms for home occupation as defined in Section 706 of these Regulations.

5. The renting of rooms within the dwelling in which the lessor resides, to not more than two (2) non-transient persons, with or without the provisions of table board for such persons. Uses authorized in these Zoning Regulations as accessory to a dwelling shall not be deemed to include a business or personal service shop or other than as specified above.

D. Uses Accessory to Public Park, etc.: Customary recreational, refreshment and service uses and buildings in any public park, reservation, playground or other recreational area.

Article IV

Height and Area Regulations

Section 401 – Schedule of Dimensional Requirements

All buildings or structures hereafter erected or altered shall, unless otherwise stated in these regulations, shall conform to the requirements for the zone in which such building or structure is located as noted in **Table IV-1** of this Section.

Table IV-1 – Schedule of Dimensional Regulations

Zoning District	Use	Minimum Lot Size		Maximum % Coverage	Maximum Height of Building		Minimum Yard Dimensions				Accessory Buildings Located in Rear Yard Minimum Yard Dimensions	
		Area sq. ft. per dwelling unit or use	Frontage Width (ft.)		Principal (ft.)	Accessory (ft.)	Front (ft.)	Corner Side (ft.)	Side (ft.)	Rear (ft.)	Side (ft.)	Rear (ft.)
AG-2	All Uses	87,120	250	10	35	22	50	50	50	50	10	10
	Barns for Livestock as Accessory Use					35					75	75
R-40	All Uses	40,000	200	15	35	22	50	30	20	40	10	10
	Multi-Family Uses	****										
R-20	All Uses Except Multi-Family	20,000	100	20	35	15	50	30	20	20	10	10
	Multi-Family Uses	*	100	20	35	15	50	30	20	20	10	10
R-10	Single-Family Detached	10,000	90	30	35	15	25	25	20	25	5	5
	Single-Family Semi-Detached	**	50	30	35	15	25	25	20	25	5	5
	Multi-Family	**	90	30	35[1]	15	25[1]	25[1]	20[1]	25[1]	5	5
	All Other Uses	**	90	30	35	15	25	25	20	25	5	5
R-7	Single-Family Detached	7,000	70	30	35	15	20	20	15	25	5	5
	Single-Family Semi-Detached	***	60	30	35	15	20	20	15	25	5	5
	Two-Family Detached	***	100	30	35	15	20	20	15	25	5	5
	Two-Family Semi-Detached	***	150	35	35	15	20	20	25	25	5	5
	Multi-Family	***	100	30	35[1]	15	20[1]	20[1]	25[1]	25[1]	5	5
	All Other Uses	7,000	50	30	35	15	20	20	15	25	5	5

* 20,000 sq. ft. of lot area per dwelling unit.
** 10,000 sq. ft. of lot area per dwelling unit.
*** 7,000 sq. ft. of lot area per dwelling unit.
**** 30,000 sq. ft. of lot area per dwelling unit for such that are allowed under the provisions and conditions of Section 304 Table III-1 – Schedule of Uses and Districts.

Table IV-1 – Schedule of Dimensional Regulations (continued)

	Use	Minimum Lot Size		Maximum % Coverage	Maximum Height Of Building		Minimum Yard Dimensions				Accessory Buildings Located in Rear Yard Minimum Yard Dimensions	
		Area sq. ft. per dwelling unit or use	Frontage Width (ft.)		Principal (ft.)	Accessory (ft.)	Front (ft.)	Corner Side (ft.)	Side (ft.)	Rear (ft.)	Side (ft.)	Rear (ft.)
M/OD	All Uses	10,000	70	30	45	15	25	25	10	25	5	0
NC	Residential	7,000	60	30	35	15	20	20	15	15	5	5
	All Other Uses	7,000	60	40	35	15	15	10	10	20	5	5
GC	All Uses	10,000	100	30	35	15	30	30	15	25	10	10
HC	Uses Without Sewers	40,000	150	40	35[4]	15	50	50	25	20	10	10
	Uses With Sewers	10,000	60	40	35[4]	15	20	20	10	20	5	5
PD	All Uses	No Requirements	50	80	40[2]	15	10	10	0[3]	20	0[3]	5
TPOD	All Uses	87,120	50	50	50[5]	15	35	35	15	20	10	10
I	Industrial	87,120	50	50	50[5]	15	35[6]	35[6]	15[6]	20[6]	10[6]	10[6]
WWTF	Waste Water Treatment Facility	100,000	None	50	50[5]	50	50	50	50	50	50	50
IHOD[7]	All Uses	N/A[7]	N/A[7]	N/A[7]	N/A[7]	N/A[7]	N/A[7]	N/A[7]	N/A[7]	N/A[7]	N/A[7]	N/A[7]

Footnotes:

1. Building height may be increased to fifty feet, provided that for every foot of height in access of thirty-five feet, there shall be added to each yard requirement one corresponding foot of width or depth.
2. Building height may be increased to sixty-five feet, provided that for every foot of height in excess of forty feet, there shall be added to each yard requirement one corresponding foot of width or depth.
3. When abutting a residential district, the side yard shall be ten feet.
4. Building height may be increased to sixty-five feet, provided that for every foot of height in excess of thirty-five feet, there shall be added to each yard requirement one corresponding foot of width or depth.
5. Building height may be increased to sixty five feet, provided that for every foot of height in excess of fifty feet, there shall be added to each yard requirement one corresponding foot of width or depth.
6. Any yard abutting a residential district, highway or major street shall be increased to one hundred feet and shall be landscaped.
7. Not applicable: there are no specific dimensional requirements for the IHOD district because the intent of this overlay district is principally to provide for the reuse and rehabilitation of the existing mill structures found therein.

A. The lot or yard areas required for any new building or use may not include any part of a lot that is required by any other building or use to comply with any provisions of these Regulations.

B. Lots shall not be separated or transferred in ownership so as not to comply with the provisions of these Zoning Regulations.

Section 402 – Number of Residential Structures Per Lot

No more than one principal residential building shall be permitted on a lot except in the case of multi-family structures and as otherwise provided in these Regulations.

Section 403 – Height Limitation of Fences and Walls

A fence or wall, except a retaining wall, shall not exceed six (6) feet in height unless, that for each foot the fence or wall exceeds six (6) feet in height, the fence or wall is set back four (4) feet from the property line. The appearance side (or good side) should face the exterior of the lot upon which the fence is erected. Face neighboring property. An exception to the appearance side (good side) requirement may be granted by the Zoning Enforcement Officer when the proposed fence is intended to be used for the housing of Livestock over Fifty (50) pounds (in accordance with the regulations).

Section 404 – Exceptions to Height Regulations

Greater heights for structures may be allowed for agricultural or industrial uses provided that urgent and necessary reasons are shown. Such structures as silos, water towers and gymnasiums may exceed the limit if approved as a Special Permit by the Commission.

Section 405 – Building Separation

Each separate building on a lot shall be at least ten (10) feet from any other separate building on the same lot.

Section 406 – Authorized Departures from Yard Requirements

A. **Waiver of Front Yard Restriction** – Where lots on both sides of a vacant lot have principal buildings which are within twenty-five (25) feet of the side lot line and extend into the require front yard upon the effective date of these Regulations, the front yard requirement for the vacant lot may be the average of the front yards of the adjacent lots.

B. **Waiver of Front Yard Restrictions** – Where a vacant lot is adjacent to an improved lot whose principal building is within twenty-five (25) feet of the side lot line, and extends into the required front yard upon the effective date of these Regulations, the front yard requirement for the vacant lot may be the average of the front yard of the adjacent improved lot and the front yard required for the district in which the vacant lot is located.

C. **Three Sided Lot** – In the event that a lot contains only three sides, the width of the lot shall be considered to be the distance between side lot lines, measured at the required front yard depth. The rear yard shall be measured from a line ten feet in length entirely within the lot and parallel to the front lot line.

D. **Irregular Lot** – In the event the front yard of a lot abuts a curve, a cul-de-sac or a junction of two streets that forms an interior angle approximating 90 degrees, the width of the lot shall be considered to be the distance between the two side lot lines, measured at the required front yard depth.

E. **Reduction of Lot Frontage** – In any "A" or "R" residential district, lot frontage may be reduced to not less than fifty (50) feet for those lots fronting entirely on turnarounds or cul-de-sacs. In such instances, the required frontage shall be measured at the building line.

F. No lot area shall be so reduced that the area of the lot, or the dimensions of the open spaces, shall be smaller than herein prescribed.

Section 407 – Minimum Livable Floor Areas

A. In residential structures, minimum livable floor areas shall be as follows:

1. Single-Family Detached Structures: AG2, R40, and R20 District – 1,000 square feet;

2. Single-Family Detached Structures: R10 and R7 – 1,000 square feet;

3. Two-Family Detached Structures: 850 square feet per dwelling unit;

4. Modular Units to conform to the above subsections A.1. through A.3.

5. Multi-Family Structures: 600 square feet per dwelling unit; 500 square feet for efficiency dwelling units.

Section 408 – Utility Substations

A Uses shall be located no closer than twenty (20) feet of the property line within or adjacent to a residential district, or no closer than twenty-five (25) feet of any street line.

B. There shall be provided a vegetative screen consisting of hardy evergreens or shrubs, not less than four (4) feet high at the time of planting, which shall provide a visual screen from adjacent residential districts and public streets. Such screen may be located on or within the setback area required in Subsection "A." above.

Section 409 – Corner Vision Obstruction

On a corner lot in any district no sign, fence, wall, tree, hedge, or other vegetation and no building or other structure shall exceed 2 1/2 feet in height above the plane established by the intersecting streets within the triangle formed by the lot lines abutting the intersecting streets and a line connecting points on these lot lines at a distance 25 feet form the point of intersection of the lot lines. A fence, hedge, wall, sign or other structure or vegetation may be maintained on any interior lot provided that in the front yard area, no such structure or vegetation shall be over 3 feet in height above the adjacent ground within 5 feet of the front lot line unless it can be shown that such vegetation will not restrict visibility in such a way as to hinder the safe entry of a vehicle from any driveway to the street.

Section 410 – Dimensional Standards for Certain Special Permit Uses

A. In an AG-2 district, all Special Permit industrial uses shall meet the following standards:

1. Buildings shall be at least 200 feet from the side or rear lot line, and at least 300 feet from a dwelling or the adjoining premises.

2. No building, except a passenger station for public transportation, shall be erected or used which is nearer the front lot line than two hundred (200) feet.

3. No parking or storage of vehicles and equipment shall be allowed nearer than fifty (50) feet to any lot line, and the natural vegetation within the open space shall be maintained.

4. There shall be no emission of smoke, noise, dust, odor or other disturbance than that customarily permitted in a residential district.

5. All activities, other than parking, shall be conducted wholly within enclosed buildings, including storage of materials and equipment.

6. All regulations applicable to industrial districts are adhered to except those directly in conflict with the minimum height, area, width and yard regulations specified in Section 401 Table IV-1 Schedule of Dimensional Regulations for an AG-2 district.

B. Standards for boarding schools or boarding camps:

1. Buildings shall be at least 200 feet from the side or rear lot line, and at least 300 feet from a dwelling or the adjoining premises.

2. There shall be one-quarter (1/4) acre of land for every person, including employee residing at the school and camp.

3. Structures shall be located at least seventy-five (75) feet apart.

4. Driveways or parking areas shall be at least fifty (50) feet.

5. The minimum overall area shall be at least fifty (50) acres.

C. Standards for Golf Courses and Tennis Clubs:

1. Buildings shall be at least 200 feet from the side or rear lot line, and at least 300 feet from a dwelling or the adjoining premises.

2. The area of Golf and Country Clubs must be at least twenty (20) acres, and of Tennis Clubs at least four (4) acres.

3. Structure shall be at least one hundred (100) feet from any highway or two hundred fifty (250) feet from any dwelling on an abutting lot.

D. Cemeteries shall contain at least five (5) acres.

Section 411 – Minimum Lot Requirement with Respect to Sewage Disposal

The following regulations shall apply whenever the requirements of Section 401 Table IV-1 Schedule of Dimensional Regulations, are less restrictive:

A. Septic tanks, leach fields, or any part thereof, shall be at least twenty (20) feet from any property line and seventy-five (75) feet from any well.

B. Districts where there are neither sanitary sewers nor public water supply, lots shall have a minimum area of one (1) acre and a minimum lot width of one hundred fifty (150) feet, except when larger lots are required in the district.

C. Districts where there are no sanitary sewers but are served with public water supply shall have a minimum lot area of twenty thousand (20,000) square feet and a minimum lot width of one hundred (100) feet, except when larger lots are required in the district. Smaller lot sizes and widths then specified in "A" and "B" above, but not less than prescribed in the district, may be permitted when authorized as a special Permit upon submission of satisfactory evidence that the smaller lot area or width will provide safe and effective sanitary sewage disposal in the particular location. Such evidence may include but shall not be limited to a specific recommendation from the official representative of the State Board of Health having jurisdiction.

Section 412 – Kennels and Veterinary Hospitals

Uses shall adhere to the following dimensional requirements:

A. The lot in an AG-2 district shall be five (5) acres or greater;

B. The building in an AG-2 district for the housing, boarding or treatment of animals shall be set back one hundred fifty (150) feet from any property or street line;

C. A building housing animals shall be of solid construction, with insulation; shall have finished interior walls; all external doors shall be of solid core construction; and ceilings shall be insulated and finished with sound absorbent materials;

D. Exercise runs shall have finished masonry floor with covered drains, and shall be separated by solid partitions of at least four (4) feet in height;

E. The kennel rooms and exercise runs shall be provided with forced air ventilation and shall have no open windows; and

F. No dogs shall be housed or exercised in outside kennels or runs.

Section 413 – Horse and Pony Farms, Riding Academies, or Boarding Stables

Uses shall adhere to the following dimensional requirements:

A. There shall be two (2) acres of land for the first horse or pony on the premises and one-half (1/2) additional acre for each additional horse or pony thereafter; and

B. Riding-rings, boarding stables or any similar structure for the keeping of animals shall be at least fifty (50') feet from the property line. The storage of fertilizer of manure shall be located at least one hundred (100') feet from any property line, street line or lot line.

Section 414 – Livestock

A. No pigsty shall be built or maintained on marshy ground or land subject to overflow, nor within three hundred feet of any inhabited house or public meeting house on property other than that of the proprietor of the pigsty.

Keeping of livestock in other than an AG-2 District shall adhere to the following requirements:

A. Large animals (over fifty pounds when mature) – two acres is required for two head of livestock, plus one-half (1/2) acre for each additional head.

B. Small animals (under 50 pounds when mature) – one acre is required for six small animals, plus one-half (1/2) acre for each additional six-head.

C. Fowl – one acre is required for twenty-four (24) birds, plus one-half (1/2) acre for each additional 12 birds, except for the keeping of chickens on lots of less than one acre in the R-40, R-20, R-10, and R-7 districts, which is conditional on a Special Permit from the Commission subject to the following conditions:

1.. A chicken coop and enclosure (pen) shall be required on all residential properties where chickens are kept.

2. Chickens are allowed only in the chicken coop and the outdoor enclosure.

3. Roosters and free range fowl are not permitted.

4. The coop shall accommodate not more than six (6) chickens, must be located in the rear yard and shall not exceed a maximum size of eight (8) feet by six (6) feet and a maximum height of six (6) feet.

5. The outdoor enclosure shall be a minimum of eight (8) feet by six (6) feet.

6. A metal sealable food container is required.

7. Waste materials must be disposed of in a manner that will not cause odor, flies or attract vermin.

8. The coop, enclosure and storage/composting of waste must be set back a minimum of thirty five (35) feet from all property lines and shall not be visible from the street.

Section 415 – Industrial District Bulk Requirements

A. The following structures and improvements are specifically excluded from the setback requirements:

1. Steps and walks.

2. Fences, except that no fences shall be placed in the front yard.

3. Landscaping.

4. Planters, not to exceed three (3) feet in height.

5. Signs identifying the owner or occupant subject to written approval of the Commission and as regulated by these regulations.

B. Building Height

1. No structure shall exceed sixty-five (65) feet in height. Building height is the vertical distance measured from the mean level of the ground within twenty (20) feet of the building to the highest point of the roof. Chimneys, spires, towers and similar projections not intended for human occupancy shall not be governed by this height restriction. Any building in excess of fifty (50) feet shall require a Special Permit in accordance with the Putnam Zoning Regulations.

Section 416 – Rear Lot

A. The use of an existing rear lot or the creation of one rear lot from a parcel of land undivided since May 9, 1960, or in the case of a subdivision where the unusual shape of the property would dictate that one rear lot be created to accomplish the best use of the land, may be permitted by Special Permit for residential development upon meeting the following criteria:

1. The lot shall have an unencumbered access, at least fifty (50) feet wide, to a street. This access shall not be separated from the rear lot, encumbered or sold and shall remain a private access with no Town services.

2. Only one rear lot may be created for each lot in existence on the effective date of these Regulations. For this Section, contiguous lots, as defined in Section 503, Adjacent Nonconforming Lots of Record, shall be considered one lot.

3. The rear lot shall conform to the dimensional criteria of Section 401 Schedule of Dimensional Regulations for the applicable district except that the lot frontage may be reduced to fifty (50) feet as referenced in Subsection A.1. above. In calculating lot area, the access strip shall be excluded.

4. The Commission may establish more stringent requirements for the access, lot size or yard requirements because of land configuration, topography or soil conditions.

5. The lot areas, frontage, yard criteria for rear lots are determined in accordance with "1.", "2.", and "3." above.

6. Access to rear lots shall be separated by a minimum distance. Said minimum distance shall be the applicable lot frontage for the district.

7. Only the erection of one single-family dwelling and pertinent accessory building or structure shall be permitted on a rear lot. The owner of the rear lot shall provide and maintain the driveway, drainage and utility installations in the access area.

B. The application for a Special Permit for a rear lot shall include:

1. A site plan in accordance with Section 114.

2. A survey of the property, stamped by a Registered Land Surveyor or Engineer.

3. The statement from the applicant demonstrating that the proposed rear lot provides the best development of the land when drainage, land configuration, accessibility, topography and utilities are taken into consideration.

C. The access to a rear lot may be developed as a street in accordance with the Putnam Subdivision Regulations, if a property owner wishes to further subdivide the property. In subdividing the property, the rear lot must meet all applicable dimensional criteria.

D. The use of an existing rear lot, or the creation of a rear lot from a parcel of land notwithstanding the road frontage requirement set forth in Section 401 Table IV.1. Schedule of Dimensional Regulations, shall be allowed for Residue Facility development if:

1. The proposed Residue Facility has been granted a Special Permit as having met the standards set forth in Section 710 of the Zoning Regulations; and

2. The rear lot and its access meet the relevant criteria therefore set forth in clauses (1), (2), (3), (4), and (5) of Subsection A. above.

Article V

Nonconforming Uses, Structures, Lots, and Off-Street Parking

Section 501 – Nonconforming Uses

A. A nonconforming use may be continued so long as it remains otherwise lawful subject to the following restrictions:

1. Such use shall not be enlarged or extended beyond the existing building or structure without the granting of a Special Permit by the Commission as specified in Section 501 herein.

2. Any lawful nonconforming use of a portion of a building may be extended throughout the building, and any lawful nonconforming use may be extended upon the lot occupied by such building for Commercial and Industrial Nonconforming Uses only provided that the area of such building shall not be increased by more than a total of twenty-five (25) percent of the area of such building existing on the date it first became a lawful nonconforming use, and provided further that any extension or addition shall conform with all height, area, width, yard and coverage requirements for the District in which it is located.

3. Such use may occupy any parts of a structure which were designed at the time of the adoption of these Regulations.

4. Such use shall not be moved in whole or in part to any portion of the land other than that occupied by such use at the time of such addition of these Zoning Regulations.

5. Such use which has been abandoned and not actively used for a period of more than one year shall not be resumed.

6. Any structure containing a nonconforming use which is destroyed or damaged in any manner or from any cause whatsoever, to the extent of seventy-five percent of its current market value at the time such damage, as determined by the Agent, shall not be repaired or rebuilt unless the proposed use shall be in conformance with the provisions of these Zoning Regulations. In determining restoration cost, the cost of the land or factors other than the cost of the structure itself shall not be included. The prior nonconforming use may be rebuilt if a Special Permit is granted by the Commission. The application must conform with Section 114.

7. Such use shall not be changed to another nonconforming use without granting of a Special Permit by the Commission. Applicant must comply with Sections 304 and 305. This section shall not apply to uses listed within the same category in Table III-1 – Schedule of Uses and Districts as determined by the Agent.

8. Such use, if changed to a conforming use shall be properly maintained in good repair provided that such work does not enlarge or extend any nonconforming use.

Section 502 – Nonconforming Structures

C. Restrictions on Nonconforming Structures - A nonconforming structure may be continued so long as it remains otherwise lawful, subject to the following:

1. A nonconforming structure shall not be enlarged or altered to increase its nonconformity without the granting of a Special Permit by the Commission as specified in Section 501 herein. Any nonconforming structure may be altered to decrease its nonconformity.

2. A nonconforming structure which is demolished or removed in whole or in part in a lawful manner by the voluntary action of the owner or other authorized parties shall not be rebuilt or replaced unless it conforms with all the provisions of these Zoning Regulations. A residential accessory building or structure may be replaced in part or in whole if the dimensions and location are the same as the original structure and the use remains the same, i.e.: garages, decks, entryways and porches. Required means of egress structures i.e.: stairs, landings, and covering will be exempt from the setback requirements of Section 401 Table IV-1 Schedule of Dimensional Regulations as applied to existing buildings.

3. A nonconforming structure shall not be moved in whole or in part unless such structure is made to conform to all of the regulations of the zone in which it is to be located.

4. A nonconforming structure which is damaged by any manner or cause whatsoever in excess of ninety (90) percent of its current market value shall not be repaired or replaced except in conformity with these Regulations. The Agent shall determine the current market value of the damaged structure. In determining this value, only the cost of the structure itself shall be considered. If the extent of damage is less than ninety (90) percent, the structure may be repaired or rebuilt, provided reconstruction shall be started within six (6) months from the date of destruction; the reconstructed structure shall not exceed the height, area or volume of the damaged structure and, an application to rebuild shall be approved by the Commission or its Agent, which shall be subject to the approval of a special permit by the Commission if the footprint of the reconstructed damaged structure is changed.

Section 503 – Nonconforming Lots

A. Single Nonconforming Lots of Record

A lot having a width or area which is less than required by these Zoning Regulations may be considered buildable for single family residential purposes regardless of the lot width or area, provided such lot was: (1) duly recorded prior to the effective date of these Zoning Regulations; (2) when created, conformed in all respects to the minimum requirements of the Zoning Regulations then in effect; (3) did not adjoin other land of

the same owner on the effective date of these Zoning Regulations or at anytime after such lot or parcel of land was rendered substandard by the provisions of any prior Zoning Regulations. Nothing in this Section shall be construed as exempting single nonconforming lots of record from complying with the maximum percentage of lot coverage, maximum building heights, minimum building frontage on a Town accepted street, and the minimum building setback requirements.

B. Adjacent Nonconforming Lots of Record Under the Same Ownership

If two or more adjacent nonconforming lots are under the same ownership on the effective date of these Zoning Regulations, such lots shall be considered to be an undivided parcel of land for the purpose of these Zoning Regulations, and no single lot or portion thereof shall be used in violation of the requirements of Section 401 Table IV-1 Schedule of Dimensional Regulations as to lot width and area. If the total lot width or lot area of such adjacent lots of record is less than required by Section 401 Table IV-1 Schedule of Dimensional Regulations, such lots may be considered as a single nonconforming lot of record for single family residential purposes. Nothing in this Section shall be construed as exempting such adjacent nonconforming lots of record from complying with the maximum percentage of lot coverage, maximum building heights, minimum building frontage on a Town accepted street, and minimum building setback requirements for the Zoning District in which such lot is located. Any lots meeting those requirements shall be considered as a conforming lot of record for single family residential purposes.

Section 504 – Nonconforming Off-Street Parking

A. Existing nonconforming parking spaces. Any off-street parking spaces in existence on the effective date of these Zoning Regulations or thereafter established, which serve a building or use, may not be reduced or increased in number, or changed in location or design contrary to the requirements of Section 601 so as to increase the degree of nonconformity with the requirements of Section 601, except as set forth hereunder.

1. If the use of an existing structure or lot which does not have sufficient parking, including a use which has no off-street parking, is changed to a different type of use for which a different number of parking spaces is required as set forth in Section 601 and there is no increase in the Gross Leasable Area (GLA), the following rules shall apply:

    a. If there is a net increase in the number of required parking spaces, that net increase shall be provided, which number may include any existing parking spaces subject to the requirements of Section 601; and

    b. If there is a net decrease in the number of required parking spaces, the number of parking spaces available for future changes of use(s) shall be the number of parking spaces available based on the use(s) of the building immediately prior to the change of use(s) resulting in said net decrease as certified to and approved by the Town Zoning Enforcement Officer in accordance with Section 601.

2. If the use of an existing structure or lot, which has more than the allowable amount of parking pursuant to Section 601, is changed to a different type of use or is altered or expanded in a way that does not create compliance with Section 601 due to the continued existence of

excess parking, the excess parking may remain in use but shall not be increased or altered in location or design, unless a special permit allowing the change in use requires the elimination of the excess parking.

a. If it is proposed to increase the net floor area of a building, whether by addition to the exterior of the building or by internal reconstruction, and the building does not have sufficient off-street parking, full compliance with Section 601 for the entire building shall be a condition of the issuance of a building permit for the construction of the increase of net floor area; and

b. An applicant seeking credit for existing parking spaces shall first submit an off-street parking plan, as provided in Section 601, certified by a registered land surveyor or professional engineer. If the existing paved area is not marked off into parking spaces or loading bays, such spaces or bays, complying with Section 601 shall be delineated on the plan. To qualify, an existing parking space shall be entirely on the lot.

B. Parking requirements for a building destroyed, damaged or demolished.

1. If a building, for which sufficient off-street parking is not provided, is destroyed, damaged or demolished by the owner, the building may be reconstructed or replaced, if otherwise permitted by these Zoning Regulations, without providing additional parking spaces provided the new use is the same type of use as the use before the destruction, damage or demolition, or is a type of use that requires the same or fewer parking spaces. If parking spaces were provided before the destruction, damage or demolition, at least the same number of spaces shall be provided; and

2. If the new use is a different type of use, for which a greater number of parking spaces is required, or if more net floor area is to be constructed than previously existed, full compliance with Section 601 for the entire building shall be a condition of the issuance of any building permit for the reconstruction or replacement of the building.

C. Repair and Reconstruction

1. Continuance; repairs. Routine maintenance and repairs are permitted to a nonconforming parking space situation to maintain it in sound condition and presentable appearance.

2. Reconstruction after involuntary destruction (by right). Any nonconforming parking space situation which is destroyed or damaged by explosion, collapse, fire, storm, natural disaster or other catastrophic event any of which is beyond the control of the owner, may be reconstructed provided there is no increase in the site coverage or the degree of nonconformity and provided that such reconstruction is commenced within one year of such damage or destruction.

Article VI

Town-Wide Requirements

Section 601 – Parking and Loading

A. **General**

Parking and loading spaces shall be provided off the street for any use of land, buildings or other structures in accordance with the standards hereinafter specified. Off street parking and loading spaces required by this Section shall be permanently maintained and made available for occupancy in connection with and for the full duration of the use of land, buildings and other structures for which such spaces are herein required.

It is the intent of these regulations that all structures and land uses be provided with a sufficient amount of off-street motor vehicle parking, while allowing for some flexibility of site design to accommodate the unique characteristics of individual properties. Additionally, it is the intent of these regulations to promote and support access by bicycle and walking throughout the community.

Further, it is the intent of these regulations to incorporate Low Impact Development (LID) methods as defined n the latest edition of the Connecticut Stormwater Quality Manual, as may be amended from time to time (or its successor), into the stormwater design for parking and loading areas, in order to minimize impact to downstream drainage facilities, increase the environmental quality of stormwater runoff, and to provide for water conservation and increased groundwater recharge measures. Parking and loading areas shall be designed to the extent practicable with the goal of no-net runoff from the site. That is, the volume of runoff from the site after development shall not, to the extent practicable, exceed the volume of site run-off prior to the proposed development. In addition, the stormwater management system shall be designed, constructed, and maintained with Best Management Practices (BMPs) to minimize run-off volumes, prevent flooding, reduce soil erosion, protect water quality, maintain or improve wildlife habitat, and contribute to the aesthetic values of the project.

1. No building shall be erected, substantially altered or its use changed, unless off-street parking and loading spaces have been provided in accordance with these Zoning Regulations. In the Downtown Putnam (DP) district, on-street parking spaces or public parking lots shall be available for parking for commercial uses within existing buildings if parking is not already provided on-site.

2. A site plan depicting plans and specifications for the required parking, loading facility and access drives shall be submitted at the time of application for the zoning permit for the use, which, where applicable, must be approved by the Commission under Section 113 and where applicable Section 114 of these Regulations.

B. **Existing Uses**

Any use already existing shall conform to these standards to the extent that it conforms at the time of the adoption of this Section. If any existing use of land, building or other structure is changed to a use requiring additional off-street parking and loading spaces to comply with this Section, the additional spaces shall be provided for the new use in accordance with the standards hereinafter specified. Any existing use which does not conform to the standards of this Section shall not be changed to a use which would need additional off-street parking and loading spaces to comply with the standards herein unless off-street parking and loading spaces are provided for such new use as required by this Section, except as authorized in Section 601.A.1.

C. **Location**

Unless alternative provisions are made elsewhere in these Regulations, all parking facilities required under this Section shall be constructed on the lot containing the main use, or on abutting lot(s) which shall have the same zoning as the main lot. No parking or loading facility, exclusive of driveways, shall be located within ten (10) feet of a street right-of-way line or five (5) feet of a sidewalk or abutting property line.

D. **Parking Spaces Required**

Off-street parking for customers and employees, or residents where applicable, shall be provided and maintained in connection with the intensity of use of buildings or structures. The number of required spaces shall be provided using Table VI-1 in amounts per 1,000 square feet (sf) of Gross Leasable Area (GLA) unless otherwise indicated:

Table VI-1 – Parking Schedule (in amounts per 1,000 square feet (sf) of Gross Leasable Area (GLA) unless otherwise indicated)

Land Use	**Minimum**	**Maximum**
Bank	2	5
Small Commercial Centers (up to 10,000 sf)	3	7
Free Standing Retail	2	5
General Office Building	2	5
Industrial Plant	2	8
Medical Office Building	2	10
Assisted Living	1 space per 10 residents	1 space per 5 residents
Restaurants	6	14
Bed and Breakfast	1 space per room	1.2 spaces per room
Personal Services	2	3
Commercial Day Care Centers	1 space per 8 children at max capacity	1 space per 3 children at max capacity
Churches and Places of Worship	1 space per 5 seats in portion of the building used for services	1 space per 3 seats in portion of the building used for services
Museums and Libraries	1	2
Social, Fraternal Clubs and Organizations	3	4
Schools	1 space per 5 pupils	1 space per 3 pupils
Hotels	1 space per room	1.2 spaces per room
Warehouse	1 space per employee	1.5 spaces per employee
Multi-Family Residences	1 per dwelling unit	2.5 per dwelling unit
Automobile Sales and/or Rental	As determined by the Commission	As determined by the Commission
Automobile Repair and/or Service	As determined by the Commission	As determined by the Commission
Gymnasiums, Physical Fitness Centers, Health Spas, Martial Arts Centers and Dance Studios	2	10
Indoor Recreation Facilities	5	5

E. **Standards**

All off-street parking lots and loading spaces shall be designed and constructed in accordance with the following standards:

1. At least ten percent of the parking lot area shall be landscaped. Required end islands, interior islands, corner islands, buffer strips between bays of parking and buffer strips adjacent to the building(s) shall apply towards defraying this requirement but perimeter buffer strips shall not.

    a. Whenever a parking or loading area is located in or adjacent to a residential district, it shall be effectively screened in accordance with Section 603 – Landscaping, of these Zoning Regulations. In the event that the terrain and other natural features are such that the erection of fences, wall or planting screen required under said Section 603 will not serve the intended purpose, the Commission may grant a special Permit waiving this requirement.

2. All parking and loading facilities required under these Zoning Regulations together with driveways, aisles, and other circulation areas shall be paved with asphalt or other non-permeable equivalent surface. Where appropriate for seasonal, peak demand parking and to reduce storm water runoff, the use of grass/pavement block or other pervious pavement systems may be permitted.

3. To reduce the mass of parking lots in front of buildings and bring buildings forward, parking should be provided to the side and rear of the building(s) to the extent that is practical.

4. Parking lots shall be separated from the street right-of-way by a landscaped buffer-strip at least 10 feet wide exclusive of sidewalks or utility easements.

5. Parking rows shall be terminated with landscaped end islands of at least 160 square feet in area.

6. Unusable areas between parking rows that meet at an oblique angle shall contain a landscaped corner island.

7. Lighting within the parking area shall be designed in accordance with Section 604 of these Zoning Regulations.

8. Provide at least one tree with a minimum diameter or 2” to 2 ½” for every 10 parking stalls in a parking lot, to be planted within the perimeter of the parking lot.

9. Where required, fire lanes adjacent to buildings shall be 30 feet wide.

10. Dead-end parking bays longer than 25 feet in length, without a means of turning vehicles around, are prohibited.

11. To prevent pedestrian traffic from cutting through adjacent residential properties, the Commission may require walls, fences, or similar architectural elements.

12. Except at loading docks, building entrances and along pedestrian arcades, parking lots and driveways shall be separated from buildings by a landscaped buffer strip containing trees and shrubs.

13. At a minimum, all parking lots shall:

    a. Have a minimum stall size of 9’ x 18’

    b. Have rectangular parking stalls

    c. Have aisle widths and parking angles in a minimum ratio as shown as follows:

Table VI-2 – Parking Dimensions

Parking Angle	Minimum Aisle Width	Direction of Flow
45 degrees	12’3”	One way
50 degrees	12’9”	One way
55 degrees	13’3”	One way
60 degrees	14’3”	One way
65 degrees	15’2”	One way
70 degrees	16’	One way
75 degrees	24’	Two way
90 degrees	24’	Two Way

    d. Have no greater than 2% slope

    e. Have a number and location of access drives compatible with traffic circulation patterns both within the site and on the abutting street system

    f. Provide sufficient stacking area (area where cars may need to wait in line to exit onto the street or to enter to circulate in the parking lot) for 2 vehicles at the outbound access drives from the site

g. Minimize potential conflict points between pedestrians, bicycles, and motor vehicles.

14. When a parking lot extends to a property line, sidewalk or street right-of-way, wheel blocks or other suitable devices shall be installed to prevent any part of a parked vehicle from extending beyond the parking facility setback line.

15. Crosswalks, directional arrows, fire lanes, parking stalls and other pavement features shall be permanently marked on the pavement and supplemented by signs where necessary or required.

16. If shopping carts are provided, shopping cart corrals shall be accessible from every parking bay serving the establishment.

17. Access driveways leading to and from a public street shall be free of parking stalls and separated from parking bays by a landscaped buffer strip.

18. Except for parking spaces provided in connection with a dwelling, each parking space shall be provided with adequate area for approach, turning and exit of an automobile having an overall length of 20 feet without need to use any part of a public street right-of-way.

19. Points of entrance and exit for driveways onto the street shall be located so as to minimize hazards to pedestrian and vehicular traffic in the street. No off-street loading space and no truck loading bay, ramp or dock shall be designed or arranged in a manner that trucks must use any part of a public street right-of-way for maneuvering, or for loading and unloading.

20. All parking and loading areas shall provide for proper drainage of surface water in accordance with the Subdivision Regulations of the Town and as further required in Sections 601 and 113, and, where applicable, Section 114 of these Regulations.

21. All commercial, industrial and multi-family residential uses shall provide trash and/or garbage collection areas enclosed on all four (4) sides by a solid wall or an opaque fence of at least five (5) feet in height, with a locking gate, if such area is not within an enclosed building or structure. Provision for adequate vehicular access to and from such area or areas for collection of trash and/or garbage shall be required.

22. Access driveways serving any required parking lots as a direct access drive from a street shall not be less than twelve (12) feet three (3) inches or more than sixteen (16) feet for one-way traffic (parking spaces angled at 70 degrees or less only), and not less than twenty-four (24) feet or more than thirty (30) feet for two-way traffic.

F. **Loading Space Requirements and Dimensions**

1. No land shall be used or occupied and no structure shall be erected or used for commercial or industrial purposes unless the off-street loading spaces required herein are provided. Off-street loading spaces as specified in these Zoning Regulations shall be provided for any

enlargement or alterations to any such existing structure or use. In the Downtown Putnam (DP) district, off-street loading spaces shall not be required for uses within existing buildings if such loading spaces are not already provided on-site.

2. Off-street loading spaces shall be on the same or contiguous lot or parcel of land as the use or structure they are intended to serve. In no case shall any required off-street loading space be part of an area to satisfy the off-street parking requirements. Such space shall be located in the rear of the building.

3. A loading space shall have minimum dimensions of not less than twelve (12) feet in width, sixty (60) feet in length, exclusive of driveways, aisles, and other circulation areas, and a clearance of height of not less than fourteen (14) feet. Off-Street loading spaces shall be provided as follows:

Table VI-3 – Loading Space Dimensions

Aggregate of Floor Area	Truck Loading Spaces
Less than 5,000 sq. ft.	N/A
5,000 sq. ft. – 15,000 sq. ft.	1
15,0001 sq. ft. – 30,000 sq. ft.	2
30,000 sq. ft. – 150,000 sq. ft.	3
Each additional 50,000 sq. ft	1 additional

4. All off-street loading spaces shall be located so as not to impede the flow of traffic within the parking area. A site plan depicting the plans for off-street loading shall be submitted at the time of application for the zoning permit for the use, which, where applicable, must be reviewed and approved by the Commission under Section 113 and, where applicable, Section 114 of these Regulations.

G. **Shared Parking**

1. The Commission may consider written agreements for shared off-site parking proximate to the site provided the applicant satisfies the Commission that the agreement is legally enforceable and of sufficient duration to avoid future problems. The applicant should also provide a viable long term alternate solution if the agreement to provide off-site parking is not permanent in nature.

2. The Commission may also consider a written on-site shared parking arrangement that allows a reduction in the number of required on-site parking spaces such that the peak usage periods of the various uses on the site will not occur simultaneously. A request for such a shared parking agreement, prepared by a registered traffic engineer, shall be submitted in narrative form, and shall be graphically depicted on a separate plan sheet, which shall demonstrate the specifics of the request and the justification for shared parking for the particular project.

3. Any such shared parking agreements shall be approved by the Commission and shall be recorded in the Land Evidence Records of the Town.

H. **Bicycle and Pedestrian Accommodations**

1. It is the intent of this Section to promote and support access by bicycle and walking throughout the community. To this end, all parking lots must be designed to provide safe and convenient pedestrian and bicycle access as a part of any parking lot design including safe and convenient pedestrian and bicycle movement to and from public walkways and/or bikeways, streets, or transit stops.

2. Design Standards:

   a. A minimum of one bicycle parking space shall be provided for each 40 off-street automobile parking spaces. Parking lots of less than 40 parking spaces shall be provided with at least one bicycle parking space. Within the PD district this bicycle parking requirement may be met within the public parking lots.

   b. At a minimum, all bicycle parking spaces shall be provided in the form of bicycle racks with locking capability.

   c. All pedestrian walkways shall be constructed to provide for:

      i. safe separation of all walkways from motor vehicle traffic through the use of raised sidewalks and/or landscaping between sidewalks and parking spaces and/or driving aisles;

      ii. safe, well-articulated pedestrian crossings demarcated with pavement markings, pedestrian warning signs, and lighting;

      iii. a minimum of 4 feet in width; and

      iv. inclusion of plantings, benches, and lighting along walkways and at all pedestrian crossings.

   Design, construction, and maintenance to accommodate disabled individuals shall be provided per Americans with Disabilities Act (ADA) requirements.

I. **Waivers and Permits**

1. Except for buildings or parts of buildings used or occupied for residential use, all or part of the off-street parking requirements may be waived by the Commission where the proposed site planning, design, and construction includes on or all of the following ad deemed appropriate by the Commission:

a. sufficient publicly owned parking spaces within 500 feet of the proposed development site;

b. access to a regularly scheduled transit stop within 500 feet of the proposed development, with service available during commuting hours;

c. direct access from a bikeway to the proposed development; and

d. provision of a regularly scheduled, municipally supported shuttle bus service from the development to an alternate safe, secure, and convenient parking facility.

The Commission may require the submission of a parking demand analysis as part of any request for a waiver or Permit from the general parking requirements.

2. In the case that an applicant believes that the required parking amounts are in excess of what is needed for the proposed use, the applicant may submit a request with justification to the Commission for a reduction in parking space requirements. The Commission will consider and act on this request concurrent with and as part of the full development application process.

3. The Commission may approve parking lots with more spaces than the allowed maximum provided all of the spaces above the maximum number are composed of a pervious surface, and where adequate stormwater management is provided as specified in this Section and Section 113 and, where applicable, Section 114 of these regulations. The Commission may also approve parking lots with additional impervious parking spaces above the allowed maximum spaces where the use of pervious spaces would not be environmentally sound and where a stormwater management plan is included with the application and implemented, employing, at a minimum, the stormwater management measures specified in this Section and Section 113 and, where applicable, Section 114 of these regulations.

Section 602 – Signs

A. **Purpose**

It is the purpose and intent of this Section to accommodate the establishment of signs necessary for identification, direction and reasonable commercial promotion while avoiding signs of a character, as well as a proliferation and extension of signs, that would be detrimental to the public health and safety, property values and the appearance and beauty of the community.

1. A sign permit, issued by the Zoning Enforcement Officer, shall be required for all signs hereafter erected, installed, or replaced unless specifically exempted by these Regulations. Any sign erected without a sign permit shall constitute a violation of these Regulations and shall be prosecuted in accordance with the provisions of Section 110 of these Regulations.

2. All signs shall conform to the provisions hereinafter specified and to any additional conditions or limitations that may be imposed by the Commission in connection with the approval of a Site Plan or Special Permit.

B. **Application for a Sign Permit**

1. Application for a sign permit shall be made to the Zoning Enforcement Officer on a form provided by the Zoning Enforcement Officer and shall be accompanied by a filing fee. The Zoning Enforcement Officer shall review and approve, approve with conditions, or deny the permit request within thirty (30) days of receipt of a complete submission.

2. The following information shall be provided with the application for a sign permit:

   a. the size of the proposed sign, including area, height, width, thickness, illumination and material of which it is to be constructed;

   b. a detailed drawing showing the construction details of the sign, position of lighting or other extraneous devices, and support structure; and

   c. a plot plan showing the location of the sign in relation to the building and all property lines and streets.

   d. The Zoning Enforcement Officer may require additional information or specify the location of the sign on the lot for safety purposes.

3. Except for temporary signs installed under the provisions of Section 602.F.4., the permit for a temporary sign shall be valid for no more than thirty (30) days and shall not be extended. The sign must be removed at the expiration of the permit period.

4. No permit shall be required for a mere change of copy on a sign, the customary use of which involves frequent and periodic changes of copy.

C. **General Conditions**

1. In all districts permitted signs may be erected, altered, maintained, used, removed, or moved, only in compliance with the provisions of this Section and other regulations of the Town relating to the erection, alteration, maintenance, use, removal, or moving of signs and similar devices.

2. Existing signs at the time of passage of these Zoning Regulations that do not conform to the requirements of these Zoning Regulations shall be considered nonconforming signs and once removed shall be replaced only with conforming signs; however, nonconforming signs may be repainted or repaired (including lighting) provided such repainted or repaired sign does not exceed the dimensions of the existing sign. Copy may also be changed.

3. All signs must be kept clean, neatly painted, and free from all hazards and must be maintained in safe condition. If a sign is deemed hazardous by the Agent, the Agent shall give written notice to the owner of the sign and to the owner of the land upon which the sign is erected, directing that the sign be brought into conformance or removed within thirty (30) days from the date of said notice.

4. No sign shall be so located or arranged that it interferes with traffic through glare, through blocking of reasonable sight lines for streets, sidewalks, or driveways, through confusion with a traffic control device (by reason of color, location, shape, or other characteristic), or through any other means.

5. No sign, other than official street signs, including traffic signs and similar regulatory notices, wayfinding signs, and neighborhood identification signs as provided herein, shall be allowed within street rights-of-way unless specifically authorized by other Regulations and regulations of the Town. Neighborhood identification signs are allowed in all districts, subject to approval of sign size, location, height, materials, color, text, and overall design by the Zoning Enforcement Officer. The area of such signs shall not exceed thirty-two (32) square feet.

6. No sign shall be erected containing information on it which states or implies that a property may be used for any purpose not permitted under the provisions of these Zoning Regulations in the zone in which the property to which the sign relates is located.

7. On-site signs advertising a use no longer in existence or a product no longer available shall be removed or changed to advertise the new use or product within six (6) months after cessation of the original use. Signs, including the housing for such sign, once removed shall be replaced only by signs in conformance with these Zoning Regulations.

8. All signs, except temporary signs, shall be constructed of durable material and kept in good condition and repair. Electrical signs shall be subject to the performance criteria of the Underwriters Laboratory, Incorporated, or to applicable Town/State codes, whichever is more stringent.

9. Signs may be illuminated by direct lighting, but shall have such lighting shielded so no direct light will shine on abutting properties or in the normal line of vision of the public using the streets or sidewalks. No flood or spotlights shall be mounted higher than twenty-five (25) feet above ground level and shall also comply with Section 604.

10. If an establishment has walls fronting on two (2) or more streets, the sign area for each street may be computed separately.

11. No sign except such directional devices as may be required by the Federal and State Aviation Authorities shall be placed, inscribed, or supported upon the roof or upon any structure which extends above the eave of the roof of any building.

12. Any vehicle to which a sign is affixed in such a manner that the carrying of such sign or signs no longer is incidental to the vehicle's primary purpose, but becomes a primary purpose in itself, shall be considered a freestanding sign and, as such, be subject to the provisions regarding freestanding signs in the district in which such vehicle is located.

13. Freestanding signs shall be set back at least ten (10) feet from the front lot line. No freestanding sign in other than a Residential District shall extend within twenty-five (25) feet of any Residential District boundary line. Signs for automobile service stations shall not be located within any street right-of-way.

14. Parallel or wall signs shall not extend beyond the edge of any wall to which they are mounted and shall not project more than fifteen (15) inches from its surface.

15. Projecting signs shall not project more than four (4) feet from the wall or surface to which they are mounted nor in any way shall they interfere with normal pedestrian or vehicular traffic.

16. All sign provisions of these Zoning Regulations shall apply to smoke stacks, water towers, and other similar structures when said structures are used as signs.

17. In no event shall an illuminated sign or lighting device be placed or directed so as to permit the beams and illumination therefrom to be directed or beamed upon a public thoroughfare, highway sidewalk, or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or nuisance.

18. All signs shall be so designed and supported as to carry the weight of the sign, shall be secured in such a manner as to prevent significant movement due to wind, and shall comply with the local building codes in effect.

19. No sign erected or maintained in the window of a building visible from any public or private street or highway, shall occupy more than forty percent (40%) of the window surface.

20. No sign shall be located nearer than eight (8) feet vertically or four (4) feet horizontally from any overhead electrical wires, conductors, or guy wires.

21. All signs on a lot shall be accessory to the approved or main use on the lot.

22. No red or green neon signs, LED-LCD type signs, or other similar electronic type signs shall be located within 200 feet of a traffic signal.

D. **Sign Size and Area Computation**

1. The size of any sign shall be computed by multiplying its greatest height by its greatest length, exclusive of supporting structures unless such supporting structure is illuminated or is in the form of a symbol or contains advertising copy. In the case of signs that have no definable edges, such as raised letters attached to a building facade, the sign size shall be that area within a single continuous perimeter enclosing the extreme limits of the actual message or copy area.

2. The area of a sign shall be construed to include all lettering, wording, and accompanying designs and symbols, together with the background, whether open or enclosed, on which they are displayed.

3. Where the sign consists of individual letters or symbols attached to or painted on a surface, building, wall, or window, the area shall be considered to be that of the smallest rectangle which encompasses all of the letters and symbols.

4. In computing square foot area of a double faced sign, only one side shall be considered, provided both faces are identical. If the interior angle formed by the two faces of the double faced sign exceeds one hundred twenty (120) degrees, both faces shall be considered in calculating the sign area.

5. The height of a sign shall be vertical distance measured from the ground at the base of the sign to the highest point of any portion of the sign or supporting structure.

6. The setback for a freestanding sign shall be measured from the lot line to the outermost edge of the sign or supporting structure whichever is closer to the lot line.

7. Sign size and area computation shall not apply to wayfinding signs approved by the Town.

E. **Signs Not Requiring a Permit**

1. **Exempt Signs:** The following types of signs are exempt from obtaining a permit:

   a. Address/postbox numerals.

   b. Government signs, flags, and standards erected by the town, state, or federal government in furtherance of their governmental responsibility. Such signs, flags, and standards may include, but are not limited to, those used for community identity, to identify facility entrances and grounds, and to provide direction to places of interest.

   c. Legal notices.

d. Wayfinding signs approved by the Town.

2. **Provisionally Exempt Signs:** The following types of signs may be erected without a sign permit, provided that standards of this Section shall be met:

   a. On-Premises Parking and Traffic: These signs shall conform to the "Manual on Uniform Traffic Control Devices," as published by the U.S. Department of Transportation, Federal Highway Administration. Signs shall not exceed four (4) square feet in area, and may be placed on private property to direct and guide traffic and parking on same private property. Such signs shall not include advertising; registered logos shall not be considered advertising.

   b. Flags: These shall be allowed subject to the following standards:

      i. Flags of the United States of America, the State, the Town, foreign nations having diplomatic relations with the United States, and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction.

      ii. One corporate flag used to display a business trademark or logo registered with the State of Connecticut shall be allowed per parcel. Such a flag shall not exceed twenty (20) square feet in area, and shall not be flown from a pole more than twenty-five (25) feet in height, but in no case shall the corporate flag be flown at a height greater than any flag identified in 3.a above, located on the same parcel.

   c. Fuel price signs: The maximum area for fuel price display signs shall be twenty-four (24) square feet per sign face.

   d. "No Trespassing" or "Posted" signs: These signs shall be allowed subject to the following standards:

      i. They shall not exceed one (1) square foot in area;

      ii. They shall be located on private property; and

      iii. There shall be no more than one (1) per one hundred (100) feet of property line.

3. **Temporary signs:**

   a. Construction site signs: Non-illuminated temporary signs not to exceed sixty-four (64) square feet in total area may be permitted on new construction sites, provided they shall be removed within seven (7) days after completion of the construction work and not more than one (1) sign shall be placed on each street frontage of the construction site.

b. **Garage/yard sale signs:** Temporary signs advertising garage, patio, porch, and like sales are permitted, provided that:

   i. Allowable size shall not exceed four (4) square feet;

   ii. Such signs are placed only on the premises of such activity; and,

   iii. The signs shall be removed no later than one (1) week after the sale.

c. **Educational, charitable, civic, professional, religious, or like signs:** Temporary signs advertising events related to these causes may be erected or displayed and maintained, provided that:

   i. The signs shall not be erected or displayed earlier than thirty (30) days prior to the event to which they pertain;

   ii. The signs shall not exceed six (6) square feet in area per sign face in residential land use designations nor thirty-two (32) square feet in nonresidential land use designations;

   iii. The signs shall be removed no later than one (1) week after the event;

   iv. The placement of signs shall have the consent of the property owner.

d. **Political signs** – subject to the following provisions:

   i. The signs shall not exceed six (6) square feet in area per sign face in residential zoning districts nor thirty-two (32) square feet in non-residential zoning districts;

   ii. Such signs shall be removed, by the person responsible for the placement of such sign, within ten (10) days after such election/event; and,

   iii. Placement of signs shall have the consent of the property owner.

e. **Real estate signs:** One (1) on-premise sign advertising the sale, lease, or rental of property is allowed, provided that the following standards are met:

   i. Sign is non-illuminated;

ii. Sign is removed within one (1) week after property closing, lease or rental;

iii. Sign does not exceed six (6) square feet in area for each parcel, property (including subdivisions), or structure in the Residential Zones and thirty-two (32) square feet in the Commercial and Industrial Zones;

iv. For nonresidential parcels abutting a roadway for at least one hundred (100) feet, the sign face area shall not exceed sixteen (16) square feet;

v. One (1) additional sign in conformance with this Subsection may be allowed on a site abutting more than one (1) roadway; and

vi. One (1) additional sign to designate an open house, on the day of the open house and to be removed by sundown.

f. **Sandwich/sidewalk signs:** One (1) on-premise sign is allowed in compliance with the following standards:

i. Sign does not stand higher than four (4) feet off the ground and must have a surface area no greater than eight (8) square feet (per side);

ii. sign is constructed of durable materials;

iii. Sign is professionally and/or neatly lettered;

iv. Sign is removed from the sidewalk after business hours; and

v. Sign does not obstruct pedestrian/handicapped traffic and allows for at least 42" of horizontal clearance for pedestrian/handicapped traffic.

g. **Window/advertising posters:** These include signs inside windows of buildings within commercial areas, provided that the sign area does not exceed forty (40%) percent of the individual glass area through which it is seen.

F. **Prohibited Signs**

The following signs shall not be permitted:

1. Signs that have any visible moving parts, whether mobile, revolving or animated, which motion or animation is achieved by wind, motors or flashing lights.

2. Flashing blinking, rotating, twinkling, animated, or moving signs of any type, except public service messages (including time and temperature), other than LED-LCD signs as provided in Section 602.H.

3. Any sign or sign support which for any reason constitutes a hazard by obstructing the vision of a driver; detracting from the visibility or effectiveness of any traffic sign or device; obstructing free ingress or egress from a fire escape, door, window or other required exit way; or make use of words such as “stop”, “look”, “one way”, interfere with, mislead or confuse traffic.

4. String lights, strung light bulbs, searchlights, streamers, pennants, banners, spinners, or other devices strung across, upon, over or along any premise or building in conjunction with a commercial or industrial use. A temporary sign permit may be issued for sixty (60) days to allow such uses in conjunction with special events or holidays. No more than two temporary sign permits for every twelve-month period.

5. Projecting signs which are erected so as to project approximately perpendicular from the exterior of any building, or wall and which exceed sixteen (16) square feet in area, or which project more than four (4) feet from the exterior of said building or wall or are less than ten feet above sidewalk grade. Nothing herein shall be constructed to permit the erection of any projecting sign over a public way without the approval of the Officer.

6. Signs placed, inscribed, or supported upon the roof or upon any structure which extends above the eave of the roof of any building.

7. Billboards or other off-premise signs.

8. Off-Site Directional Signs, unless otherwise specified in these Zoning Regulations. This prohibition does not include wayfinding signs approved by the Town.

9. Signs which in any way simulate official, functional, directional, or warning signs erected or maintained by the United States Government, the State of Connecticut, or municipality thereof, or by any railroad, or public utility, or similar agency concerned with the protection of public health or safety.

10. Signs which emit smoke, visible vapors, or particles, sound, or odor.

11. Signs placed in such a manner as to impair public safety.

12. Rotating beacon lights are not permitted.

G. **Illumination of Signs**

1. Signs in residential zones of a physician, dentist, and such other person where services are considered essential in an emergency to public health, safety and welfare may be illuminated provided the light is white, is not moving, flashing, blinking, scrolling, intermittent, changing in intensity or brightness, and provided that the light is shielded and is not visible off the lot.

2. Signs in residential zones of schools, churches, hospitals, sanitariums, clubs or other institutions of similar nature may be illuminated provided the light meets the provisions of Section 604.

3. Illuminated signs may be lit only during hours when the business referred to on the sign is open and in actual operation. During hours of closing, such signs must be turned off; unless it can be demonstrated that such action may contribute to an unsafe condition.

   a. ILLUMINATION. No sign shall be illuminated between the hours of 10:00 p.m. and 6:00 a.m., unless in the case of a business sign, the premises on which it is located are open for business. Illuminated signage shall be allowed only as follows:

   i. By an external white, steady, stationary light of reasonable intensity shielded and directed solely at the sign;

   ii. Where not otherwise prohibited, by internal, non-exposed white backlighting of reasonable intensity; or,

   iii. LED-LCD and Electronic Message Signage pursuant to the provisions of Section 602.H.

H. **LED-LCD and Electronic Message Signage**

1. LED-LCD and Electronic Message Signage shall only be permitted in the following districts: PD, NC, GC, HC, only after issuance of a Special Permit subject to the conditions in this Section and the standard findings necessary for the granting of a special permit in Section 114 of these Zoning Regulations.

2. LED-LCD and Electronic Message Signage shall not exceed 20 square feet in size or thirty percent (30 %) of the total sign area of the allowable square footage as specified in this Section, whichever is smaller.

3. LED-LCD and Electronic Message Signage shall be set to a specific brightness level and shall automatically respond to changing light conditions (i.e., become less bright at night). Written certification shall be provided with sign permit application from the sign manufacturer that the sign will not exceed the following light level standard as measured in nits. A nit is a non-SI name used for the International System of Units (SI) in measured luminance based on candela per square meter (cd/m^2):

a. Maximum daytime level at 5,000 nits, or 7,500 nits if the sign is equipped with an automatic dimmer.

b. Maximum nighttime level at 500 nits.

4. The leading edge of any new LED-LCD and Electronic Message Signage shall be set back a minimum of ten (10) feet from the front property line and not exceed twenty (20) feet in height from the ground at any point. Such signs shall comply with all other side and rear yard setback requirements. This setback from the leading edge of such a sign shall not be applicable to structures in the PD district.

5. LED-LCD and Electronic Message Signage shall contain a default design that will freeze the display in one position or power off the display if a malfunction occurs.

6. Failure of any LED-LCD and Electronic Message Signage to comply with the provisions of this Section shall cause such LED-LCD and Electronic Message Signage to become nonconforming.

I. **Signs in Residential Districts**

1. All signs in residential districts shall be at least five feet from the front lot line, except when the sign is located on the building; shall be placed no closer than fifteen (15) feet to a side or rear lot line; shall not extend over the public right-of-way; shall not extend more than six (6) feet above ground; and shall conform to the following regulations:

   a. There shall be no more than one sign for a residential lot which may identify the premises and/or identify a permitted customary home occupation or special Permit. Such sign shall not exceed two square feet.

   b. The sign shall not be illuminated.

   c. Permanent signs identifying residential developments at major entrances are permitted but shall bear no commercial advertising and shall not exceed thirty-two (32) square feet in area (per side if freestanding).

J. **Signs in Non-Residential Districts**

1. Signs in Commercial and Industrial Non-Residential Districts may be wall-mounted, freestanding, or projecting and may be illuminated, but not flashing.

2. There shall be only one sign in an M/OD and DP Commercial Non-Residential District for each principal building. Said sign shall not exceed 20 square feet, and if free-standing, shall not be higher than 8 feet.

3. In Industrial and Commercial Districts, except shopping centers (see Section 304 Table III-1 Schedule of Uses and Districts, and Article VIII Definitions) and M/OD districts, there may be two signs:

   a. One wall mounted sign for each main building or use as follows:

      i. In a Commercial District the area of the sign shall not exceed one square foot per linear foot of building frontage or thirty-five (35) square feet, whichever is less; or

      ii. In an Industrial District the area of the sign shall not exceed one and one-half (1 ½) square feet per linear foot of frontage or two thirds (200) square feet, whichever is less; such sign shall not exceed ten (10) feet in height and twenty (20) feet in length.

   b. One freestanding sign for each main building not to exceed thirty (30) square feet per side. The sign shall not exceed twenty feet (20) in height above the finished grade and shall be erected so that it does not impede vision or obstruct access to any street, sidewalk, driveway, off-street parking or loading facility or any other required access. Where two or more structures are located on the same or contiguous lots, owned and operated as a unit, or where a number of commercial or industrial uses share the same entrance, a sign plaza in conformance with Subsection K. below may be required.

4. Permitted signs shall be set back ten (10) feet from front, side and rear lot lines except when the sign is located on the building. Such signs shall be located fifty (50) feet away from any Residential District boundary. When a sign is located on the building, it shall not project more than twenty-four (24) inches over a public walkway, and the lower edge of such projection shall be not less than (10) feet above the walk level.

5. Individual lots within the Putnam Downtown (PD) and Medical/Office Development (M/OD) Districts are limited to one sign with a maximum square footage of twenty (20) square feet and a maximum height of eight (8) feet.

K. **Signs and Shopping Centers**

1. There may be one wall-mounted sign for each use not to exceed one square foot for each linear foot of the wall, of the portion of the building continuing in the use and on which the sign is located in accordance with this Section. This measurement shall be taken along the building frontage.

2. In addition to such wall-mounted signs, there shall be permitted in shopping centers one common freestanding sign identifying all uses. Such freestanding signs shall conform to the following:

Zoning District	Maximum Area of Freestanding Sign	Maximum Height of Freestanding Sign
M/OD, NC	20 SF	8 FT
GC	5 SF/1000 SF of Bldg. (Maximum 150 SF)	20 FT
HC	5 SF/1000 SF of Bldg. (Maximum 150 SF)	30 FT

3. Such signs may be illuminated in accordance with these Regulations.

4. A freestanding sign shall not be erected so as to impede the vision or obstruct access to or from any street, sidewalk, driveway, off-street parking or loading facility, or any other access required.

Section 603 – Landscaping

A. **Purpose**

These landscaping regulations are adopted for the purpose of protecting property values by: preserving existing vegetation and planting of new materials; providing privacy from visual intrusion; screening undesirable light, pollutants and noise; preventing the erosion of soil; providing water recharge areas; and improving the environmental quality and aesthetics of the Town of Putnam.

B. **Landscape Requirements**

1. The required front yard or side yard along a street of all lots shall be landscaped and surfaced either with lawn, evergreen ground cover or suitable substitute, except for driveways, walkways, bikeways, or similar uses. In commercial and industrial uses in which parking is located within the required front yard, this landscaped area shall be at least 10’ in width.

2. One or more driveways may run perpendicular – approximations expected – to the required landscaped yard setback, except that the

Commission may approve the location of a connecting driveway between separate parcels within this yard. In the case of a single family home a turnaround area, circular driveway or area immediately adjacent to the driveway for no more than three cars may be placed in this required front yard setback. No motor vehicles shall be parked or stored on landscaped surfaces within such yard. No motor vehicles shall be parked or stored in the required front yard on a second driveway of a single family home.

3. Any lot developed for commercial or industrial use shall provide a minimum 10' landscaped area along side and rear lot lines, except for areas in which common driveways, walkways, bikeways, or similar uses are located, or, sites that consist of shared lot areas developed in tandem and so approved by the Board pursuant to Section 601 and Section 113 and, where applicable, Section 114.

4. Adjacent Residential Property: There shall be a buffer zone of at least twenty-five (25) feet between a lot with a proposed non-residential use or building and adjacent lots in a residential district. For all non-residential uses located immediately abutting to or within a residential zone, the owner of the non-residential use shall provide a buffer zone on the property line between these two uses. Said buffer zone/strip shall be properly landscaped and planted with evergreen trees and/or shrubbery of no less than six (6) feet in height. Planting shall be done and maintained in such a manner so as to provide year-round screening. The required buffer may be provided by existing vegetation.

   a. Buffer zone areas that contain some natural growth but insufficient to provide a proper screen shall be planted with drought-resistant, non-Invasive tree and shrub species. At least sixty percent (60%) of the plantings shall be evergreen species, and at least fifty percent (50%) of the evergreen shall be spruce or have the equivalent foliage. Evergreen trees shall be not less than six (6) feet tall and shall be planted not more than seven (7) feet apart.

   b. Buffer zone areas that contain little or no natural growth shall provide two (2) planted areas of trees parallel to the residential district zone line. The spaces between the trees in one area shall be centered upon a tree in the other area. The first planting area shall begin seven (7) feet from the residential district zone line. Trees spaced as aforementioned may be planted anywhere within said area. Plantings shall consist of drought-resistant, non-invasive tree and shrub species with at least sixty percent (60%) evergreen species, of which at least fifty percent (50%) shall be spruce or have the equivalent foliage. The second planting area shall begin sixteen (16) feet from the residential district zone line. Trees spaced as aforementioned may be planted anywhere within said area but must be spaced properly from any staggered planting in the first planting area Planting shall consist of sixty percent (60%) evergreen species, of which at least fifty percent (50%) shall be spruce or have the equivalent foliage.

   c. In that area of the buffer zone where the planting of trees is not required, there shall be proper ground coverage to prevent the blowing of dust, dirt or refuse, and to prevent soil erosion. Wood chips or their equivalent shall not be used as a substitute for proper plantings in the buffer zone area. Any trees, shrubs or grasses that die or become diseased and cannot be restored to their screening function, shall be replaced.

   d. Buffer zones may also include a screened fence for the purpose of stopping debris from non-residential uses from entering the residence

districts and to further screen the view. Any debris accumulating in the buffer zone shall be removed every thirty (30) days. The fence shall be approximately parallel to the residential district zone line, of good workmanship, and properly maintained and no signs shall be posted upon the side of the fence facing the residential district except as outlined in Section 602 of these Zoning Regulations.

e. In approving a site plan, the Commission may modify, at the applicant's request, the requirements of this Subsection with respect to buffer zones, provided that such modifications are in keeping with the intent of this Section and provide adequate screening for residential uses involved, prevent the blowing of dust, dirt, and refuse, and prevent soil erosion.

5. Any lot which contains parking facilities for more than ten cars shall also provide landscaped areas within the parking lot equal to at least 10 percent of the gross parking area. Gross parking area shall include the area of parking stalls, aisle-ways, and associated landscaping. This landscaped area shall require landscaped end islands and landscaped center islands within the parking area. Intermediate landscaped islands measuring 9 feet wide by 20 feet in length shall be provided in parking rows for every 16 spaces. A deciduous or evergreen tree shall be planted upon each island as required by the Commission.

C. **Completion of Landscaping**

1. All landscaping shown on the approved plan shall be completed before issuance of a Certificate of Zoning Compliance or a Certificate of Occupancy pursuant to Section 115 of these Zoning Regulations.

2. It is the responsibility of the property owner to replace any vegetation required by these Zoning Regulations which dies or is lost by theft.

Section 604 – Lighting

A. **Purpose**

1. This Section is intended to minimize the problems caused by improperly designed and installed outdoor lighting.

2. Improperly designed outdoor lighting can cause glare, defined as light emitted with an intensity great enough to reduce a viewer's ability to see and, in extreme cases, causing momentary blindness. Glare can create a nuisance or hazard for users of neighboring properties and for motorists or pedestrians on public streets. In addition, light that crosses a property boundary, particularly from a nonresidential to a residential property, can cause a nuisance by reducing nighttime privacy. These requirements are adopted to minimize glare from outdoor lighting and reduce the spillover of light beyond the area for which it is intended.

B. **Applicability**

The requirements of this Section apply to lighting in residential and non-residential districts, not including lighting of public streets.

C. **Allowed Outdoor Lighting**

1. Any lighting used to illuminate off-street parking areas shall be so arranged as to direct the light down, towards the parking area, and away from the adjoining lots in residential districts and any public street right-of-way.

2. Outdoor lighting shall be limited to the following types of fixtures. In these requirements, the term "lamp" refers to the component of the light fixture that produces the light.

   a. Shielded Lights – Relative to spotlights and low intensity lights as defined below, all light fixtures shall be fully or partially shielded.

      i. A fully shielded fixture is constructed and installed in such a manner that no light is emitted above a horizontal plane through the lowest part of the lamp, as certified by the lighting manufacturer or a photometric test report.

      ii. A partially shielded fixture is constructed and installed in such a manner that less than 2.5 percent of the light is projected above a horizontal plane through the lowest part of the lamp, as certified by the lighting manufacturer or a photometric test report.

   b. Spotlights – A spotlight concentrates the light into a directed beam aimed in a particular direction. Spotlights are allowed subject to the following:

      i. The light shall be directed only onto the facade of a building or sign on the same lot.

      ii. Facades and signs located less than 50 feet from a residential district shall not be illuminated by a spotlight.

      iii. The lamp shall be shielded on the rear and sides by a material that fully blocks light. This shield shall extend at least 6 inches in front of the lamp.

      iv. The width of the front opening of the light shield shall be no more than the length of the shield.

   c. Low Intensity Lights – Light fixtures with the following characteristics are permitted without cutoff shields:

      i. The lamp(s) housed by the fixture do not emit a total of more than 16,000 lumens for freestanding fixtures, or 10,000 lumens for fixtures attached to structures, based on the manufacturer's lumen rating for the initial light output of the lamp(s).

ii. The lamp is no more than 14 feet above ground level for freestanding fixtures, or 8 feet above ground level for fixtures attached to structures.

iii. For fixtures with shields or other design features to direct the light, the light is not directed toward adjacent properties or public streets.

iv. The surface of either the lamp or the fixture enclosing the lamp is frosted or translucent rather than transparent.

3. Light Trespass - Light trespass from a property subject to the requirements of this Section shall be limited as provided below. Light trespass shall be measured in vertical foot-candles three feet above ground level at the property line.

   a. Light trespass onto a residential property from a PD, IHOD, I, GC, HC, M/OD, or TPOD district shall be limited to 0.1 foot candles.

   b. Light trespass onto any other property zoned or used for residential purposes shall be limited to 0.5 foot candles.

   c. The light trespass limits shall not apply to land within a public street right-of-way or developed for non-residential uses.

D. **Approval of Alternative Lighting Plans**

1. Designs or locations for light fixtures that do not comply with the requirements of Subsections C.2. and C.3. above but fulfill the purposes of this Section may be approved by the Commission. A request for such approval may be part of a Site Development Plan submittal, must indicate the type, location, lumen rating and height of the fixture, and must demonstrate how the purposes outlined in Subsection C.1. above will be met. Alternatives that may be approved as meeting the purposes of this Section include:

   a. Fixtures that will not be visible at any point along the boundaries of the lot on which they are located due to the location of buildings or walls, topography, or similar visual barriers;

   b. Lighting that will have minimal off-site impact due to the distance of the fixtures from roads and neighboring properties;

   c. Fixtures that incorporate additional shielding or other features to prevent off-site impacts; or

   d. Lighting plans demonstrating other factors that will prevent glare and light spillover.

E. **Exemptions**

The following types of lighting are exempt:

1. Hazard warning lights required by local, state and federal regulatory agencies.

2. Temporary emergency lighting for use by fire, police or other emergency service agencies.

Section 605 – Floodplain

A. **Purpose**

It is the purpose of this Section to regulate land uses and activities in the floodplain in order to minimize loss of life and injury to persons and property, and to preserve the floodplains as a valuable natural resource which can accommodate flooding with minimal adverse effects. Nothing in these regulations is contrary to the minimum floodplain management requirements as contained in Section 60.3 (d) of the National Flood Insurance Act.

B. **Minimum Site Development Requirements**

1. Filling of land as authorized shall only be allowed as logical extensions of land lying at higher elevations.

2. Filling of land in the floodplain shall only be allowed where the resulting landscape is enhanced and where the neighborhood's essential characteristics have not been negatively altered.

3. No structural use and no filling shall be permitted within the floodway unless permitted by the Commission as a Special Permit for such public purposes as road crossings, minor recreational improvements, or safety improvements, provided that no increase occurs in flood levels during the base flood discharge.

C. **Building Floor Elevations**

1. The floor elevation of all stories to be used for human occupancy in any building shall be raised above the floodplain elevation.

2. Stories used exclusively for mechanical or storage equipment may be built below the Floodplain elevation provided that:

   a. the building is designed to remove the hazards of flooding; and
   b. approval is granted by the Commission based upon hydrologic study and recommendation.

D. **Development in a Flood Hazard Area**

Development proposals shall be examined by the Commission to determine applicability of the Flood Hazard Regulations. If any construction or alteration of structures are proposed in a flood prone area as shown on the Town of Putnam Flood Hazard Boundary Map, the applicant shall demonstrate to the Commission that the proposal is consistent with the need to minimize flood damage within the flood-prone area; all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and adequate drainage is provided to reduce exposure to flood hazards.

Any development proposals which encompass five (5) acres or more shall include base flood elevation data.

The Commission shall require:

1. All new construction and substantial improvements of residential structures to have the lowest floor (including basement) elevated to or above the base flood level;

2. All new construction and substantial improvements of non-residential structures to have the lowest floor (including basement) elevated or flood-proofed to or above the base flood level; and

3. Pilings or columns rather than fill, for the elevation of structures within flood-prone areas, in order to maintain the storage capacity of the floodplain and to minimize the potential for negative impacts to sensitive ecological areas.

In the absence of base flood elevation data from FEMA, the Commission shall obtain, review and reasonably utilize, any base flood elevation data from a Federal, State or other source, until such other data has been provided by the FEMA Administrator as criteria for requiring the provisions of Item 3 above.

Section 606 – Erosion and Sedimentation Control

A. **Purpose**

To ensure that erosion and sedimentation resulting from new construction are kept to a minimum.

B. **Plan Required**

A plan shall be submitted with any application for development when the disturbed area of such development is cumulatively more than one-half acre.

C. **Exemptions**

A single family dwelling that is not a part of a subdivision of land shall be exempt from these soil erosion and sediment control regulations.

D. **Erosion and Sediment Control Plan Requirements**

1. To be eligible for certification, a plan shall contain proper provisions to adequately control accelerated erosion and sedimentation and reduce the danger from storm water runoff on the proposed site based on the best available technology. The applicant shall describe, in mapped and narrative form, the measures to be taken to control erosion and sediment both during and after construction. The plan and its specific measures shall be based upon the best available technology and shall be in accordance with the principles and the minimum standards of the 2002 Connecticut Guidelines for Erosion and Sediment Control as amended. The narrative portion shall contain the following:

   a. A description of the development project;

   b. Time Schedule for all construction activities indicating the anticipated start and completion dates of the development, including creation/stabilization of disturbed areas, grading operations, and installation of erosion and sediment control measures;

   c. Name, address (including email) and telephone number of person responsible for implementation;

   d. The design criteria, construction details, detailed installation/application procedures, and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities design criteria;

   e. A site plan map at a sufficient scale to show:

      i. the location of the proposed development and adjacent properties;

      ii. the existing and proposed topography including soil types, wetlands, watercourses and water bodies;

      iii. Within the disturbed area, topographic contour lines at two foot intervals;

      iv. the existing structures on the project site, if any;

v. the proposed area alterations including cleared, excavated, filled or graded areas and proposed structures, utilities, roads and if applicable new property lines;

vi. the location of and design details for all proposed soil erosion and sediment control measures and storm water management facilities;

vii. the sequence of grading and construction activities;

viii. the sequence for installation and/or application of soil erosion and sediment control measures;

ix. the sequence for final stabilization of the development site; and

x. Any other information deemed necessary and appropriate by the applicant or requested by the Commission or its designated agent.

E. **Procedure**

1. Upon receipt of the complete Erosion and Sediment Control Plan, the Zoning Enforcement Officer will review it for compliance with these regulations. Any plan submitted may also be reviewed by the Eastern Connecticut Resource Conservation and Development Council (RC&D) under the Environmental Review Team (ERT) program. At the request of the RC&D ERT, additional control measures shall be incorporated to the plan. All review shall be completed within thirty days of the plan's submission. If the RC&D ERT is not readily available, the Commission may hire a qualified independent reviewer at the applicant’s expense.

2. When the Zoning Enforcement Officer is satisfied that these erosion and sediment control plan complies with these regulations, he will so certify that plan.

3. After installation, the Zoning Enforcement Officer will inspect the site to verify that all necessary erosion and sediment controls have been properly installed. When he is satisfied that they have been properly installed he will so indicate on the owner's application for a Building Permit.

F. **Issuance or Denial of Certification**

1. The Commission shall either certify that the plan, as filed, complies with the requirements and objectives of these Zoning Regulations or deny certification when the development proposal does not comply with these regulations under the provisions of Section 113 and, where applicable, Section 114.

2. Nothing in these regulations shall be construed as extending the time limits for the approval of any application under Chapters 124 or 126 of the General Statutes.

G. **Compliance**

1. All erosion and sediment control measures indicated on the certified plan shall be installed and maintained as scheduled. A cash bond to guarantee completion of the control measures shall be required in an amount to be determined by the Zoning Enforcement Officer, in consultation with the RC&D ERT, where applicable. If in the opinion of the Zoning Enforcement Officer the control measures have not been installed or maintained in conformance with the certified plan the property owner will be so notified by certified mail. If the problem as described in that notice is not rectified within twenty-four hours of delivery, the Zoning Enforcement Officer may take steps to correct the problem using funds from the posted cash bond.

2. Inspection shall be made by the Commission or its designated agent during development to ensure compliance with the certified plan and that control measures and facilities are properly performed or installed and maintained. The Commission may require the permittee to verify through progress reports that soil erosion and sediment control measures and facilities have been performed or installed according to the certified plan and are being operated and maintained.

Section 607 – Excavation

A. **General**

No earth, including loam, sand, gravel, clay, peat or quarry stone, shall be excavated and removed from any lot, nor shall any lot be filled, except as authorized under Section 304 Table III-1 or as authorized under an application for a Special Permit granted by the Commission under the provisions of this Section.

B. **Exemptions**

The provisions of this Section and the requirements to obtain a permit shall not apply to the following cases:

1. Excavation and removal of less than 500 cubic yards over a period of 18 months from any single parcel of land.

2. In conjunction with construction or alteration of a structure for which a building permit or zoning permit has been issued, provided that less than 1,500 cubic yards is disturbed or removed.

3. The landscaping and/or improvement of an existing structure that will not adversely affect the surrounding area and the neighboring residents provided that less than 1,000 cubic yards is disturbed or removed.

4. Removal from the premises of topsoil or loam provided there remains not less than four (4) inches of topsoil or loam and provided that less than 500 cubic yards is removed. The entire disturbed area shall be left seeded or under cultivation.

5. Excavation, removal, filling, or grading in conformance with an approved subdivision and/or site development plan, except as provided hereafter. When the Planning Commission or Zoning Commission determines that subdivision or site development plans include significant grade changes that require extensive excavation and grading operations in terms of time duration and/or material removed, they may require and Excavation and Grading Permit prior to commencement of construction.

C. **Application**

An application in writing for a special permit, submitted to the Commission by the property owner or his authorized agent, shall be accompanied by a plan of operation including maps, drawings and specifications and shall include the following:

1. Four (4) copies of maps and plans prepared by a professional engineer or land surveyor licensed to practice in the State of Connecticut, showing all of the following information as applicable to the particular application:

   a. Property lines and streets adjoining the lot and the names of owners of property adjoining the lot;

   b. the location and exterior limits of the area to be excavated, graded or filled;

   c. A grading plan at a scale of 1" equals 100 feet or less, showing existing topography in the area to be excavated and proposed future topography within the premises and within one hundred (100) feet of the area surrounding the excavation. Contours shall be no more than five feet.

   d. existing and proposed drainage on the site and existing rivers, streams, water courses, ponds, swamps and wetlands on or within 200 feet of the lot;

   e. A statement on dust control techniques to be utilized. Such controls shall be required on access roads to the site.

   f. proposed vehicular access to the lot and any proposed work roadways;

   g. the location on the lot of any wooded areas, rock outcrops and existing and proposed buildings, structures and processing equipment; and

   h. an estimate of the number of cubic yards of material to be excavated, graded or dumped.

2. A written statement specifying the hours and days of the week when the operation is to be conducted, proposed truck access to the site, the number and type of trucks or other machinery to be used on the site, the type of processing or rock crushing to be used, and the location and type of any buildings to be erected. No building shall be erected on the premises except as temporary shelter for machinery and field offices.

3. Written permission for the inspection of the site at any reasonable time by the Commission or its Agent.

4. The applicable fee for a Special Permit (see Section 106), plus $2.00 per acre for each application, payable to the Treasurer of the Town of Putnam.

5. A soil erosion plan and a reuse plan for the land which must include a statement on the type of ground cover to be planted or applied upon completion of the earth removal operation to control wind and water erosion and a maintenance plan until the area is stabilized.

6. In addition to the above requirements, the Commission may request such additional data as necessary to act on the Special Permit application.

D. **Procedure**

1. Within sixty-five (65) days after receipt of a completed application meeting the requirements of this Section and, where applicable, Sections 113 and 114, the Commission shall hold a public hearing on the application.

2. Notice of the public hearing shall be published in a newspaper having a substantial circulation in the Town at least twice, at intervals of not less than two (2) days, the first not more than 15 nor less than 10 days, and the last not less than two (2) days before the public hearing. After the public hearing, the Commission shall approve, modify and approve or disapprove the application.

3. The applicant may consent in writing to any extension of the time of public hearing and action on the application. Failure to submit additional information requested by the Commission under this Section, within the period for action on the application, shall be grounds for disapproval of the application.

E. **Approval**

The Commission may, after the public hearing, grant a special permit use to excavate or filling of a specific parcel of land for a period not to exceed three (3) years only when it is satisfied:

1. That the proposed excavation will not impair or devalue the future use of the property in accordance with these Regulations, and that the slopes and banks will not impair good development and safe use of the property after excavation.

2. That the premises will be excavated and graded in conformity with the plan of operation as approved, and any deviation from said plan shall be cause for the Commission to revoke the permit.

3. That there will be no excavation or removal within fifty (50) feet of any property or street line except to an elevation equal to or above the established grade of the adjoining street or property; that if the excavation is below the established grade of the street or property line, no excavation shall take place within one hundred (100) feet of the property line or within two hundred (200) feet of the street line. If valuable deposit of natural resources warrants the extractions within the buffer, the Commission may permit the extraction on the condition that the buffer is immediately replaced to conform with this requirement. The fifty (50) foot buffer shall remain in its natural vegetative state.

4. That there will be no excavation to within five feet of the water table. The water table shall be determined in accordance with the provisions of the State Board of Health for design of leach fields at the time of the first application and shall be shown on the applicant's site plan. Test wells shall be required on the site to determine water table. The Commission may authorize excavation below this limitation if the applicant can demonstrate cause for said action.

5. That screening, sifting, washing, crushing or other forms of processing, if conducted upon the premises, will be done in such a manner as to not unduly disturb, annoy or harm neighboring residences. Any screening, sifting, washing, crushing or other forms of processing, if conducted upon the premises, shall shall be only of materials excavated on the site; no off-site earth material shall be brought onto the site and processed thereon. No fixed machinery shall be erected or maintained within two hundred (200) feet of any property line or street line.

6. That if arable soil exists within the site, the applicant has made provisions for storing and retaining within the premises at least four (4) inches of top layer of said soil for use after excavation and/or removal operations are completed, as specified herein.

7. That at all stages of operation, steps are taken to insure that: proper drainage will be provided to prevent the collection and stagnation of water; to prevent soil erosion; to prevent harmful effects upon surrounding properties; and proper slopes will be maintained to prevent dangerous overhang.

8. That during the period of excavating and removal, such barricades or fences will be erected as may be necessary for the protection of pedestrians and vehicles.

9. That truck access to the excavation will be arranged as to minimize the danger to traffic and nuisance to surrounding properties. Proper provision shall be made for control of dust and that portion of the access road within the area of excavation will be provided with a dust controlled surface when necessary.

10. That appropriate measures shall be taken to prevent the tracking of material onto any public way. Such measures shall include the installation of an anti-tracking stone apron at the entrance/exit driveway to the site adjacent to any public way. Any material tracked onto a public way will be swept up and removed on a daily basis.

11. That proper measures, as determined by the Commission, shall be taken to minimize the nuisance to surrounding properties.

12. That when excavation and removal operations or either of them is completed, or if a permit has expired and not been renewed, the excavation area will be graded so that the gradients in disturbed earth will not be steeper than a slope of 3-1 (horizontal-vertical) or whichever lesser slope is necessary to maintain stability under the particular soil conditions; that a layer of arable soil obtained from material stockpiled on the site, or from elsewhere if no on-site stockpile is available, will be spread over the excavated and sloped areas to a minimum depth of four (4) inches; that the area will be covered with a perennial rye grass and other equally suitable vegetation, and that it will be maintained until accepted by the Commission.

13. A Special Permit use may be granted to excavate a specific parcel in a zoning district not specified in Section 304 provided that requirements of this Section are met and that there is no processing of materials on the subject parcel. The Commission may establish other conditions they feel are required because of the nature of district in which the parcel is located

14. The work shall be limited to such hours as are determined reasonable by the Commission and to such days as specified by the Commission.

15. Upon completion of the work authorized, the area of excavated or otherwise disturbed ground shall be prepared or restored as follows:

    a. Such area shall be evenly graded to slopes not exceeding one (1) feet of rise for each three (3) feet of horizontal distance or to such lesser slope necessary for soil stability, safety and reasonable reuse and development of the lot; in addition, the area shall be evenly graded h sufficient slopes to assure adequate drainage of the area, so that stagnant pools of water will be avoided; if it can be demonstrated to the commission's satisfaction that a greater slope, not to exceed one (1) foot of rise for each two (2) of horizontal distance, can maintain stability and safety, the commission may waive the 1:3 slope requirement;

    b. Adequate drain-ways of gradual slope shall be provided to assure drainage;

    c. All loose boulders shall be buried or removed from the lot; and

    d. The top layer of any arable soil, to a depth of not less than four (4) inches, shall be retained in the lot and spread over the entire disturbed area with any large stones removed, and the area shall then be seeded with a perennial grass and maintained until the ground shall be completely stabilized with a dense cover of grass and there exists no danger of erosion, but this provision shall not apply to the area of ponds nor to exposed areas of ledge existing prior to the work.

F. **Performance Bond**

1. As a condition of the granting of a Special Permit, the applicant shall file a Performance Bond or other equivalent surety acceptable to the Commission with the Treasurer of the Town of Putnam. The amount of the bond will be calculated by the applicant's engineer on the basis of an estimate of the cost of all required restoration to the site upon completion of all excavation and earth removal activities, as specified in the special permit, and said estimate shall be prepared and submitted to the Commission for its guidance in setting the final amount of the performance bond.

2. The bond will expire no earlier than sixty (60) days after termination of the current permit.

3. The applicant's engineer will submit as part of the plans an estimate of the amount of the bond based on the Bond Formula in Appendix 1.

4. Failure to renew the Performance Bond shall invalidate the Special Permit.

G. **Time Limit**

1. Each excavation Special Permit granted under this Section shall be valid for a period of three (3) years or for such shorter period as may be requested by the applicant or fixed by the Commission.

2. The Commission may by majority vote renew the permit annually when the applicant presents copies of the approved maps and plans, prepared by and bearing the seal of a professional engineer or land surveyor, showing that the excavation and removal, or grading or dumping of earth is progressing as approved.

H. **Extension or Renewal Permit**

The Commission shall extend its permission to carry out excavation and removal operations for a period of three (3) years provided that the applicant is able to show that the excavation and removal already completed conforms with the plan of operation as approved. The amount of the surety bond for such extension or renewal shall be calculated pursuant to the method put forth in Section 607.F.

I. **Enforcement**

If at any time the Commission finds that the excavation is not being conducted in accordance with the plan of operation as approved, the Commission may request the operator to supply a progress report of the excavation or removal including the contours or cross sections prepared by a certified engineer or land surveyor licensed in the State of Connecticut. Based on the evaluation of the progress report, the Commission may order the applicant to cease operations. Failure to supply the report or request shall result in invalidation of the special permit.

J. **Completion**

Upon completion of the operation in accordance with the terms of a special permit and after any area of the lot required to be seeded has grown over one growing season a dense cover of grass or other suitable vegetative cover as required under this Section, the applicant may apply to the Commission for the return of the bond filed as provided in this Section, and if the Commission is satisfied that the work has been completed as required, the bond shall be returned to the applicant, but otherwise the bond shall remain in full force and effect.

Section 608 – Performance Standards

A. **Purpose**

The purpose of this Section is to provide performance standards which are designed to prevent health and safety hazards, public nuisances and hazardous environmental effects; to permit potential nuisances to be measured factually and objectively; and to ensure that all uses will provide methods to protect the Town from hazard which can be prevented by processes of control and elimination. If any local standard differs from State or Federal standards, the more stringent or restrict standards shall apply.

B. **Application of Standards**

1. The provisions of this Section shall apply to any uses located within the Town. If any existing use, process, building or other structure is extended, enlarged, moved, structurally altered or reconstructed, or any existing use of land is modified in any way, these performance standards shall become applicable. Performance standards shall be measured at the lot line in a point nearest the use or process being measured.

2. Industrial uses and buildings shall be designated and laid out to minimize impacts on adjacent property by such features as buffer fences, plantings, suitably located points of traffic ingress/egress and areas for loading and parking.

C. **Administration of Performance Standards**

1. Before issuing a zoning permit, the Agent shall certify any proposed use for compliance with this Section.

2. Issuance of a zoning permit shall constitute certification of compliance with the standards of this Section. Any modifications or alterations shall be made part of the building permit.

D. **Plans and Specifications**

In order to determine the probable compliance of a proposed use with this Section, the Agent may require the submission of:

1. Plans of existing or proposed construction and development;
2. Description of existing or proposed machinery, and products;
3. Specifications for the mechanisms and techniques used or proposed to be used to adhere to these standards;
4. Measurements of the amount or rate of emissions of the items referred to in these standards for existing industrial uses of the applicant;
5. Certification by a registered professional engineer, that the proposed use shall comply with these standards;
6. An affidavit from the applicant acknowledging his understanding of these standards and his continuing agreement to comply with them.

Failure to submit any data required shall constitute grounds for denying a permit.

E. **Report by Expert Consultants**

In the investigation of the compliance with these standards by an existing or proposed use, the Agent may require the owner or applicant to provide a study and report by an expert consultant as to the compliance with said standards and advice as to how much existing or proposed use can be brought into compliance with said standards if necessary.

F. **Continued Enforcement**

The Agent shall investigate any purported violation of these standards and for such investigation, may request that qualified experts be employed. If it is found that a violation occurred or exists, a certified letter shall be sent to the owner of the use directing him to rectify the situation within a stated time period. The notice shall state that upon continuation of the violation, any costs associated with monitoring the operation, including the costs of hiring qualified experts, shall be paid by the violator. If no violation exists, the Town shall bear the cost.

G. **Cancellation of Permits**

If, after the conclusion of time granted for compliance with the performance standards, the Agent finds the violation is still in existence, any permits previously issued shall be void and the operator shall be required to cease operation until the violation is remedied.

H. **Performance Standards**

The following standards shall apply to all existing and proposed industrial uses:

1. **Noise** – At the points of measurement, the sound pressure level of noise shall not exceed the values given in Tables 1 and 2 in octave bands of frequency, between the nighttime hours of 11:00 PM and 7:00 AM. The sound pressure level shall be measured with a Sound Level Meter (American Standard Specifications for Sound Level Meters for measurement for Noise and Other Sounds, S1.41961) and an Octave Band Filter Analyzer (American Standard Specifications for an Octave Band Filter Set for the Analysis of Noise and other Sounds, Z 24, 10-1953).

Table VI-4 – Maximum Permissible Sound-Pressure Levels

Pre-1960 Octave Bands		Preferred Frequency Octave Bands	
Octave Band Frequency (Cycles per Second)	**Decibels**	**Octave Band Center Frequency (Cycles per Second)**	**Decibels**
0-75	72	21.5	76
75-150	67	63	71
150-300	59	125	65
300-600	52	250	57
600-1200	46	500	50
1200-2400	40	1000	45
2400-4800	34	2000	39
Above 4800	32	4000	34

If noise is not smooth and continuous and/or is not radiated between the hours of 11:00 PM and 7:00 AM, one or more of the corrections in Table VI-5 shall be added to or subtracted from each of the decibel levels given above in Table VI-4.

Table VI-5

Type of Operation or Character of Noise	Correction in Decibels
Daytime operation – 7 AM to 11 PM	Plus 5
Noise source operated less than 20% of any one-hour period	Plus 5*
Noise source operated less than 5% of any one-hour period	Plus 10*
Noise source operated less than 1% of any one-hour period	Plus 15*
Noise of impulse character (Hammering, and so forth)	Minus 5
Noise of periodic character (Hum, screech, and so forth)	Minus 5

*Apply one of these corrections only.

2. **Vibration**

a. Ground-transmitted vibration shall be measured with a seismograph or complement of instruments capable of recording vibration displacement and frequency, particle velocity, or acceleration simultaneously in three mutually perpendicular directions. The maximum vector resultant shall be less than the vibration displacement permitted. Particle velocity may be measured directly or computed from the formula particle velocity (inches per second) – 6.28 times displacement (inches) times frequency (Hertz).

b. Vibration shall be measured at any adjacent lot line as indicated and the vibration shall not exceed the limits shown at the specified points of measurement.

c. The maximum permissible particle velocity of the ground shall be as follows:

Table VI-6

Point of Measurement	Particle Velocity	
	Steady-State Inches/Second	**Impact Inches/Second**
Residential Zone Boundary	0.02	0.04
Lot Line	0.10	0.20

d. For purposes of these Zoning Regulations, steady-state vibrations are vibrations which are continuous, or vibrations in discrete impulses more frequent than sixty (60) per minute. Discrete impulses which do not exceed sixty (60) per minute shall be considered impact vibrations.

e. No vibration is permitted which is discernible to the human sense of feeling for three (3) minutes or more duration in any one hour of the day between the hours of 7:00 AM and 7:00 PM or of thirty (30) seconds or more duration in any one hour between the hours of 7:00 PM and 7:00 AM.

3. **Smoke, Air Pollution, Gases and Fumes, Toxic Material, Odor** – All operations, activities and uses shall be conducted so as to comply with State and/or Federal Regulations.

4. **Sewage and Water-Borne Wastes**

a. Sewage and water borne wastes shall be disposed of in a manner acceptable to the Connecticut Department of Energy and Environmental Protection who shall approve the design, installation and operation of all subsurface wastewater disposal systems.

b. Discharge into a surface water body shall require issuances of a National Pollutant Discharge Elimination System (NPDES) permit by the US Environmental Protection Agency and/or the State of Connecticut when reqried by state or federallaw

c. Discharge into the sewer system, when available, shall adhere to the rules and regulations established to govern waste waters flowing into the plant.

5. **Heat and Glare** – No use shall produce unreasonable heat beyond the property line. Any manufacturing operation or activity producing glare shall be conducted so that direct or indirect light from the source shall not cause illumination in excess of 0.5 foot-candles when measured in a neighboring residential district or public highway.

6. **Radioactive Materials** – The handling of radioactive materials, the discharge of such materials into the air and water, and the disposal of radioactive wastes shall be in conformance with the applicable regulations of the US Nuclear Regulatory Commission and the State of Connecticut.

7. **Particulate Matter** – No emission shall be permitted which can cause any damage to health, animals; vegetation, property, or which can cause excessive soiling at any points.

8. **Fire and Explosive Hazards** – All industrial uses and storage facilities shall be approved by the State Fire Marshal with regard to fire and explosive hazards.

9. None of the activities or businesses conducted within the premises shall: be hazardous; have or cause any detrimental effect to adjacent property; have fire or explosion hazards that will produce dangerous exposure to adjacent property.

Article VII
Special Requirements

Section 701 – Residential Conversions

When permitted as a special permit from the listing of uses, Section 304, a single-family detached dwelling exiting prior to January 1, 1957, may be converted into and used as a two-family, provided that:

A. The plan and any other information as may be deemed necessary for the conversion of said dwelling shall be approved by the Commission.

B. There is parking at a safe distance from the public highway in accordance with Section 601, Standards for Parking and Loading.

C. The dwelling shall be subject to the height, area, width and yard regulations of the applicable district in accordance with Section 401 Table IV-1 Schedule of Dimensional Regulations.

D. There shall be no external alterations of the building except as may be necessary for reasons of safety; fire escapes and outside stairways shall, where practicable, be located to the rear of the building.

E. In an R-20, R-10 or R-7 district, the dwelling is attached to the Town's sewer system.

F. The maximum % coverage requirements of Section 401 and the minimum Livable Floor Areas requirements of Section 407 are met.

G. The Commission may prescribe such further conditions and restrictions with respect to the conversion and use of such dwelling, and to the use of the lot, as deemed necessary.

Section 702 – Multi-Family Housing

A. **Intent**

Multi-family development is permitted in Putnam to provide a greater variety and choice in housing types, to broaden availability of housing for persons and families of all income levels, to focus development at location able to support it with relatively small environmental or municipal cost, and to protect the Town's natural environment and existing character.

B. **Requirements**

All Applications for a permit or special permit for a multi-family dwelling or project shall adhere to the following requirements.

1. **Relation to Transportation**. Principal vehicular access shall be from major streets. Access points shall be designed to encourage smooth traffic flow with controlled turning movements and minimum hazards to vehicles and pedestrians. Merging, turnout lanes and traffic dividers shall be provided where existing or anticipated heavy flows indicate need. Streets within the development shall not be constructed so as to encourage use of minor streets in adjacent residential areas.

2. **Relation to Surrounding Property**. Site planning shall provide protection from potentially adverse surrounding influences, and protection of surrounding areas from potentially adverse influences from within the development.

3. **Buffer Zone**. There shall be a landscaped buffer of at least ten (10) feet between any multi-family structure and the lot line of any adjoining property. If, in the opinion of the Zoning Commission, the natural vegetation does not provide a suitable buffer, planting of a double row of evergreens at least four feet tall, may be required.

4. **Screening**. Fences, walls or vegetative screening shall be provided along the perimeter of the development where needed to provide a buffer to minimize incompatibility with surroundings. In particular, the following uses and areas shall be screened from adjacent residential districts or public streets:

   a. Off-street parking areas containing more than ten spaces. When nearest portions of noncontiguous parking areas are separated by less than fifty (50) feet of landscaped space, as measured from their nearest points, they shall be considered as combined for computing number of spaces.

   b. Service areas for loading and unloading vehicles other than passenger, and for storage and collection of trash and garbage.

   c. Utility sites such as pumping stations, electric utility substations and the like.

5. **Rubbish Disposal**. Each building shall be provided with an enclosed waste pen of sufficient size to accommodate all trash and waste stored on the premises in accordance with Section 601.

6. No multi-family structure shall contain more than twelve dwelling units, with not more than six dwelling units having access from a single entrance. No building shall be larger than two hundred (200) feet in length and have an unbroken roof area greater than three thousand (3,000) square feet.

C. **Special Permit for Multi-Family Housing**

In addition to the requirements of Sections 113 and 114, any application for a special permit to construct multi-family units shall include the following:

1. A site plan, prepared by a registered architect, landscape architect, professional engineer or land surveyor, that shall consist of five separate plans prepared at a scale of 1 inch equals 40 feet or such other scale as may be approved by the Zoning Commission. The five plans are as follows:

    a. Site Layout which shall contain the boundaries of the lot(s) in the proposed development, proposed structures, drives, parking, landscaping, screening, fences, walls, walks, outdoor lighting, and loading facilities.

    b. Topography and Drainage Plan which shall contain the existing and proposed final topography at two intervals and plans for handling stormwater drainage.

    c. Plan which shall include all facilities for refuse and sewerage disposal or storage of all wastes, the location of all hydrants, fire alarms and fire fighting facilities on and adjacent to the site, all proposed recreational facilities and open space areas, and all wetlands including floodplain areas.

    d. Architectural Plan which shall include the ground floor plan and architectural elevations of all proposed buildings.

    e. A Landscape Plan showing the limits of work, existing tree lines, and all proposed landscape features and improvements including planting areas with size and type of stock for each shrub or tree.

2. A perspective drawing showing a typical building.

3. A locus plan, at an appropriate scale, showing the entire project and its approximate relation to existing areas, buildings and roads for a distance of one thousand (1,000) feet from the project boundaries or such other distance as may be approved or required by the Commission.

4. A written statement indicating the estimated time required to complete the proposed project and any and all phase thereof.

5. For any multi-family development over three acres, analysis of the consequences of the proposed development on:

    a. Natural Environment: groundwater and surface water quality, ground water level, stream flows, erosion and siltation, vegetative removal (especially unusual species and nature trees), and wildlife habitats.

b. Public Service: traffic safety and congestion, used for water system improvements, need for public sewerage, need for additional public recreation facilities, need for additional school facilities.

c. Economics: Municipal costs and revenues, local business activity, local jobs.

d. Social Environment: rate of town population growth, range of available housing choice.

e. Visual Environment: Visibility of buildings and parking, visual consistency with existing development in the area.

6. Any other information deemed necessary to describe the proposed development.

Section 703 – Condominiums

A. **Intent**

Residential condominiums differ from other residential development in a variety of ways, particularly the relationship between individually owned units and jointly held and maintained common areas. Condominium developments are a mix of individual and common ownership, which differs from conventional and familiar patterns of housing in the Town. The purpose of this Section is to address the special attributes of condominiums and to adopt development standards that will protect both the community and the purchasers of condominiums.

B. **Applicability**

The provisions of this Section shall apply to all conversions of apartments or other similar existing developments to residential condominiums proposed on a real property within the appropriately Districted districts in the Town.

C. **Requirements**

1. The documents setting forth a plan or manner of permanent maintenance of open spaces and recreational areas shall not be acceptable until approved by the Town Attorney as to legal form and effect, and by the Zoning Commission as to suitability of content.

2. If the common open spaces are to be conveyed to the homeowners' association, the developer shall file a declaration of covenants to be submitted with the application for approval, that will govern the association.

3. The homeowners' association shall be established prior to the sale of the last dwelling unit.

4. Membership shall be mandatory for each buyer and any successive buyer.

5. Provisions to restrict parking upon other than approved and developed parking spaces shall be written into the covenants, conditions, and restrictions for each project.

6. If the development is constructed in phases which require one (1) or more final maps, reciprocal covenants, conditions, and restrictions and reciprocal maintenance agreements shall be established which will cause a merging of development phases as they are completed, and embody one (1) homeowners' association with common areas for the total development.

7. Each condominium unit shall be separately connected to available public water supply and sanitary sewer system.

8. All condominium projects shall require direct access and direct connection to a public road from the project site. All public or private streets within a condominium project shall conform to the standards and specifications of the Town of Putnam.

9. The following information must be included on, or attached to the project site plan:

    a. Ownership Interest

    b. Declaration of all persons with an ownership interest in the land on which the condominium project will be located, including a description of the nature of each entity's interest (for example, fee owner, option holder, lessee, or land contract vendee).

    c. The proposed use(s) of the condominium project (for example: residential, commercial, industrial).

    d. The total acreage of the condominium site, acreage set aside for roads and parking areas, number of condominium units to be developed on the subject parcel and density computation on a unit per acre basis.

    e. The vehicular and pedestrian circulation system planned for the proposed development, including the designation of any street(s) for private ownership or dedication to the public.

    f. The location of existing roads adjacent to the development with details on the connection of the project circulation system to the public system.

    g. The proposed layout of structures, unit lots, parking areas, open space and recreation/park areas.

h. Site drainage showing topography and flow directions, including computations of flows into storm sewers or retention and/or detention areas.

i. Specific locations and dimensions of wetland areas, wetland buffers, floodplain, and significant natural features such as tree stands, unusual slopes, streams and water drainage areas. Include the total acreage of all wetland areas and open space.

j. Proposed landscape screening, including greenbelt, berms, and screening walls, and a maintenance plan

k. All deed restrictions or other regulations proposed to be included in the condominium documents in the nature of restrictive covenants that regulate the layout, use and maintenance of public or common areas, accessory structures, payment of assessments, and enforcement of condominium regulations. All items shall be physically incorporated as part of the site plan through detail sheets attached with the plan.

l. Limited common elements, common elements, unit lots, preservation areas, convertible areas and any other designated ownership areas must be clearly delineated on the site plan.

m. All condominium documents must be provided for review by the Town Attorney.

n. All necessary easement documents showing the dedication of land areas for the purposes of constructing, operating, inspecting, maintaining, repairing, altering, replacing, and/or removing pipelines, mains, conduits and other installations of a similar character for the purpose of providing public utilities, including conveyance of sewage, water and storm water run-off across, through and under the property subject to said easement, and excavating and refilling ditches and trenches necessary for the location of said structures.

D. **Conversions**

All condominium conversion projects shall be subject to the dimensional requirements of the Zoning Regulations and shall require site plan approval by the Commission prior to the occupancy of any unit converted to a condominium unit. The site plan submitted for a conversion project shall include all existing conditions and clearly identify all proposed site changes. The Commission shall review the site plan for a condominium conversion in the same manner as a new development on the site. Any valid nonconforming two or multi-family residential use upon conversion shall not be subject to the dimensional requirements provided that the number of dwelling units after conversion is not increased.

Section 704 – Active Adult Housing

A. **Intent**

The development of elderly, assisted elderly and active adult housing is encouraged by these regulations. However, no provision of these Zoning Regulations shall be applied, enforced, or implemented in a manner which is inconsistent with or prohibited by the fair housing laws of the United States and the State of Connecticut.

B. **Procedure and Standards**

1. An application for a special permit for a Senior Active Adult Housing District may be submitted to the Commission by a public, nonprofit or for-profit housing developer for a parcel of land or part thereof located in the R-7, R-10 and/or R-20 Residential Districts and which contains the minimum area set forth in these Zoning Regulations.

2. No application for a Senior Active Adult Housing District shall be approved by the Commission unless it finds that a need exists within the Town of Putnam for the specific housing type proposed and the Commission finds that the topography and other natural features of the property are capable of accommodating increased building density without detrimental impact. Each active adult housing unit shall be occupied by:

   a. Persons who are 55 years of age or older.

   b. A spouse of an occupant pursuant to a. above.

   c. Occupant pursuant to a. above who survives his or her spouse.

   d. Occupant pursuant to a. above whose spouse has entered into a long-term continuing care facility.

   e. In c. and d. above, remaining spouses who remarry or cohabitate must meet all occupancy requirements.

   f. A personal care attendant who is in service to a resident 55 years of age or older, to attend to that resident(s) medical and/or health needs, provided that: (1) the personal care attendant is: 21 years of age or older, registered with the Town of Putnam, and not paying the resident any form of rent; (2) the resident(s) in question has a note from his/her doctor stating that the condition of the resident is such that a personal care attendant is warranted; (3) if the resident in need of a personal care attendant is not in occupancy of his/her home for a period in excess of one month, unless extended by the Commission, the personal care attendant shall not live in the home.

3. A proposed active adult housing development shall be a Common Interest Ownership Community as defined in Chapter 828 of the Connecticut General Statutes.

4. A minimum of ten acres of contiguous land is required for establishment of an active adult housing development.

5. The maximum number of units per acre is four. In computing the number of acres for the purposes of this paragraph, 75% of the area of the site consisting of soils regulated as inland wetlands or watercourses as well as 75% of slopes over 33% (as determined by two foot contour intervals) shall be excluded.

6. No more than 40 percent of the lot area may be covered with impervious surfaces.

7. Only single family detached units shall be allowed.

8. The minimum living area of each dwelling unit, inclusive of bathrooms and exclusive of hallways, shall be 900 square feet.

9. The maximum height of any building in an active adult housing development shall be 24 feet.

10. The minimum distance between side walls of units shall be 20 feet. Where the distance between units is less than 24 feet, adjacent walls shall be angled to prevent parallel side walls. The minimum distance between rear walls of units shall be 40 feet.

11. There shall be at least two parking spaces provided for each dwelling unit. At least one of these parking spaces shall be provided within an attached garage. A minimum of 25 percent of the units shall accommodate a two car attached garage. The Commission may require the provision of guest parking spaces in addition to aforementioned required parking. All unit driveways shall be a minimum of 20 feet in length.

12. The Commission may require along the perimeter of the development a front buffer yard up to 40 feet in width and a side or rear buffer yard up to 40 feet in width. Front buffer yards shall be planted in accordance with the specifications of an “A” Buffer yard (40-foot width) and side or rear buffer yards shall be planted in accordance with the specification of a “B” Buffer yard (35-foot width).

13. The purchase of a dwelling unit for investment purposes, i.e. by a person or entity not intending to occupy the unit, is prohibited except that a nonresident family member may purchase up to one unit for persons who will reside in the unit and who otherwise comply with the provisions of these Zoning Regulations.

14. An owner of a dwelling unit may rent his or her unit for a term(s) of not less than one year provided that the tenant fully complies with all of the conditions of these Zoning Regulations.

15. There shall be set aside open space area equal to 2,500 square feet per unit. Such open space area shall not include any watercourse, waterbody, wetland soils classified as poorly drained or very poorly drained or slopes in excess of 33% (as determined by two foot contour intervals).

16. The Commission may require the provision of a walking trail system within the proposed development. Unpaved walking trails may be counted as open space under this Section of these Zoning Regulations.

C. **General Requirements**

1. All development shall be served by public sewer and water. For the purpose of this Section, public water shall not include a community well.

2. All utility wires shall be placed underground.

3. A Certificate of Occupancy shall not be issued by the Building Inspector for more than 85 percent of the dwelling units of the approved development plan or of the approved stage of the development until all details of the approved development plan or of the approved stage of the development plan shall have been fully completed or bonded.

Section 705 – Open Space Residential Development Subdivisions

Open Space Residential Development (OSRD) subdivisions in accordance with these Regulations shall be encouraged within the town for all single-family residential subdivisions greater than four lots in the R-40 and AG-2 zoning districts. Open Space Residential Development shall mean a single-family residential subdivision in which the dwelling units are grouped together on reduced building lot areas, adjacent to permanently preserved open space. An Open Space Residential Development subdivision shall be the preferred method of subdivision development within the R-40 and AG-2 zoning districts wherever the following purposes would be served.

A. **Purpose and Applicability**

These regulations are intended to provide for increased flexibility, balanced by increased control, in the development of land so as to facilitate the preservation of open space, natural resources, recreational uses, and community character.

1. The purposes of this Section are to:

   a. promote conservation of soils, wetlands, streams, large and healthy stands of trees, existing farmland, stone walls, and other significant natural and cultural features and landmarks, making the best use of the land through avoidance of unnecessary regrading of the natural terrain;

b. enhance the value to the public of abutting or neighboring parks, forests, greenways, wildlife preserves, nature reservations or sanctuaries or other open spaces;

c. enhance public recreation opportunities, including access to greenway networks and trails;

d. encourage the permanent preservation of open space, agricultural lands, forest lands and other natural resources including aquifers, water bodies and wetlands, and historical and archaeological resources;

e. encourage a less sprawling and more efficient form of development that consumes less open land and conforms to existing topography and natural features;

f. maintain the traditional New England rural character and land use pattern in which small villages contrast with open space and farmlands;

g. facilitate the construction of streets, utilities and public services in a more economical and efficient manner;

h. ensure that residential developments are designed to minimize impacts to the natural features of the land, including wetlands, watercourses, forests, prime agricultural land, steep slopes, plants, wildlife, historically and culturally significant sites, scenic views, and rural character;

i. encourage development out of view from the road, and promote alternatives to strip residential development lining roadsides in the town; and

j. provide wildlife corridors connecting open spaces, needed by wildlife to ensure their survival.

2. **Applicability**. Any applicant applying for a single-family residential subdivision located in the R-40 and AG-2 districts, creating four or more building lots, shall apply for an OSRD subdivision under these Zoning Regulations, unless the applicant can demonstrate to the Planning Commission that a conventional single-family residential subdivision would better serve the purposes of this Section of the Regulation in the particular case.

B. **General Density Limitations**

Except as otherwise provided in these Regulations, the overall density of an OSRD subdivision shall be no greater than what would be allowed in the district under conventional zoning. The maximum number of units for an OSRD subdivision shall be determined by the Yield Plan Method, as follows.

1. Under the Yield Plan Method, the applicant must provide a preliminary conceptual subdivision plan consisting of lot and street layouts conforming to the Zoning and Subdivision Regulations governing conventional subdivision lots. Although such yield plans shall be conceptual in nature, and are not intended to involve significant engineering costs, they must be realistic and must not show potential house sites or streets in areas that would not ordinarily be legally permitted in a conventional subdivision layout. Consequently, yield plans must identify physical and other features that would limit or restrict the use of the parcel for development, including, but not limited to, topographic contours, at a contour interval of no less than ten (10) feet; wetlands and watercourses; 100-year floodplains (Flood Zones A, as shown on FEMA maps); slopes exceeding twenty-five percent (25%); rock outcrops; and easements and rights-of-way affecting the parcel. On lots that would not be served by public sewerage or a centralized private sewage treatment facility, soil suitability for individual septic systems must be demonstrated. The Planning Commission may select a small percentage of lots (10 to 15%) to be tested, in areas considered to be marginal. If all tests on the sample lots meet applicable Public Health Code requirements, the applicant's other lots shall also be deemed suitable for septic systems, for the purpose of calculating total lot yield. However, if any of the sample lots fail, several others (of the Planning Commission's choosing) shall be tested, until all the lots in a given sample pass.

C. **Density Bonuses**

The maximum number of lots allowed under this Section and/or under Section 401 may be increased in one of the following ways:

1. **Open Space Maintenance Fund**. The Planning Commission may allow a density bonus to generate additional income to the applicant for the express and sole purpose of endowing a permanent fund to offset continuing open space maintenance costs. The density bonus granted under this subsection shall be limited to fifteen percent (15%) of the total number of lots that would otherwise be allowed under this Section and/or under Section 401 as may be applicable. Any such density bonus shall be conditioned upon the provision by the owner of the parcel to be subdivided of an agreement to pay a fee into an open space maintenance fund to be established and maintained by either (1) the Town of Putnam or (2) the organization to be charged with the maintenance of the open space provided in the applicable subdivision plan. The amount of the fee shall be set by the following formula: [(CFMV/N) x (0.5 XL)], where CFMV is the cumulative fair market value of all of the buildable lots or parts resulting from the subdivision, N is the total number of buildable lots or parts resulting from the subdivision, and XL is the number of additional lots allowed by the density bonus. The value of CFMV shall, at the option of the applicant, be (1) the 100% value of all of the buildable lots or parts as determined by the Town Assessor for tax purposes as of the effective date of the subdivision approval, or (2) determined by a licensed Connecticut real estate appraiser chosen jointly by the applicant and the Planning Commission, in which case the applicant shall be responsible for any appraisal fees.

2. **Other Open Space Dedications**. A density bonus may be granted for the provision of excess open space, meaning the amount of any open space acreage that is greater than the minimum amount that would be required under this Section. The additional open space may be within the parcel to be subdivided or elsewhere within the Town of Putnam. For each five acres of excess open space accepted by the Planning Commission, one additional building lot shall be allowed, up to a maximum of fifteen percent (15%) of the total number of lots that would otherwise be allowed under this Section and/or under Section 401 as may be applicable. The decision whether to accept an applicant's offer

to dedicate excess open space shall be at the discretion of the Planning Commission, which shall be guided by the recommendations contained in the Town's Plan of Conservation and Development and its determination as to the value of the excess land for any of the purposes described in this Section.

D. **Open Space Percentage and Use Limitations**

1. **Minimum Percentage of Open Space**. The minimum area of open space to be dedicated within an OSRD subdivision shall be forty percent (40%) of the total area of the parcel being subdivided. In addition, the area of open space to be dedicated must contain at least forty percent (40%) of the total area of the parcel that does not comprise wetlands, watercourses, floodplain areas, or slopes in excess of twenty-five percent (25%). As an example, if a parcel containing 100 acres is subdivided, and 30 acres of the parcel consists of wetlands, watercourses, floodplain areas, or slopes in excess of twenty-five percent (25%, the minimum open-space dedication will be 40 acres (100 acres x .40), and at least 28 acres (70 acres x .40) of the dedicated area must not be wetlands, watercourses or floodplain areas. Nothing in this Section shall prohibit a subdivider from dedicating additional land consisting of wetlands, watercourses or floodplain areas, so long as the minimum amount of other types of land is also provided. For instance, in the example given above, the subdivider could dedicate 20 acres (not just 12 acres) of wetlands, so long as the dedication also included the minimum 28 acres of land that did not consist of wetlands, watercourses or floodplain areas. The Planning Commission encourages subdividers to dedicate or otherwise preserve as much of the wetlands, watercourses and floodplain areas as possible.

2. **Use of Open Space Areas**. The purposes for which open space areas are proposed shall be documented by the applicant. The required open space may be used, without restriction, for underground drainage fields for individual or community septic systems, provided that no portion of such systems protrudes above grade. Stormwater management ponds or basins may be included as part of the minimum required open space, as may land within the rights-of-way for underground utility lines. However, land within the rights-of way of overhead power lines or other surface utility lines shall not be included in the minimum required open space.

E. **Design Standards**

1. **Dimensional Requirements**. The dimensional requirements for building lots in an OSRD subdivision shall be as follows:
   - Minimum Lot Area: 25,000 square feet AG-2 District, 15,000 square feet R-40 District
   - Minimum Lot Frontage: 100 feet (25 feet for rear lots)
   - Minimum Front Yard: 40 feet
   - Minimum Side Yard: 20 feet
   - Minimum Rear Yard: 40 feet
   - Maximum Lot Coverage: 15%
   - Rear lots shall contain no less than 35,000 square feet, excluding the area of the accessway, and shall have a minimum driveway access width of twenty-five (25') feet.

- All lots in an OSRD subdivision shall comply with the minimum buildable area requirements set forth in this Section except where the lot(s) is/are to be served by a community septic system in conformance with all Department of Energy and Environmental Protection and State Public Health Code regulations and requirements.

2. **Other Design Standards**. In designing an OSRD subdivision, the applicant should consider the purposes set forth in this Section of these regulations and the following factors:

   a. Dwelling units shall be grouped allowing a portion of the parcel to remain open.

   b. The open space in any OSRD subdivision shall be located entirely within the subdivision and shall be in one contiguous piece, unless the Planning Commission finds that the purposes of this Section of these regulations would be more effectively served by separated parcels. The open space shall have suitable shape, dimension, character and location to promote the purposes specified in this Section of these regulations.

   c. When designing an OSRD subdivision the applicant must refer to the Town's Open Space Plan and plan the development in relation to the open space by first (1) locating the proposed open space; second, locating houses; third, locating roads; and, fourth, laying out lot configurations.

   d. Lots shall be laid out to the greatest extent feasible, to achieve the following objectives (listed below in order of priority, as it is recognized that some may conflict with others on any given site):

      i. to place septic systems on the most suitable soils for subsurface wastewater disposal (in unsewered areas only);

      ii. within any woodland contained in the parcel, or along the far edges of the open fields adjacent to any woodland (to reduce impact upon agriculture, to provide summer shade and shelter from winter wind, and to enable new construction to be visually absorbed by natural landscape features);

      iii. in locations least likely to block or interrupt scenic vistas, as seen from the public roadway(s);

      iv. on the least fertile soils for agricultural uses, and in a manner that maximizes the usable area remaining for such agricultural use; and

      v. in locations where the greatest number of units could be designed to take maximum advantage of solar heating opportunities.

   e. Wherever possible, wetlands should be adjacent, contiguous or included in the Open Space.

   f. Underground utilities shall be required in OSRD subdivisions.

g. Proposed lots and improvements should be designed and situated to minimize alteration of the natural site features to be preserved, including, but not limited to, stone walls.

h. Proposed open space areas should include irreplaceable natural features located in the tract (such as, but not limited to stream beds, significant stands of trees, individual trees of significant size, and rock outcroppings).

i. Open space intended for recreation or other active public use should be easily accessible to pedestrians, including, to the extent feasible, the handicapped and elderly.

j. Individual lots should be arranged and situated to relate to surrounding properties, to improve the view from and the view of prospective home sites, and to minimize the area devoted to motor vehicle access and travel.

3. The Planning Commission may require the subdivider to refer any proposed OSRD subdivision to a professional landscape architect for review, comment and modification. The Planning Commission may modify any application so as to designate open space in locations other than those proposed, if it determines that such modified location(s) will better serve the purposes and satisfy the applicable criteria and standards of these Regulations, and of the Subdivision Regulations as recommended by the Planning Commission. In making such determination, the Planning Commission may also consider:

a. the ownership of any existing open space on adjacent properties, or the proximity to non-adjacent open space which might reasonably interconnect with the proposed open space in the future;

b. the proposed use of the open space for active or passive uses, and the extent of maintenance, supervision, or management required;

c. the potential benefits which the open space might provide to residents of the Town or the State, if it were accessible to them;

d. the size shape, topography, and character of the open space;

e. the recommendations of the Putnam Plan of Conservation and Development and the Putnam Open Space Plan; and

f. the reports or recommendations of any State, regional or Town agencies and officials.

F. **Dedication of Open Space**

1. **Method of Dedication**. The Planning Commission shall determine the most appropriate method of disposition after considering, among other things, the relationship of the subject area(s) and its specific characteristics to the Plan of Conservation and Development and the

objectives cited in this Section; the desirability and suitability of public access and use and the scope of the subdivision proposal. The following disposition options may, be utilized by the Planning Commission:

a. Perpetual dedication to the Town.

b. Perpetual dedication to the State of Connecticut for open space or recreational purposes.

c. Perpetual dedication to a land trust (at the option of the subdivider), as long as the land trust has agreed to accept the dedication.

d. Dedication to a homeowners' association for open space or recreational purposes.

e. Utilization of conservation easement(s), with or without public access.

f. Utilization of a recreation easement, to the Town, State, or a private non-profit entity.

g. Utilization of an agricultural use restriction easement, to the Town, State, or a private, non-profit entity.

h. Private ownership for open space purposes with the appropriate taking of development rights.

i. Any combination of the above or any suitable alternative approved by the Planning Commission.

j. In any plan there shall be a recorded perpetual conservation easement to maintain the open space enforceable by the Town or a land trust, or designee of the Town.

Any conservation easements or other open space covenants or restrictions shall be subject to the approval of the Planning Commission in form and content.

2. **Agreement to Accept Ownership and Responsibility**. If open space is to be owned by a private, not-for-profit conservation trust or corporation, the State of Connecticut, the Town of Putnam, or another entity, the application shall contain written evidence from the proposed entity satisfactory to the Planning Commission, stating that it is willing to accept ownership of and responsibility for the preservation and maintenance of the open space. Regardless of the manner of ownership of the open space, the instrument of conveyance must include provisions satisfactory in form and substance to the Planning Commission to ensure:

a. The continued use of such land for the intended purposes;

b. The continuity of proper maintenance for those portions of the open space requiring maintenance;

c. When appropriate, the availability of funds required for such maintenance;

d. Adequate insurance protection; and

e. Recovery for loss sustained by casualty, condemnation or otherwise.

3. **Recording of Documents**. At the time the approved OSRD subdivision plan is filed, the applicant shall record on the Putnam Land Records all legal documents required to ensure the aforesaid guarantees.

4. **Right to Enforce**. A right to enforce the Development Restriction shall be conveyed to:

   a. The Town of Putnam, the State of Connecticut, or a private, not-for-profit conservation trust or corporation dedicated to conservation or preservation purposes in cases where the open space is dedicated to an association or corporation of lot owners, or a private or governmental entity; or

   b. To the association or corporation of lot owners in cases where open space is dedicated to the Town of Putnam, the State of Connecticut, or a private, not-for-profit conservation trust or corporation.

   Any deed of conveyance shall contain language providing the holder of the Development Restriction with the right to obtain reimbursement for all costs it reasonably incurs, including attorney's fees, in any action to enforce the Development Restriction, in which it is the prevailing party.

5. **Association Requirements**. If the open space is to be dedicated to an association or corporation of lot owners, then the Planning Commission shall consider the following additional issues in determining whether to approve such proposal:

   a. The increase in the burden imposed by the proposed OSRD subdivision on existing and proposed areas of open space.

   b. Any relevant recommendations of the Inland Wetlands Agency or any other public agencies or authorities regarding the most appropriate disposition and management of the open space.

   c. The level of access to the areas of open space proposed to be afforded to members of the general public.

   d. The manner in which the association would manage the open space, and the extent to which proper management would be assured.

In approving any proposed dedication of open space to an association or corporation, the Planning Commission, may set additional requirements to assure the proper and continuing management and oversight of the open space, including, but not limited to, the following,

a. Creation of the association or corporation prior to the sale of any lot;

b. Mandatory membership in the association or corporation by all original lot owners and any subsequent owner; and

c. Requiring the association or corporation to have the power to assess and collect from each lot owner a specified share of, and, where necessary, provide reserves for the costs associated with maintenance, repair, upkeep and insurance of the open space.

G. **Procedures for Approval**

Except as otherwise provided in this Section, all OSRD subdivision plans and applications must meet the procedural and substantive requirements of the Town of Putnam Subdivision Regulations as determined by the Planning Commission and these Zoning Regulations.

H. **Lots Deemed to Be Conforming**

Any lot with reduced area approved under the provisions of this Section shall be deemed to be a conforming lot notwithstanding the provisions of Section 401 of these Regulations; provided, however, that such lot meets the requirements of the other applicable sections of these Regulations.

I. **Water Supplied by a Water Company**

No proposal for an OSRD subdivision using water supplied by a company incorporated on or after October 1, 1984, shall be approved by the Planning Commission unless such company has been issued a certificate pursuant to Section 16-262m of the General Statutes.

Section 706 – Customary Home Occupation

An Occupation or a Profession which:

A. Is customarily carried on in a dwelling unit or in a building or other structure accessory to the dwelling unit for financial gain;

B. Is carried on solely by a member or members of the immediate family; no outside employees;

C. Is clearly incidental and secondary to the use of the dwelling unit for residential purposes, does not in any manner change or disrupt the residential character of the building, premise or neighborhood, and:

D. Conforms to the following conditions:

1. Performed by the resident and immediate family members, using no more than 25% of the floor area of the residential dwelling or no more than 550 sq. ft of accessory building and such activity shall not be visible from a lot line.

2. Only products made on the premises may be sold at retail.

3. There shall be no exterior display, no exterior sign larger than the one explained in Section 602, no exterior storage of materials and no other exterior indication of the home occupation or variation from the residential character of the principal building.

4. No vibration, smoke, dust, odors, heat or glare or offensive noise shall be produced.

5. No hazardous, flammable or combustible liquids, material and or wastes located, stored, used, or displayed in association with uses of home occupation.

6. No interference with radio and television reception in the vicinity.

7. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood.

8. Any parking required for the conduct of such home occupation shall be provided off the street and not in a required front yard.

E. No home occupation shall be conducted without first receiving a Special Permit from the Commission.

F. No automotive use, as put forth in Section 210, shall be allowed as a home occupation.

G. A Home Occupation Special Permit shall be granted with the following conditions:

1. Said Special Permit may be revoked if, in the opinion of the Commission or its agent, any part of this Section 706 is being violated. The Commission shall not revoke a permit without providing an opportunity for the permittee to appear before the Commission and be heard.

2. Any change in the approved home occupation use to a different use category as listed in Section 304 shall require a new special permit.

Section 707 – Adult-Oriented Establishments

A. As used in this Section, the following words or phrases are defined as follows:

"Adult Entertainment" means any exhibition which has as a significant or substantial portion the actual or simulated performance of specified sexual activities or the exposure of specified anatomical areas by the removal of clothing, appearing unclothed, pantomime, modeling or similar personal service offered to a customer; such exhibition shall include but not be limited to adult-oriented motion pictures, live performance, display, or dance.

"Adult Oriented Establishment" shall include without limitation "adult bookstores", "adult motion picture theaters", "adult mini-motion picture theaters", and further means any premises to which the public, patrons or members are invited or admitted and which are so physically arranged as to provide booths, cubicles, rooms, studios, compartments or stalls separate from the common areas of the premises for the purpose of viewing adult-oriented motion pictures, or any premises where in an entertainer provides adult entertainment to a member of the public, a patron or member when such adult entertainment is held, conducted, operated or maintained for a profit, direct or indirect. An "adult-oriented establishment" further includes, without limitation, any adult entertainment studio or any premises that are physically arranged and used as such, whether advertised or represented as an adult entertainment studio, rap studio, exotic dance studio, encounter studio, sensitivity studio, modeling studio or any other terms of like import.

"Adult Bookstore" means an establishment having a substantial or significant portion of its stock and trade in books, films, video cassettes, sexual aids, toys, novelties or magazines and other periodicals which are distinguished or characterized by their emphasis on matter depicting or relating to "specified sexual activities" or "specified anatomical areas" as defined below, and may in conjunction therewith have facilities for the presentation of adult entertainment, as defined below, and including adult-oriented film, movies or live entertainment, for observation by patrons there in.

"Adult Mini-Motion Picture Theater" means an enclosed building with a capacity of less than fifty(50) persons regularly used for presenting material distinguished or characterized by an emphasis on matter depicting, describing or relating to "specified sexual activities" or "specified anatomical areas", as defined below for observation by patrons therein.

"Adult Motion Picture Theater" means an enclosed building with a capacity of fifty (50) or more persons regularly used for presenting material distinguished or characterized by an emphasis on matter depicting, describing or relating to "specified sexual activities" or "specified anatomical areas", as defined below for observation by patrons therein.

"Entertainer" means any persons who provide entertainment with an adult-oriented establishment as defined in this Section, whether or not a fee is charged or accepted for entertainment and whether or not entertainment is provided as an employee or an independent contractor.

"Operator" means any persons, partnership or corporation operating, conducting or maintaining and adult-oriented establishment.

"Sexual Activities" as used in these regulations, is not intended to include any medical publications or films or bona fide educational publications or films, nor does it include any art or photography publications which denote at least 25 per cent of the lineage of each issue to articles and advertisements dealing with subjects of art or photography. Nor does this definition apply to any news periodical which reports or describes current events and which, from time to time, publishes photographs of nude or semi-nude persons in connection with the dissemination of the news. Nor does this definition apply to publications or films which describe and report different cultures and which, form time to time, publish or show photographs or depictions or nude or semi-nude persons when describing cultures in which nudity or semi-nudity is indigenous to the population.

"Specified Anatomical Areas" means: 1) human genitals, pubic region, buttocks, female breasts below a point immediately above the top of the areola and/or 2) male genitals in a discernibly turgid state even if completely opaquely covered.

"Specified Sexual Activities" means human genitals in a state of sexual stimulation or arousal; acts of masturbation, sexual intercourse, or sodomy; and fondling or erotic touching of human genitals, pubic region, buttocks, or female breasts.

B. **Adult entertainment / Adult oriented establishments**

Adult entertainment / Adult oriented establishments may be permitted in the Highway Business (HB) District after the securing of a Special Permit in accordance with Sections 113 and 114 of these regulations provided that:

1. Such establishments shall be a minimum of one thousand five hundred (1,500) feet from schools, churches, public and private parks and recreation lands, locations where minors congregate, municipal boundary lines, residentially zoned property and other adult-oriented establishments. Measurements of distances shall be from the property lines of the uses, except in the separation from other adult uses, in which cases the distance shall be measured from structure to structure.

2. Such establishments must be in stand alone buildings and not part of any commercial plaza or complex.

3. Such establishments shall be subject to special permit and site plan review by the Planning and Zoning Commission. The following specific site plan criteria shall apply to any adult-oriented establishment:

    a. No exterior sign shall contain any photographic or artistic representation of specified anatomical areas.

    b. All building openings, entries, windows, doors etc. shall be located, covered or screened in such a manner as to prevent view into the interior of the building form any public right of way or adjacent property.

    c. No adult use shall be established in any building of which any part is used for residential purposes.

d. No residential use shall be established in any building of which any part is used as an adult use establishment.

e. Stairways, sloping or rising paths and building entrances and exists shall be illuminated. Spotlight type fixtures attached to the buildings should be avoided.

f. Adequate lighting shall be provided on-site to ensure the safe movement of persons and vehicles and for security purposes,

g. All parking must be provided solely on site and must be provided at a rate most consistent and comparable to the underlying activity (retail, restaurant, etc) as stated in Section 601.

Section 708 – Sale of Alcoholic Beverages

A. No building or premise shall be used for the sale of liquor, wine, beer or ale for off-site consumption under any permit issued by the Liquor Control Commission of the State of Connecticut unless the entrance to such building or premise is located outside of a 1,500 foot radius from any entrance to any other building or premise wherein alcoholic beverages are sold with a State permit. Also, the building or premise shall be located outside of a 500 foot radius from the entrance of any school, house of worship, cemetery or library. These requirements do not apply to any building or premise where alcoholic beverage was sold prior to the adoption of these Zoning Regulations.

B. Any permittee using any building or premises for the sale of said alcoholic beverages under said permits issued by the Liquor Control Commission of the State of Connecticut shall be permitted to move said place of business to another building or premises within the 1,500 foot radius as above described provided the entrance to said other building or premises is located outside of a 750 foot radius from the entrance to any other building or premises wherein alcoholic beverages are sold under any of said permits.

Section 709 – Outdoor Dining Permits

A. **General**

Applicants may apply to the Commission for a special permit as listed in Section 114 for an outdoor dining permit for a restaurant, as follows:

1. **Permit for 4 tables/16 seats or less**. The applicant shall provide an adequate plan indicating locations of tables, chairs, etc., associated with the outdoor dining in relation to the location of buildings, sidewalks, parking spaces, and driveways.

2. **Permit for more than 4 tables/16 seats**. The applicant shall provide the following information on a site plan of development prepared in accordance with Section 114 of these regulations:

   a. Location of building(s)

   b. Number of parking spaces required for entire restaurant, plus location of required parking

   c. Location of proposed outdoor dining, including surface upon which tables will be placed (for example, existing sidewalk, new flagstone patio, etc.)

   d. Number of tables/seats identified

   e. Written description of outdoor dining area amenities; for example, "15 wrought iron tables, 30 wrought iron chairs, an umbrella over each table, new awnings", etc.

B. **Conditions**

The Commission may grant an approval of a special permit for seasonal outdoor dining areas for restaurants, subject to the following conditions:

1. Outdoor dining area cannot be located on public property (Town sidewalk, right-of-way, etc.), unless it can be demonstrated to the satisfaction of the Commission with input from the Board of Selectmen or other controlling Town agency, including comments from Fire and Police, that such use will not constitute a public hazard.

2. Outdoor dining may be allowed on porches or decks, provided all of the other conditions are met.

3. Any non-vegetative shading devices shall be of a nonpermanent type (umbrellas, retractable awnings, etc.) and shall be safely anchored.

4. Areas on which required parking exists cannot be used for outdoor dining, unless adequate alternative parking is provided.

5. Adequate trash receptacles must be provided, and the restaurant is responsible for cleanup of all trash generated from the outdoor dining (including the restaurant site and surrounding areas).

6. Tables must be located in such a manner as to maintain access to the building for emergency services.

7. No outside audio systems are permitted.

8. In addition to required parking for indoor seating, outdoor dining requires one parking space for every 4 seats.

9. All tables, chairs, trash receptacles, etc., shall be removed at the end of each outdoor dining season or daily in the situation where public walkways are used.

10. Outdoor dining area cannot exceed 4 tables/16 seats unless there are waitpersons to serve patrons.

11. Where all food service is conducted by waitpersons, outdoor dining area cannot exceed 25% of the floor area of the indoor dining area; and cannot exceed 25% of the number of tables/seats within the indoor dining area.

12. Any signage placed on outdoor umbrellas, awnings or chairs shall be limited to the name of the establishment.

Section 710 – Residue Facilities

A. **Standards for Residue Facilities**

Residue Facilities shall be located on sites that 1. are at least 60 acres in size, 2. are located along the Quinebaug River, and 3. either (1) are sites formerly used as a municipal solid waste facility, or (2) are contiguous to such a site and are to be used to expand or extend a Residue Facility already located on such a site.

1. No land shall be considered as contiguous to or eligible for inclusion in a Residue Facility, unless said land was contiguous to the site of the municipal solid waste facility as the property lines for said facility existed and for said contiguous site existed as of January 18, 1994. It being the intention of this Section not to change any substantive rights but to simply clarify the existing language of Section 710.A. above.

B. Except as set forth in Paragraph F. below, all earth removal necessary or incidental to the construction or operation of the Residue Facility shall be pursuant to a plan of operation submitted as part of the Residue Facility Special Permit application, shall include the details required under Section 607 of the Zoning Regulations, and shall comply with the standards set forth in Section 607 of the Zoning Regulations.

1. The issuance of a special Permit for the use of a site as a Residue Facility shall constitute the only Special Permit necessary for earth removal contemplated in the plans submitted with the application and necessary or incidental to the construction or operation of the Residue Facility. Such earth removal shall be permitted for the active life of the Residue Facility, without the need for renewal every three years. Earth removal on such a site that is not necessary or incidental to such construction or operation of the Residue Facility shall be conducted only in accordance with the other provisions of Section 607.

C. No building to be used as part of the Residue Facility shall be located within 200 feet of the front lot line of the site.

D. No parking spaces to be used as part of the Residue Facility shall be located within 50 feet of the lot line of the site.

E. All natural vegetation shall be maintained within a 50 foot deep buffer area at the front lot line of the site (except that additional vegetation may be planted as additional screening within the buffer area, and except that vegetation may be disturbed so that fencing may be installed within the 50 foot buffer area).

F. If a Residue Facility is expanded to include contiguous sites, the standards of Section 401 of the Zoning Regulations shall apply as though no property line exists between such contiguous sites. Notwithstanding the third standard of Section 607 Subsection E.3., excavation shall be permitted to within (30) feet of a property line (but not a street), provided that the plans for the Residue Facility provide for 1. replacing removed materials within one hundred (100) feet of the property line with residue and cover material to a level at least as high as the ground level prior to the excavation (except for a perimeter swale surrounding the Residue Facility), 2. a fifty (50) foot buffer between the outermost deposit of residue and cover material and the property line, 3. a thirty (30) foot buffer between the edge of the swale and the property line, 4. establishment of vegetation screening throughout said thirty foot buffer once the construction of the swale is completed, and 5. maintenance of such screening during the active operation of the Residue Facility.

G. No incinerator or similar facility shall be allowed under a Residue Facility special permit or as a use accessory to a Residue Facilities special permit.

H. Any change in location of a structure or facility or the erection or construction of any structure or facility not shown in the special permit plans and related documents as submitted to the Putnam Zoning Commission shall require site plan review upon a site plan satisfactory to the Zoning Commission and containing those items which the Commission may require pursuant to Sections 113 and 114 of these Zoning Regulations.

I. The construction of an access road or the installation of standard utilities such as power, sewer and water beyond the site of the Residue Facility shall be permitted as of right provided such activities do not involve any off-site storage or disposal of residue and further provided that such proposed activities are in compliance with these regulations.

J. Only land specifically described in the special permit or the application therefore issued pursuant to this Section and subject of a DEEP permit may be used for the disposal or Residue at a Residue Facility.

K. A special permit issued under this Section (including one issued prior to the effective date of this paragraph K) authorizes the construction and complete operation of such Residue Facility and the following related uses, subject to the provisions of this Section:

1. One story office buildings and temporary construction and office trailers not to exceed 5,000 square feet in total at any one time.

2. Construction equipment garage and maintenance building not to exceed 3,000 square feet.

3. Fuel storage tank not to exceed 10,000 gallons and related pump facilities.

4. Water well pump houses.

5. Wheel wash and truck wash facilities for not more than 4 trucks.

6. Electrical service and utility sheds.

7. Leachate handling and treatment facilities such as pumping stations, holding and storage tanks, equalization tanks, mixing and control equipment, and structures not to exceed 2,000 square feet, to house such facilities.

8. Groundwater monitoring wells and appurtenances.

9. Truck scales and scale houses

10. Gravel conveyor belt and screening equipment for on-site material, provided that the resulting materials are not trucked off-site using local roads, and subject to all non-financial requirements of this Section.

Section 711 – Trailers, Motor Homes, Boats and Recreational Vehicles

A trailer, motor home, boat, boat trailer or recreational vehicle owned by the occupant of the premises, may be stored on the property provided that:

A. No trailer, motor home, boat, boat trailer or recreational vehicle may be used for any commercial and/or business use and/or storage. This does not include temporary construction trailers located on a site during the site's construction phase.

B. No trailer, motor home, boat or recreational vehicle shall be parked and occupied for more than seventy-two (72) hours, except by a permit issued by the Zoning Enforcement Officer. Such permit may be issued for a period not to exceed two (2) weeks, said vehicle to be parked in side or rear yard only.

C. Any Person who shall violate any of the provisions above shall upon conviction, be subjected to a fine not to exceed one hundred dollars ($100) for each violation. Each day failing to comply with the above provisions shall be deemed to constitute a separate violation.

Section 712 – Wireless Communication

A. **Purpose**

To provide for the location of wireless communication towers, antennas and facilities while protecting neighborhoods and minimizing adverse visual and operational effects through careful design, siting and screening consistent with the provisions of the 1996 Telecommunications Act. This Section of the Zoning Regulations is consistent with the Telecommunications Act of 1996 in that it does not discriminate among providers of functionally equivalent services, or regulate the placement, construction, and modification of personal wireless service facilities on the basis of environmental effects of radio frequency emissions to the extent that such facilities comply with Federal Communications Commission regulations (FCC regulations) concerning such emissions. Other specific wireless telecommunication purposes are as follows:

1. To encourage use of nonresidential buildings and structures, such as water storage tanks.

2. To require joint use of new or existing towers and facilities whenever possible.

3. To avoid potential damage to adjacent properties from tower failure through engineering and careful siting of towers.

4. To accommodate the need for wireless communication towers and antennas while regulating their location and number.

5. To protect historic and residential areas from potential adverse impacts of wireless communication facilities.

6. To encourage suitable design measures to minimize adverse visual effects of wireless communication facilities.

7. To reduce the number of towers and/or antennas needed in the future.

B. **Definitions**

For the purposes of this Section, the following words shall have the following definitions:

Antenna is to be defined as a device used to receive or transmit electromagnetic waves. Examples include, but are not limited to whip, panel and dish antenna.

Telecommunications tower is defined as a structure that is intended solely to support equipment used to receive and/or transmit electromagnetic waves. Design examples of towers include, but are not limited to, self-supporting lattice, guide (guy-wire) and monopole.

Wireless telecommunication facility includes the equipment and structures involved in receiving or transmitting electromagnetic waves associated with wireless telecommunication services, together with all cabinets, buildings, transformers and associated structures.

Wireless telecommunication services are services associated with the transmission and/or reception of wireless telecommunications. These services may include by way of example, but not limited to, cellular personal communications, specialized, mobilized, radio and paging.

C. **Siting Preferences**

The general order of preference for alternative facility locations shall range from A as the most preferred to E as the least preferred:

1. On existing or approved towers.

2. On existing structures such as nonresidential buildings/facades, water towers/tanks, utility poles, chimneys, bridges, grain elevators, and silos, or in structures such as steeples, clock and bell towers.

3. On new towers located on property occupied by one or more existing towers. This recognizes an already proven good site, and implies that clustering or tower "farming" is more desirable than scattering or dispersal. However, with lower power PCS, which can require more antennas for coverage, clustering may not necessarily provide seamless coverage.

4. On new towers located in commercial or industrial zones.

5. On new towers located in residential zones by special permit.

D. **General Standards**

1. The wireless telecommunication facility standards enumerated below shall be followed:

   a. The tower and/or antenna shall be erected to the minimum height necessary to satisfy the technical requirements of the telecommunications facility except as stated in 4.a.1 Documentation of the minimum height needed, prepared by a licensed telecommunication systems engineer, shall accompany an application. The Commission may require the submission of propagation modeling results to facilitate its review of tower height.

2. In all residential and agricultural zones, accessory structures such as radio and television transmission relay or receiving, wireless telecommunication towers and/or antennas shall be allowed provided that the resulting total height (including support structures) is not greater than the maximum allowable building height measured from ground level, and provided that the height of the structure is less than its distance from any property line. Structures more than the maximum allowable building height, but less than 100 feet above existing mean grade adjacent to the base of the facility may be allowed by Special Permit provided that the minimum site size shall be the minimum lot size required for a zoning district, and the site shall be of sufficient size to accommodate a setback from all adjoining property lines equal to the maximum height of the tower and all appendages plus twenty five (25) feet, or the provisions of Subsection E.1.b. of this Section, following, whichever is greater.

   a. A tower must comply with the setback requirements of the zone in which it is located, or be set back from all property lines a distance equal to one hundred twenty percent (120%) of the height of the tower, whichever is greater.

   b. A telecommunication facility may be considered as either a principal or accessory use in an industrial or commercial zone, or as a principal use in a residential or agricultural zone. The minimum lot area for the construction of a new tower shall be that of the zone in which it is located. More than one tower on a lot may be permitted if all setbacks, design, and landscape requirements are met for each tower. A telecommunications facility may be located on leased land as long as there is adequate ingress and egress to the site for service vehicles, and such access is documented in a formal written lease which would run for either the estimated useful life of the improvements, or provide for a mechanism satisfactory to the Commission for removal of all improvements at the termination of the lease. The formal notice of lease shall be filed in the land records of the Town, and the lease shall provide the name of the individual or entity responsible for responding to emergency conditions, which information shall be continuously updated by the lessee and filed with the Town of Putnam Building Department on an ongoing basis.

   c. All towers in a residential zone shall be a monopole design unless a design which is less intrusive on the existing neighborhood is approved by the Commission. The Commission may approve an alternate design if the Commission finds it s more in keeping with the existing neighborhood and less likely to affect property values, aesthetics and safety.

   d. Towers not requiring Federal Aeronautics Administration (FAA) painting or markings shall be painted a non-contrasting blue, gray, or other neutral color.

   e. No lights or illumination shall be permitted unless required by the FAA.

   f. No signs or advertising shall be permitted on any tower or antenna, except that “no trespassing,” “warning,” and ownership signs are permitted at ground level or no higher than seven (7) feet from ground level.

g. The proposed support structure shall be required to accommodate a minimum of three users unless it is determined to be technically unfeasible based upon information submitted by the applicant and verified by the Commission. These users shall include other wireless communication companies, local police, fire, and ambulance companies.

h. A proposed tower shall be designed and constructed to all applicable standards of the American National Standards Institutes (ANSI), as amended.

i. The Commission may require the use of Section 16-50aa of the Connecticut General Statutes to promote tower sharing if the Commission finds that such sharing shall lessen the overall impact of the proposed facility on the Town.

j. Any telecommunication tower or telecommunications antenna located in a general business, highway commercial, downtown commercial or industrial zone, shall be a Special Permit rather than permitted use if the actual tower shall be located within three hundred (300) feet of any agricultural or residential use zone.

E. **Permitted and Special Permit Uses**

The following uses generally pose a minimum adverse visual effect and shall be deemed permitted uses in all zoning districts subject to the standards in these regulations. All towers located in a residential or agricultural zone in excess of the maximum allowable building height in that zone shall require a Special Permit.

1. Wireless telecommunication facilities where the antenna is mounted on the rooftop or façade of a commercial or industrial building, provided the following standards are met.

   a. No change is made to the height of the building.

   b. Panel antennas shall not exceed eighty (80) inches in height by twenty four (24) inches in width; whip antennas shall not exceed forty eight (48) inches in height; and dish antennas shall not exceed thirty six (36) inches in diameter.

   c. Equipment cabinets and sheds shall meet the requirements of these regulations.

   d. Facilities shall be of a material or color which matches the exterior of the building, and shall blend into the existing architecture to the extent possible.

   e. Façade mounted antennas shall not protrude above the building structure and shall not project more than three (3) feet beyond the wall or façade.

f. Roof mounted antennas shall not exceed the highest point of the rooftop by more than ten (10) feet.

g. Roof mounted antennas shall be set back from the roof edge a minimum of ten (10) feet or ten (10) percent of the roof in width, whichever is greater.

h. Roof mounted antennas shall not occupy more than twenty five (25) percent of the roof area in residential zones, and fifty (50) percent in all other zones.

i. For any roof installation other than a flat roof, a signed architects or engineers rendering shall be required, which rendering shall be accompanied by a certification of licensed architect or engineer that he has fully examined the subject premises and that the proposed facility can be attached to the subject premises in a safe manner, such that the installation shall not create potential hazard in high winds or otherwise, either to the occupant of the structure or to the occupants of any joining structure, street or passageway.

2. Wireless telecommunication facilities where the antenna is mounted on existing towers, water towers/tanks, utility poles, chimneys, bridges, grain elevators, and silos, or in steeple, clock or bell towers, provided the following standards are met:

a. No change is made to the height of the structure.

b. Panel antennas shall not exceed eighty (80) inches in height by twenty four (24) inches in width; whip antennas shall not exceed forty eight inches in height; and dish antennas shall not exceed thirty six (36) inches in diameter.

c. Equipment cabinets and sheds shall meet the requirements of these regulations.

d. Facilities shall be of material or color which matches the exterior of the structure and shall blend into the existing architecture of the structure to the extent possible.

3. Wireless telecommunication facilities where a tower is located on property occupied by one or more towers erected prior to the effective date of these telecommunications zoning amendments, provided the following standards are met:

a. The height of the tower to be erected shall not exceed the height of the tallest tower on the property.

b. All attempts are made to co-locate the antenna on existing towers.

c. Equipment cabinets and sheds shall meet the requirements of these regulations.

4. All other placement of wireless communication facilities shall comply with the Special Permit requirements found in these regulations and the following:

   a. All of the plans and information required for a permitted use wireless telecommunications facility site plan required in this Section of these Regulations.

   b. A view shed analysis showing all areas from which the tower would be visible, and if requested by the Commission, a simulation of the proposed site in order to help the Commission determine the visual impacts associated with the proposal.

   c. Documentation prepared by a licensed telecommunications system engineer that no existing or planned tower or other structure can accommodate the applicant's antenna. For tall structures located within one quarter mile radius of the proposed site, documentation that the owners of these locations have been contacted and have denied permission to install the antenna on these structures for other than economic reasons.

   d. Proximity of the tower to residential structures.

   e. Nature of use on adjacent and nearby properties within 1,000 feet.

   f. Surrounding topography within 1,000 feet at contour intervals note exceeding ten (10) feet.

   g. Design of the tower with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness.

E. **Site Plan Requirements**

All applications to develop a wireless telecommunications facility as a permitted use or special permit shall meet the site plan requirements listed in Section 114 of these regulations. In addition, the following information shall be submitted for each application where applicable. The Commission may require independent engineering/technical review of submitted materials at the applicant's expense.

1. A map indicating the service area of the proposed wireless communications site. The site map shall be on a scale not grater than 1" = 40', and certified to an A-2 standard. A map indicating the extent of the providers existing and planned coverage within the Town of Putnam, and a map indicating the search radius for the proposed wireless telecommunications site, including the location of tall structures within one quarter mile of the proposed site.

2. A report from a licensed telecommunication systems engineer indicating why the proposed site location is necessary to satisfy its function in the applicant's proposed wireless telecommunications system.

3. A plan showing where and how the proposed antenna will be affixed to a particular building or structure.

4. Details of all proposed shielding and details of material including color.

5. Elevations of all proposed shielding and details of material including color.

6. An elevation of all proposed equipment buildings, boxes or cabinets. Details of all proposed fencing, including color.

7. Tower base elevation and height of tower.

8. A design drawing, including cross section and elevation, of all proposed towers. A description of the tower's capacity, including the number and type of antennas it can accommodate as well as the proposed location of all mounting positions for co-located antennas and the minimum separating distances between antennas. The design shall indicate how the tower will collapse without encroaching upon any adjoining property if failure occurs.

9. A report from a licensed telecommunication systems engineer indicating that the proposed wireless telecommunications facility will comply with the FCC radio frequency emission standards and that the installation will not interfere with public safety communications.

10. All proposed landscaping, if appropriate, with a list of plant materials.

11. Proposed access to the site.

12. Detailed analysis of alternative sites, structures, and access and antennas as provided by the applicant. Particular attention will be placed upon the siting preferences found in Subsection C. of this Section of these regulations.

13. Detailed propagation and antenna separation analysis relative to tower height.

14. Tower sharing or co-location to facilitate the telecommunication needs of municipalities and other entities in order to reduce the need to construct additional towers. The Commission reserves the right to require the applicant to utilize the provisions of Section 16-50aa of the Connecticut General Statues to achieve tower sharing.

15. Assessment of tower structure type.

16. Assessment of design characteristics/architectural treatments that mitigate, reduce or eliminate visual impacts on adjacent areas.

17. If located on/or within one quarter mile radius of a property listed on the National Register of Historic Places, preservation of the historic and/or architectural archeological character of the landscape or any structure.

18. Consideration of future use or re-use of the site, with the provisions for facility removal and site restoration.

19. The owner of the facility shall keep the Town notified annually as to the current contact person for maintenance purposes.

G. **Ancillary Buildings**

All ancillary buildings associated with wireless telecommunication facilities shall comply with the following:

1. Each building shall not contain more than two hundred (200) square feet of gross floor area or be more than eight (8) feet in height.

2. Each building shall comply with the setback requirements for accessory buildings for the zoning district in which it is located.

3. If located on the roof of a building, it shall be designed to blend with the color and design of the building to the extent possible.

4. All ground level buildings, boxes, or cabinets shall be surrounded by an eight (8) feet high chain link or comparable fence and shall be planted with evergreen shrubs and trees at least six (6) feet high or a density sufficient to obscure lights and other visually objectionable items, satisfactory to the Commission as will safeguard or enhance the character of the adjoining properties.

H. **Abandonment**

A wireless telecommunication facility not in use for twelve (12) consecutive months shall be removed by the facility owner at their expense. This removal shall occur within ninety (90) days of the end of such twelve (12) month period. The Commission shall require a bond to the Town of Putnam, to guarantee removal. If there are two or more users of a single tower, this provision shall not become effective until all users cease utilizing the tower. As part of the submission of any application, the applicant shall submit a cost removal estimate signed by a professional architect or engineer licensed to do business in the State of Connecticut certifying an amount which shall be sufficient to provide for the removal and disposition of any and all facilities to be constructed on the site and adjusted appropriately for future inflation such that the figures shall be good for a twenty year (20) installation.

I. **Telecommunication Site Plan Review Fee**

Telecommunications site plan review fee is $250.00

J. **Insurance**

Any facility to be located within one hundred fifty (150) feet of any public building, road, or other facility used by the general public shall be required to maintain a certificate of insurance on file with the Town Building and Zoning Office in an amount not less than $500,000.

Article VIII
Definitions

Except where specifically defined herein, all words used in these regulations shall carry their normal and customary definitions. Words used in the singular shall include the plural, and words used in the plural shall include the singular; words used in the present tense shall include the future tense. Except as otherwise defined by Connecticut Judicial Opinions, the word "shall" is mandatory and not discretionary. The word "may" is permissive and discretionary. The word "lot" shall include the words "piece" and "parcel." The words "District," "zoning district" and "district" have the same meaning. The phrase "used for" shall include the phrases "arranged for," "designed for," "intended for," "maintained for" and "occupied for." The phrase "these regulations" shall refer to the entire Zoning Regulations.

A

Abandonment – means discontinued use of any structure or land for a period of one (1) year. However, abandonment may not be found or be determined solely as a result of nonuse for a specified period of time without regard to the intent of the property owner to maintain that use. A structure shall be considered abandoned if it is fully or partial demolished or otherwise physically altered to bring it into conformity with these regulations. The use of a structure or land shall be considered abandoned if the activity or operation ceases, the premises are vacated, machinery, equipment or fixtures are removed, or other action terminating the use is taken. to cease or discontinue a use or activity without intent to resume, but excluding temporary or short-term interruptions to a use or activity during periods of remodeling, maintaining, or otherwise improving or rearranging a facility, or during normal periods of vacation or seasonal closure.

Accessory Use or Structure – means a building, structure or use on the same lot with a principal use or structure, and of a nature customarily incidental and subordinate to the principal use or structure, provided the building, structure or use shall be constructed after or concurrently with the principal structure.

Active Adult Housing – means a housing development where 100 percent of all dwelling units fully comply with the provisions of the United States Fair Housing Act as amended, as it pertains to "housing for older persons." This includes compliance with any and all rules promulgated by the United States Department of Housing and Urban Development which govern the implementation of such Act.

Adaptive Re-Use – means the conversion of existing buildings into modern and functional facilities while retaining historic architectural features and original structure details, to the extent feasible.

Administrative Order – means any order, regulation, or specification issued by the Zoning Enforcement Officer or the Zoning Commission acting in an administrative capacity acting in accordance with the Zoning Regulations, as amended.

Adult Uses (see Section 707, Adult Uses)

Adult Day Care Center (also known as "adult day center," "adult day health center," or "senior day care center") – means a facility where seniors and disabled adults can go during the day if they cannot, or do not wish to, be home alone. An adult day care center provides supervision, social and recreational activities, personal care, lunch and snacks, and often medical care and health monitoring from a nurse on the premises. Most attendees need some supervision or medical services and are able to travel to the center during the day. Family members care for them at night and on weekends. This definition does not include facilities that provide overnight care and accommodations.

Agent – means the Zoning Enforcement Officer.

Agriculture – means the cultivation of the soil, dairying, forestry, raising or harvesting any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training and management of livestock, including horses, bees, poultry, and the raising or harvesting of oysters, clams, mussels, other molluscan shellfish or fish; the operation, management, conservation, improvement or maintenance of a farm and its buildings, tools and equipment, or salvaging timber or cleared land of brush or other debris left by storm, as an incident to such farming operations; the production or harvesting of maple syrup or maple sugar, or any agricultural commodity, including lumber, as an incident to ordinary farming operations or the harvesting of mushrooms, the hatching of poultry, or the construction, operation or maintenance of ditches, canals, reservoirs or waterways used exclusively for farming purposes; handling, planting, drying, packing, packaging, processing, freezing, grading, storing or delivering to storage or to market, or to a carrier for transportation to market, or for direct sale any agricultural or horticultural commodity as an incident to ordinary farming operations, or, in the case of fruits and vegetables, as an incident to the preparation of such fruits or vegetables for market or for direct sale.

Alteration – means a change to improved or unimproved real estate, including but not limited to buildings or structures of any nature, storage of materials, fences or barriers of any nature, mining, dredging, filling, grading, paving, excavating, drilling or clearing of vegetation.

Ambulatory Health Care Facility – means a building used by health care professionals for the treatment and examination of patients, provided that no overnight patients shall be kept on the premises. Includes, but is not limited to the following:

- Health Maintenance Organizations;
- Out-patient Clinics;

- Diagnostic Centers;
- Ambulatory Surgical Facilities;
- Physicians, Dentists, and Opticians Offices;
- Public Health Clinics;
- Community Mental Health Centers; and
- Physical Rehabilitation Facilities

Antenna – means a device used to collect or transmit telecommunications or radio signals. Devices shall be limited to dish antennas (also known as microwave antennas), whip antennas (also known as Omni-directional antennas) and panel antennas.

Apartment House – means a structure containing three (3) or more dwelling units.

Assisted Living Residential Facility – means a residential facility which provides assisted living services by a Connecticut licensed assisted living services agency in a managed residential community, as defined, under regulations of the State of Connecticut Department of Public Health, including the provision of supportive services to assist those in need of assistance in the activities of daily living.

Auto Accessory Business – means a building and land where automobile parts and supplies are sold at retail, but no repair services are provided.

Auto Body Repair Shop – means any establishment, garage or work areas enclosed within a building where repairs are made or caused to be made to motor vehicle bodies, including fenders, bumpers and similar components of motor vehicle bodies, but does not include the storage of parts or vehicles or the cannibalization of parts.

Auto, Recreational Vehicle, or Boat Sales Area – means an open area or lot used for the display, sale, or rental of new or used motor vehicles, recreation vehicles, or boats in operable condition, and where no major repair work is done.

Auto Repair Station – means buildings and land where gasoline and other automobile parts and supplies are sold at retail and where major auto repairs are conducted. (See also **Major Auto Repairs**.)

Auto Service Station – means buildings and land areas where gasoline, oil, grease, batteries, tires, or automobile accessories and commercial convenience items are supplied and dispensed at retail and where minor auto repairs are conducted. (See also **Minor Auto Repairs**.)

Auto Wrecking – means the dismantling or disassembling of used motor vehicles or recreation vehicles, or the storage, sale, or dumping of dismantled, partially dismantled, obsolete, or wrecked vehicles or their parts.

B

Basement – means that portion of a building that is partly or completely below grade.

Bed and Breakfast Inn – means a dwelling in which, for compensation, sleeping accommodations are provided to transient guests in not more than five (5) guest rooms under management and operation of the occupants of the dwelling. A bed and breakfast inn may include the provision of meals for overnight guests only.

Board – means the Zoning Board of Appeals.

Boarding or Rooming House – means a building containing a single owner-occupied dwelling unit where lodging is provided with or without meals for two (2) or more persons but not more than six (6) persons who are not members of the operator's family, and by prearrangement for definite periods of time and for compensation, whether direct or indirect, but not to include rest homes or homes for the aged.

Brewpub – means a restaurant/microbrewery that sells the majority of the beer it produces on site. The beer shall be brewed primarily for sale and consumption in the adjacent restaurant and/or bar within the same structure.

Buffer Strip – means land which may be a part of the minimum setback distance and which is free of any principal or accessory building, parking, outdoor storage, or any use other than open space.

Buildable Area – means the area of a lot remaining after the minimum yard and open space requirements of the zoning regulation have been met.

Building – means any structure having a roof supported by column or walls for the housing or enclosure of any persons, animals, process equipment, goods or materials of any kind of nature. A mobile home or trailer shall not be construed as a building in this definition.

Building, Accessory – means a subordinate building, the use of which is incidental to that of the principal building and which is located on the same lot as the principal building.

Building Area – means the building area is the aggregate or maximum horizontal cross section area of the main building on a lot, excluding cornices, eaves, gutters, chimneys, or similar appurtenances projecting not more than 30 inches.

Building Coverage – means the total ground area of a site occupied by any building or structure as measured from the outside of its surrounding external walls or supporting members.

Building Height – means the vertical distance from the average finished ground level at the building walls to the highest point of the roof or to the average height between the eaves and the ridge for a gable, hip, or gambrel roof. For buildings which have more than one roof line, height

requirements shall be measured to the highest roof. Chimneys, spires, towers, and similar projection not intended for human occupancy shall not be included in the height, provided that any of such projections does not have an aggregate area greater than 25 percent of the roof area.

Building Line – means a line generally parallel to a lot line at the minimum distance required for the zoning district in which the lot is located, which is also known as the setback line. The front, rear and two side building lines, establish the area within the principal structure must be erected.

Building Permit – means the permit required by law, issued by the Building Officer, for the construction, repair, alteration or addition to a structure.

Building, Principal – means a building in which is conducted the principal uses of the lot on which it is situated.

Business Office – means a business establishment which does not offer, on the premises, a product or merchandise for sale to the public but offers a service to the public. However, personal services such as barber and beauty shops and repair services are not to be included within the definition of business offices.

Business Services – means establishments primarily engaged in rendering services to business establishments on a fee or contract basis, such as but not limited to, advertising and mailing; building maintenance; employment services; management and consulting services; protective services, equipment rental and leasing; commercial research, development , and testing; photo finishing; and personal supply services.

C

Cabin – means a building having a design or character suitable for seasonal or temporary living purposes.

Cafe – means a licensed establishment in the business of selling non-alcoholic beverages (such as coffee) and food for consumption on or off the premises and which contains seating for twenty-five (25) persons or less.

Camp – means an area of land under the same ownership on which is located a cabin or other shelter suitable for seasonal or temporary living purposes.

Camp Ground – means a tract of land, used for commercial purposes, with cabins, tent sites, camp or tent trailer sites, motor home sites or other accommodations of the design or character suitable for seasonal or temporary recreational living purposes. Excluding mobile homes, boarding rooms, house, tourist homes, motels, or hotels.

Car Wash – means a building or portion thereof where automobiles are cleaned, using brushes, blowers, steam cleaning equipment, or other device.

Cellar – see **"basement."**

Certificate of Occupancy – means a statement signed by the Building Official and Zoning Enforcement Agent, setting forth either that a building or structure complies with the Zoning Regulations or that a building, structure or parcel of land may lawfully be employed for specified uses, or both.

Church – means a building wherein persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship, together with all accessory buildings and uses customarily associated with such primary purpose. The term "Church" includes chapels, cathedrals, temples, synagogues, mosques, and similar designations, as well as parish houses, and related accessory uses.

Club – means an organization of persons incorporated pursuant to provisions of the non-stock or non-profit corporations law or the benevolent orders law, which is the owner, lessee or occupant of an establishment operated solely for a recreational, social, patriotic, political, benevolent or athletic purpose but not for financial gain, and includes the establishment so operated. A club shall cater only to its members or guests accompanying them. A "member of a club" is a person who, whether as a charter member or admitted in agreement with the by-laws of the club, has become a bona fide member thereof, who maintains his membership by payment of his annual dues in a bona fide manner in accordance with such by-laws, and whose name and address are entered on the list of membership.

Co-Located Wireless Telecommunication Facilities – means telecommunication facilities which utilize existing towers, buildings or other structures for the placement of antennas and do not require the construction of a new communications tower.

Commission – means the Zoning Commission.

Communications Tower – means a structure that is intended to support antennas in the provisions of wireless telecommunication services. Such structures shall be limited to monopoles and lattice towers.

Community Center – means a building used for recreational, social, athletic, educational and cultural activities, owned and operated by a governmental or non-profit group or agency.

Commercial Kennel – means any kennel maintained as a business for boarding or grooming of cats and dogs as defined in CGS Section 22-327.

Commercial Use – means an activity involving the sale of goods or services carried out for profit.

Condominium – means a building or group of buildings in which units are individually owned or occupied and the structure(s), common areas and facilities are owned by all the owners on a proportional, undivided basis. Condominium is a type of ownership.

Condominium Conversion – means the conversion of the ownership of three (3) or more units in a residential housing project that are or were previously occupied as rental units from a single ownership to an ownership in which the residential units may be sold individually.

Conference Center – means a business designed and built almost exclusively to host conferences, exhibitions, large meetings, or training sessions.

Convalescent Home – means an extended or intermediate care facility licensed or approved by the State of Connecticut to provide health care under medical supervision for twenty-four or more consecutive hours to two or more patients not a member of the family which resides on the premises.

Convent/Monastery – means a building or group of buildings designed to provide group housing for persons under religious vows or orders who are part of a non-profit tax exempt group or religious organization who are duly organized and registered under the laws of the State of Connecticut living together as a single housekeeping unit, and wherein the occupants are not billed for rent or room and board.

Convenience Store – means a general merchandise and grocery store usually with less than 3,000 square feet of gross floor area and open for business for extended hours. A Convenience Store generally attracts patrons because of the speed in which items may be purchased and because of the extended hours for which such stores are open for business.

Court – means any open space, other than a yard, that is on the same lot with and is bounded on two or more sides by the wall of a building.

Customary Home Occupation – means any activity carried out for gain by the homeowner which is clearly incidental to the residential use of the property and conducted entirely within the owner's dwelling unit or in a building or other structure accessory to the dwelling unit.

D

Date of Receipt – means the date of the next regularly scheduled meeting of such Commission immediately following the date of submission of the application, request or appeal, or thirty-five (35) days from the date of application, request or appeal, whichever is sooner – if there is any conflict between this provision and the requirements of 8-7d of the General Statutes, the provisions of the General Statutes as amended shall prevail.

Day Care Center, Child – means a facility which offers or provides a program of supplementary care to more than twelve related or unrelated children outside their own homes on a regular basis for a part of the twenty-four hours in one or more days in the week.

Day Care, Family – means any dwelling unit where nine (9) or fewer children not related by blood, adoption, or marriage to the person who resides in and maintains the home are received for care, protection, and guidance during only part of the twenty-four (24) hour day, on a regular basis, for a minimum of ten (10) hours per week, and that complies with the requirements of the State of Connecticut. Every family day care home shall have a certificate of occupancy.

Day Care Home, Group – means a private family home which offers or provides a program of supplementary care to not less than seven nor more than twelve related or unrelated children on a regular basis for a part of the twenty-four hours in one or more days in the week.

District – means any portion set aside on the Zoning Map having separate requirements established by these regulations.

Dormitory – means a structure used for housing of persons generally unrelated to each other by blood or marriage accessory to a main use on the property (school, convent, etc.). Dormitories are further characterized by the provision of sleeping accommodations and common kitchen, dining or recreation facilities.

Drive-Through Businesses – means an establishment that sells products or provides services to occupants in vehicles, including drive-in or drive-up windows and drive-through services.

1. **Drive-Through Businesses, Non-Restaurants.** A drive-through business that serves a use not related to a restaurant, or fast food restaurant. This use includes the operation of drive-up or a drive-through service at a bank or financial institution, personal services, and retail sales (e.g., pharmacy).

2. **Drive-Through Businesses, Restaurants.** A drive-through business that operates in conjunction with a restaurant, or fast food restaurant.

Dump (Landfill) – means a land site used primarily for the disposal by dumping, burial, burning or any other means and for whatever purpose, of garbage, sewage, trash, refuse, junk, discarded machinery, vehicles or parts thereof, or waste material or any kind. A residue facility shall not be deemed a dump or a landfill for the purposes of these Zoning Regulations.

Duplex House – means a building containing two dwelling units joined side by side, sharing a common wall for all or substantially all of its height and depth; that is, in which no part of one dwelling unit is over any part of the other dwelling unit. A duplex shall be considered as one (1) principal building occupying one (1) lot for the purpose of determining yard requirements.

Dwelling – means a building designed for and occupied exclusively for residence purposes, excluding hotel, rooming house, institutional home, residential club, and the like. A dwelling may also exist in a building designed for and occupied for Mixed-Uses where such uses are allowed.

1. **Dwelling, Age-Restricted** – means a residential development designed in accordance with the standards set forth in these regulations to meet the needs and requirements of an active adult community where at least seventy-five (75) percent of the residents are fifty-five (55) years or older and no permanent resident is under the age of twenty-one (21).

2. **Dwelling, Efficiency** – means a dwelling unit consisting of not more than one habitable room together with kitchen or kitchenette, and sanitary facilities.

3. **Dwelling, Multifamily** – means a building containing three or more dwelling units without habitable rooms in the basement.

4. **Dwelling, Row House/Town House** – means a one-family dwelling unit in a row of three or more buildings, each having its own front and rear access, and each having a party wall in common with one or more of the other buildings. For these Zoning Regulations these units are considered multi-family dwellings.

5. **Dwelling, Single-Family Detached** – means a building containing one dwelling unit surrounded by yards, which is not attached by any means to any other dwelling.

6. **Dwelling, Two-Family Detached** – means a building on a single lot containing two dwelling units, each unit is separate from the other, with one family living wholly or party over the other and which is not attached by any means to any other dwelling.

7. **Dwelling Unit** – means one or more rooms constituting a separate housekeeping unit with provisions for living, sleeping, bathing and eating for the exclusive use of a single family maintaining a household.

E

Elderly Housing – means a multi-family dwelling containing dwelling units each of which units is occupied in the case of private elderly housing by at least one person 55 years of age or older and none below the age of 16 years and in the case of municipal elderly housing by at least one person meeting the definition of "Elderly Persons" as set forth in Section 8-113a(m) of the Connecticut General Statutes as may from time to time be revised or amended.

Essential Services – means services provided by public utility or governmental agencies through erection, construction, alteration, or maintenance of gas, electrical, steam, or water transmission or distribution systems and collection, communication, supply or disposal systems whether underground or overhead. Facilities necessary for the provision of essential services include poles, wires, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, and other similar equipment and accessories in connection therewith. Specifically excluded from this definition are buildings necessary for the furnishing of adequate service by such public utility or governmental agencies for the public health, safety, or general welfare.

F

Family – means one or more persons who live together and maintain a common household, related by blood, marriage, or legal adoption. Three persons or less not related by blood who live together and maintain a common household shall constitute a family.

Farm – means farm buildings, and accessory buildings thereto, nurseries, orchards, ranges, greenhouses, hoophouses and other temporary structures or other structures used primarily for the raising and, as an incident to ordinary farming operations, the sale of agricultural or horticultural commodities - but excluding the raising of fur bearing animals and the maintaining of dog kennels.

Farm Stand – means a structure used to sell on a retail basis the products of a farm grown on the premises by the occupant.

Floor Area – means the sum of the horizontal area of all floors of a building (including enclosed porches) and its accessory buildings on the same lot, measured from the exterior faces of the walls. Such area shall not include basements designed and used solely for storage or mechanical equipment and unenclosed porches or attics not used for human occupancy or for commercial and industrial purposes.

Frontage – See Lot Frontage

G

Garage, Private – means a structure which is accessory to a principal building which is used for the storage of not more than three (3) motor vehicles owned and used by the resident thereof.

Garage, Public – means a building other than a private or storage garage, used solely for the parking and storage of vehicles, which is available to the general public.

Gasoline Service Station – means any area of land, including structures thereon, or any building or part thereof, that is used for the sale of gasoline or other motor vehicle fuel, and which may or may not include the sale of accessories, or facilities for lubrication, washing, or otherwise servicing motor vehicles, but which shall not include painting or body and fender repair.

G**ross Floor Area –** means the sum of the gross horizontal areas of all the floors of a principal building and its accessory building or buildings on the same lot, including basements, as measured from the exterior faces of the exterior walls, or centerlines of walls separating two (2) buildings, including:

1. elevator shafts and stairwells on each floor not including open or lattice enclosed exterior fire escapes or attic space and other areas for elevator machinery or mechanical equipment accessory to the operation of the building;

2. that part of attic space with headroom, measured from subfloor to the bottom of the roof joists, of seven feet three inches or more;

3. interior mezzanines, and penthouses, but not exterior porches and balconies;

4. basements, and cellars in residential use exclusive of that part of basements devoted exclusively to mechanical uses accessory to the operation of the building;

5. all weather habitable porches and balconies; and

6. parking garages except areas used for accessory parking garages, or off-street loading purposes.

Gross Leasable Area – means the floor space of a building that is available for lease. Gross leasable area excludes foyers, hallways, stairways, corridors and similar common areas, and areas devoted to elevators, air conditioning, and other utilities.

Group Home – means a one family dwelling shared by six or fewer handicapped persons and necessary resident staff members who live together as a single housekeeping unit and in a long-term, family-like environment in which staff persons provide care, education, and participation in community activities for the residents with the primary goal of enabling the resident to live as independently as possible in order to reach their maximum potential. As used herein, the term "handicapped" shall mean having: (1) a physical or mental impairment that substantially limits one or more of such person's major life activities so that such person is incapable of living independently; (2) a record of having such an impairment; or (3) being regarded as having such an impairment. However, "handicapped" shall not include current illegal use of or addiction to a controlled substance, nor shall it include any person whose residency in the home would constitute a direct threat to the health and safety of other individuals. The term "group home for the handicapped" shall not include alcoholism or drug treatment centers, work release facilities for convicts or ex-convicts, or other housing facilities serving as an alternative to incarceration. This does not include community residences as a defined by Section 8-3e of Chapter 124 of the General Statutes of the State of Connecticut.

H

Hazardous Waste – means those wastes where significant potential exists for causing adverse public health or environmental impacts if the waste is handled, stored, transported, treated, or disposed of in that manner customarily accepted for ordinary solid wastes: materials subject to special state or federal licensing; materials designated hazardous by the federal government or the State of Connecticut.

Health Club or Spa – means a facility designed to offer athletic activities, physical conditioning and/or diet and nutritional counseling. Such facility may include but not be limited to the following activities: tennis, handball, racquetball, squash, aerobic dancing, basketball, running track, swimming, weight lifting and use of Nautilus-type equipment.

Height of Building or Structure – means the vertical distance derived from the average finished grade at the foundation corners of the building or structure to the highest point of the building or structure, excluding a chimney, parapets or other similar structure.

Hospital – means an acute care and short-term general hospital licensed by the State of Connecticut; which provides medical, surgical, psychiatric and obstetrical care primarily to inpatients and emergency room, ambulatory and clinical care for outpatient diagnosis and treatment and other uses customarily associated with a hospital. A "hospital" shall include, but is not limited to, offices for hospital administrators and hospital employees, including physicians who work for or are under contract with the hospital; hospital support facilities, such as medical laboratories, diagnostic testing centers, physical therapy and inpatient pharmaceutical facilities; storage facilities for medical equipment and supplies; hospital operations and maintenance facilities, such as food service and laundry facilities, housekeeping and maintenance storage areas; extended care facilities; overnight accommodations and cafeteria facilities for on-duty hospital employees and medical residents; medical libraries, research and educational facilities; cogeneration, incineration, water, electrical and heating equipment facilities; and off-street parking facilities.

Hospital Hospitality House – means a residential facility that provides lodging and support services to patients, families and their loved ones who are receiving medical treatment far from their home communities. A hospital hospitality house is a home-like facility with private sleeping rooms and bathrooms, which may also have shared communal areas such as a kitchen and dining room, living or family rooms, playrooms, offices, libraries, and outside gathering places, as well as shared laundry facilities, public computers for their guests and shuttle services to local treatment facilities.

Hospital, Veterinary – means a building providing for the diagnosis and treatment of ailments of animals other than human, including facilities for overnight care.

Hotel – means a building used for the purpose of furnishing for compensation more or less temporary lodging to the public, with or without meals, designed such that access to the rooms is from interior corridors, and having lodging accommodations for ten (10) or more persons.

I

Impervious Surface – means any material that substantially reduces or prevents infiltration of storm water into the ground. Impervious surfaces include bituminous or concrete driveways and parking areas.

Incubator Use (also Incubator Business) – means an entrepreneurial business or a nonprofit entity with the potential to grow, particularly with regard to employment, rather than sales alone, with an objective to conceive, refine, and produce a distinct product or service that is associated with practical applications in research and development, industry, manufacturing, technical, or other services. Such uses are often start-up businesses and typically utilize flexible, pre-existing space to meet their initial needs.

Indoor Sports Facility – means a group of related uses of an athletic, recreational, entertainment, and/or educational nature, on a lot under common ownership and control, and which shall consist of natural or artificial playing surfaces for recognized sporting activities (such as baseball, football, soccer, basketball, swimming, or hockey) and which shall be entirely enclosed, except for accessory outdoor athletic fields (not to exceed three in number), normal and customary accessory uses, and parking. The facility may include such uses as indoor swimming pool, skating rink, sports

practice facilities, sports and crafts instruction facilities, game room, video games, pinball games, party/function rooms, pro shop, outdoor picnic area, and other related and similar uses, all designed and operated as an integrated unit for the recreation, amusement, and/or education of its patrons. Food service concession areas shall be allowed only as accessory to such facility.

Institutional Use – means a multi-functional facility where a combination of social, recreational, welfare, health, habilitation, or rehabilitation services are provided to the public.

J

Junk – means any worn out, castoff, or discarded articles or material which is ready for destruction or has been collected or stored for salvage or conversion to some use in excess of two-hundred (200) cubic feet.

Junk Yard – means a lot, land or structure, or part thereof, used primarily for the collecting, storage and sale of waste paper, rags, scrap metal or discarded material or for the collecting, dismantling, storage and salvaging of machinery or three or more unregistered, inoperable, motor vehicles or other type of junk. Further defined by Chapters 405 and 406 of the Connecticut General Statutes.

K

Kennel – means a location which houses one pack or collection of dogs which are kept under one ownership at a single location and are bred for show, sport or sale.

L

Laboratory – means a building or group of buildings in which are located the facilities for scientific research, investigation, testing, and experimentation, but not included the manufacture of products for sale.

Light Industrial/Manufacturing Uses – means any of the following uses: office buildings; research laboratories; manufacturing, processing, packaging or assembly of components or goods; warehouses; distribution centers; plumbing, heating, electrical, mechanical and general contracting establishments; and truck and freight terminals.

Livable Floor Area – means the sum of the gross horizontal area of each floor of a dwelling which has structural head room of seven feet six inches (7'-6") or more, is provided with heat and is suitable for year-round occupancy. Basement, cellars, attic, open or screened porch, breezeway, terrace or other similar areas or rooms with unfinished ceilings or walls shall not be included in computing the Livable Floor Area

Livestock Keeping – means the raising of animals and the keeping of animals for profit or enjoyment. Excluded, however, is the raising of fur bearing animals.

Loading Space – means an off-street space of berth for the temporary use of vehicles, while loading or unloading merchandise or materials.

Lot, Zoning Lot – means a parcel of land defined by metes and bounds or boundary lines on a recorded deed, or as shown on a recorded plot in single or undivided ownership used or intended to be used as the site for a main structure and accessory structures or for use not requiring a structure. Such parcel shall be of sufficient size to meet the minimum dimensional regulations required for the permitted use, and shall have frontage on a public street.

1. **Lot, Corner** – means a lot or parcel of land abutting upon two or more intersecting streets or upon the same street forming an interior angle of less than 135 degrees.

2. **Lot, Frontage** – means the length of the front lot line measured at the street line.

3. **Lot, Rear** – means a lot not fronting on or abutting a street and where access to the street is by a private drive which is part of the lot, created in accordance with Section 416 of these Regulations.

4. **Lot Area** – means the total horizontal area of the lot lying within the lot lines, provided that no area of the land lying within any street line shall be deemed a portion of any land lying within any street line shall be deemed a portion of any lot area; the area of any lot abutting a street shall be measured on the street line only.

5. **Lot Coverage** – means the amount of land area of a lot which is covered by principal and accessory structures, expressed as a percent of total lot area.

6. **Lot Line** – means the outside dimension of a lot except that the lot line abutting the street shall be the same as the street line.

7. **Lot Line, Front** – means the lot line abutting a street and coinciding with the street line, and in the case of a corner lot, whichever street – abutting lot line is elected by the owner or person applying for a building permit.

8. **Lot Line, Rear** – means a lot line opposite and most distance from the front line; if the rear lot line is less than ten (10) feet in length, or in the lot forms a point at the rear, the rear lot line shall be deemed to be a line ten (10) feet in length within the lot, parallel to and at the maximum distance from the front lot line.

9. **Lot Line, Side** – means any lot line other than a front or rear lot line.

10. **Lot, Through** – means a lot having both front and rear yards abutting on a street.

11. **Lot Width** – means the distance between the side lines of a lot measured along the street line except where the street line is an arc or the side lines converge toward the street line, in which case the distance may be measured along the minimum front yard setback line.

M

Major Auto Repair – means the general repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers, including bodywork, welding, and major painting service.

Major Recreational Equipment – means and includes travel trailers, pick-up campers or coaches, motorized dwellings, tent trailers, boats and boat trailers, but does not include mobile homes.

Manufacturing – means the treatment, processing of raw products and the production of articles, finished products from raw or prepared materials by giving them new forms, or qualities.

Manufactured or Modular Homes – means a prefabricated or transportable single family dwelling unit, which is transported in one or more sections. A manufactured home must not be less than 22 ft. at its narrowest dimension and must be constructed in accordance with Federal Manufactured Home Construction and Safety Standards (HUD Code). The manufactured home must be suitable for year round habitation, and equipped with a means to connect to water, sanitary, and electric facilities. A manufactured home must comply with all applicable flood management regulations and have a minimum floor area of 600 square feet.

Minor Auto Repair – means the replacement or repair of any automobile part that does not require removal of the engine head or pan, engine transmission, or differential but may include incidental body and fender work, minor painting, and upholstering service

Mixed-Use – means a development that provides multiple compatible uses in close proximity to one another. And/or a land use pattern that seeks to increase concentrations of population and employment in well-defined areas with a mix of diverse and compatible land uses.

Mobile Home – means a trailer coach or mobile home, which is or can be used for sleeping, living or working quarters, and which is, has been, or can be mounted on wheels, and which may contain cooking, bathing and toilet facilities, and is capable of being connected to a water supply and sewage disposal system.

Motel – means a building or buildings of ten (10) or more units providing lodging for persons, with or without meals, and intended primarily for the accommodation of transients and so designed that access to the rooms is direct from the out-of-doors. "Motel" shall include also, "Motor Hotel" and "Automobile Court".

Motor Freight Terminal – means terminals with the capacity of handling a large variety of goods involving goods moved by trucks.

N

Nonconforming Lot – means a lot which met the dimensional requirements for the zone in which it is located at the time of creation or which preexisted zoning but which does not meet the current regulations for lot area, width, depth or access.

Nonconforming Parking – means a parking area that does not conform to Section 601 because of a lack of the amount of minimum required parking spaces or because of an excess of parking spaces beyond the maximum number of spaces allowed.

Nonconforming Structure – means a building located on a lot which does not conform with bulk regulations established in the zoning regulation, such as setback, height, and encroachment.

Nonconforming Use – means the activity in a building, structure or on land lawfully existing immediately prior to the effective date of the current zoning regulation, as may be amended, which is no longer permitted in the current zone.

O

Office Park – means a development on a tract of land that contains a number of separate office buildings, with accessory and supporting uses, and open space designed, planned, constructed, and managed on an integrated and coordinated basis.

Outdoor Dining – means eating locations (tables, benches, etc.) placed outside the immediate confines of a restaurant for the purpose of serving the patrons of such restaurant.

P

Parking, Angled – means any parking space that is not parallel to the curb or aisle.

Parking, Off-Street – means parking spaces provided outside of the right-of-way of a street or highway.

Parking, On-Street – means parking spaces provided within the right-of-way of a street or highway

Parking Aisle – means the driving portion of the parking area. The aisle provides access to each space.

Parking Area – means that portion of a lot set aside, marked, posted, or intended for parking, including total of circulation areas, loading and unloading areas, parking spaces and aisles, landscaped areas, bikeways, and walkways.

Parking Space – means a reasonably level space, available for the parking of one (1) motor vehicle.

Parking, Shared – means when parking spaces are shared among different structures or uses, or among mixed uses, and can include properties with different owners.

Pawn Shop – means a facility for loaning money on the security of personal property and the sale of unclaimed property

Person – means a group of persons, firm, association, organization, partnership, trust, company or corporation as well as an individual.

Personal Service Establishment – means places primarily providing services oriented to personal needs, such as barber and beauty shops, shoe repair shops, household appliance repair shops, dry cleaning pick-ups, laundromats, shoe shine parlors, pet grooming establishments, and other similar establishments. Retail sales shall be allowed as incidental uses in personal service establishments.

Pet Grooming Establishment – means a personal service establishment that, for a fee, trims, cleans, or curries domestic pets such as dogs or cats and which may sell pet supplies as an incidental use. This term does not include establishments which board pets.

Pigsty – means a pen, enclosure, place, shelter or building where pigs are kept.

P**lan of Conservation and Development –** means the Town of Putnam's plan pursuant to Section 8-23 of the Connecticut General Statutes.

Premises – means all land comprising a lot, and including all buildings and uses located on the lot.

Principal Use – means the general use to which a lot of land or structure is dedicated.

Professional Office – means offices of persons rendering professional services, limited to architects and landscape architects; attorneys; certified massage therapists; certified public accountants; chiropractors and osteopaths; dentists and oral surgeons; enrolled agents; naturopaths; acupuncturists; ophthalmologists and optometrists; physical therapists; physicians; planners; podiatrists; professional engineers and land surveyors; psychologists, psychiatrists, and licensed clinical social workers; speech and language pathologists and audiologists; and registered investment advisors.

Q

R

Recreational Facility – means an area principally dedicated to recreational activities. Outdoor activities may include buildings for maintenance, indoor sports, and food service.

Recreational Trailer or Vehicle – means a vehicular, portable unit designed for travel, camping, or recreational use, including but not limited to the following:

1. **Travel Trailer:** A vehicular, portable dwelling unit built on a chassis, being of any length provided its gross weight does not exceed forty-five hundred (4,500) pounds, or being of any weight provided its overall length does not exceed twenty-eight (28) feet.

2. **Pick-Up Camper:** A portable dwelling unit designed to be mounted on a pick-up truck or chassis, whether or not so mounted.

3. **Motorized Camper:** A portable dwelling designed and constructed as an integral part of a self-propelled vehicle.

4. **Tent Trailer:** A folding structure, constructed of canvas, plastic or similar water repellant material, designed to be mounted on wheels to be used for camping only.

5. **Boat Trailer:** A vehicle without motive power, designed to be drawn by a motor vehicle and designed for the hauling or storage of a boat, aircraft, snowmobile or other recreational vehicle.

Rehabilitation Center – means a facility used for the diagnosis, treatment or other care of human ailments which may or may not contain beds or living quarters.

Resident – means an individual who occupies a dwelling unit as his principal place of abode.

Residue Facility – means a specially designed facility, including related improvements for the disposal of materials remaining after the combustion of non-hazardous solid waste at any solid waste combustion facility, or remaining after-processing at any recycling facility.

Restaurant, Fast Food – means a restaurant where the principal business is the sale of foods or beverage to the customer in a ready-to-consume state, typically served in paper, plastic or other disposable containers, for consumption within the restaurant building, elsewhere on the premises or for carryout/delivery for consumption off the premises, and designed for rapid service and high customer turnover.

Restaurant, General – means an establishment where food and/or beverages are prepared, served, and consumed, and whose principal method of operation includes one or both of the following characteristics:

1. customers are normally provided with an individual menu and are served their food and beverages by a restaurant employee at the same table or counter where the items are consumed; or

2. cafeteria-type operation where food and beverages generally are consumed within the restaurant building.

S

School – means a public or private organization, licensed by the State of Connecticut, that provides instruction.

Shopping Center – means a group of three or more contiguous commercial establishments, the purpose of which is primarily retail sales with off-street parking provided on the lot - but shall not include a discount supercenter, as defined.

Single and Separate Ownership – means the ownership of property by any persons, which ownership is separate and distinct from that of any adjoining property.

Sign – means and includes any permanent or temporary structures or part thereof or any device attached, painted, or represented directly or indirectly on a structure or other surface that shall display or include any letter, word, insignia, flag, or representation used as or which is the nature of an advertisement, announcement, visual communication, direction, or is designed to attract the eye or bring the subject to the attention of the public. Flags of any governmental unit or branch or of any charitable or religious organization, interior signs not visible from a public right-of-way or adjoining property, cornerstones built into or attached to a wall of a building erection or commemorating a person or event, official notices of any court or public office, legal notices posted pursuant to law, and public service company signs as aids to safety or service are excluded. For purposes of these regulations, there are two types of signs:

1. **On-Premises Signs –** means a sign which directs attention to a person, business, profession, home occupation, or activity conducted on the same lot, and

2. **Off-Premises Signs –** means a sign which directs attention to a person, business, profession, product, home occupation, or activity not conducted on the same lot.

Types of signs include:

a. **Awning Sign** – means a sign mounted, painted or attached to an awning, canopy or marquee.

b. **Banner Sign –** means a flexible material such as cloth, paper, vinyl, etc. on which a sign is painted or printed.

c. **Billboard** – means a sign which directs attention to a business, commodity, service or entertainment conducted sold or offered at a location other than the premises on which the sign is located.

d. **Business or Identification Sign –** means a sign which directs attention to a business, profession, product, service, activity, or entertainment sold or offered upon the premises where such sign is located.

e. **Directional Sign** – means any sign, not exceeding two square feet in area, indicating the location of churches, schools, hospitals, parks, scenic or historic places of general interest.

f. **Flags** – means sign consisting of a piece of fabric or other flexible material attached to a flagpole, except as otherwise authorized. A flag representing the official symbol of a national, state or local government is not a sign for the purposes of these regulations.

   A "commercial flag" is a flag that contains commercial speech.

   A "non-commercial flag" is a flag that contains no commercial speech, such as decorative, hospitality, and seasonal flags containing no advertising, words or logos related to a specific business, product or service, and does not represent the official symbol of a national, state or local government.

g. **Flashing Sign** – means a sign, the illumination of which is not kept constantly in intensity at all times when in use, and which exhibits sudden or marked changes in lighting effects and frequent changes in message. Illuminated signs which indicate the time, temperature, date shall not be considered flashing signs.

h. **Freestanding Sign** – means any non-movable sign not affixed to a building.

i. **Illuminated Sign** – means a sign lighted by artificial lighting or exposed to lighting by lights directed at or in the sign.

j. **Indirectly Illuminated Sign –** means an illuminated, non-flashing sign whose illumination is derived from an external artificial source so arranged that no direct rays of light are projected from such artificial source into residential zones or public streets.

k. **Name Plate Sign –** means a sign which states the name or address, or both, of the occupant of the lot where the sign is located.

l. **Occupant Sign –** means a sign bearing only the names and/or address of occupants or premises.

m. **Pole or Ground Sign (Freestanding Sign) –** means a sign supported by, or suspended from a freestanding column or other support located in or upon the ground surface.

n. **Political Sign –** means a sign used by a candidate for public office or to express a political point of view.

o. **Projecting Sign –** means a sign erected so as to project approximately perpendicular from the exterior of any building or wall more than four (4) feet.

p. **Roof-Mounted Sign –** means a sign that is mounted on the roof of a building or which is wholly or partially dependent upon a building for support and which projects above the point of a building with a flat roof, the eave line of a building with a gambrel, gable or hip roof or the deck line of a building with a mansard roof.

q. **Sandwich/Sidewalk Sign –** means a sign which stands with self-supporting elements, which is not illuminated, and is not permanently affixed to the ground. Sandwich signs may be used to communicate a specific message or information (e.g., lunch menus, special sales, promotional events) that is not found in a business' permanent signage.

r. **Sign Plaza –** means a grouping of signs in a common location, having uniform size and materials and regulated by the Town in accordance with the provisions of these Zoning Regulations.

s. **Temporary Sign –** means a sign that: (1) is used in connection with a circumstance, situation, or event that is designed, intended, or expected to take place or to be completed within a reasonably short or definite period after the erection of such sign; or (2) is intended to remain on the location where it is erected or placed for a period of not more than thirty (30) days. If a sign display is permanent but the message displayed is subject to periodic changes, that sign shall not be regarded as temporary.

t. **Wall Mounted Sign –** means a sign fastened to or painted on the wall of any building or structure in such a manner that the wall becomes the supporting structure for, or forms a background surface of the sign. Such sign shall not project more than (12) inches from the building or structure.

u. **Wall Painted Sign –** means a sign painted directly on the wall of a structure.

v. **Wayfinding Sign** – means signage sponsored by and approved by the Town that enables people to navigate through an environment or to a given destination.

w. **Window Sign –** means a sign affixed to or visible through a window of a building.

Soil Erosion & Sediment Control Plan – means a scheme that minimizes soil erosion and sedimentation resulting from development and includes, but is not limited to, a map and narrative.

Special Permit Use – means permitted uses which must meet specific conditions established within the Zoning Regulations and must receive the approval of the Commission.

Storage Structure – means a structure used for the temporary, not greater than ninety (90) days per year from the date of usage, for storage of materials.

Street – means any right-of-way used as a public thoroughfare dedicated and accepted for public travel and any right-of-way recorded in the office of the Town Clerk constructed and accepted for public travel before the passage of these Regulations.

Street Line – means the dividing line between the street and the lot. In any case where the width of the street and the location of the street lines have not been established, the street line shall be assumed to be a distance of twenty-five feet from the center line of the traveled path. Where the width of the street has been established but where the exact locations of the street lines have not been determined, they shall be assumed to be equidistant from the center line of the traveled path.

Structural Alteration – means any change or addition to the supporting or structural members of a building; any change which could convert an existing building into a different structure or adapt it to a different use, or which in the case of a nonconforming building would prolong the life of such building.

Structure – means anything constructed or erected which requires location on the ground or attachment to something having location on the ground, including foundations and signs. In any District, walls and fences, except those less than four feet or less in height and located in a front yard or seven feet or less in height and located in a rear or side yard, shall be classified as structures, and with regard to their erection and maintenance, shall be subject to the same rules and regulations herein contained for other structures. In a rear lot, walls and fences six (6) feet or less in height and located in the front yard of the rear lot, shall be exempt from classification as a structure.

Subdivision – means the division of a tract or parcel of land into three or more parts or lots made subsequent to the adoption of subdivision regulations for the purpose, whether immediate or future, of sale or building development, expressly excluding development for municipal, conservation, or agricultural purposes. The term "subdivision" includes "resubdivision".

Subdivision, Conventional – means a subdivision design consistent with the provisions of the Putnam Zoning and Subdivision Regulations that would be applicable in the absence of Section 705 of these Regulations.

Subdivision, Open Space – means a cluster development, as defined by Section 8-25 of the Connecticut General Statutes, in which the dimensions that would otherwise be required for lots under the Putnam Zoning and Subdivision Regulations may be reduced for the purposes of encouraging the dedication and preservation of additional open space.

Swimming Pool – means any structure used for swimming or bathing which is more than 24 inches deep or has a surface area of more than 250 square feet or any pool that is permanently equipped with a water re-circulating system or where structural materials are involved, for the purpose of these Regulations. A swimming pool is considered an accessory structure.

T

Tattoo Parlor – means a business licensed by the State of Connecticut engaged in the permanent marking made by inserting ink into the layers of skin to change the pigment for decorative or other reasons.

Telephone Central Office – means a building used for the transmission and exchange of telephone messages.

Temporary Storage Unit (Portable on Demand Storage) – means a transportable box-like container not exceeding eight (8) feet in width, eight (8) feet in height and sixteen (16) feet in length for the purpose of storing household goods and other personal property that is intended to be filled, refilled, or emptied while located outdoors on a residential property.

Temporary Tent (Parking Lot) Sales – means a special event sale conducted by an existing business and which takes place on the premises of such business.

Total Square Feet – means the area measurement using the exterior side of walls or other perimeter boundaries.

Town – means the Town of Putnam, Connecticut.

Town House – means one of a row of homes sharing common walls. Differing from condominiums, townhouse ownership does include individual ownership of the land. There can also be common elements, such as a central courtyard, that would have shared ownership.

U

Use – means a use is (1) any purpose for which a building or other structure, or a tract of land may be designed, arranged, intended, maintained or occupied; or (2) any activity, occupation, business or operation carried on in a building or other structure or on a tract of land.

V

Variance – means a permissive waiver of terms and conditions of these Regulations granted by the Zoning Board of Appeals.

Veterinary Office/Hospital – means any building used for the treatment and limited temporary internal boarding of small domestic animals such as dogs, cats, goats, rabbits, and birds or fowl by a veterinarian. Such use shall not be construed as a home occupation or a professional office.

W

Warehouse – means a building used for the storage of goods, wares, and merchandise that will be processed, sold, or otherwise disposed of off the premises.

Wayfinding – means enabling people to navigate through an environment or to a given destination through the use of effective signage and visual clues. Successful wayfinding occurs when the navigator can make correct navigation decisions that take him/her from his/her present location to a destination that fulfills his/her larger purpose.

Windmill – means a structure used to convert wind energy into electricity.

Wireless Telecommunications (see Section 712, Wireless Telecommunications)

X

Y

Yard – means a space on the same lot with a main building which is open, unoccupied and unobstructed by buildings or structures from the ground to the sky, except as otherwise provided in these Zoning Regulations.

Yard, Front – means the area between a street line and the building line which is parallel thereto, extending between side lot lines.

Yard, Side – means the area between the side building line and the side lot line, extended from the front yard (front lot line where no front yard is required) to the rear yard.

Yard, Rear – means an area extending across the full width of the lot between the rear building line and the rear lot line.

Yard Sale – means the occasional sale of household goods or handcrafted items conducted on the premises of the owner and/or craftsman of the goods to be sold at a maximum frequency of two times per calendar year for a maximum of one consecutive days.

Z

ZEO – means the Zoning Enforcement Officer.