



DEPARTMENT OF COMMUNITY SERVICES  
 PLANNING DIVISION  
 TOWN OF WEST HARTFORD  
 50 SOUTH MAIN STREET  
 WEST HARTFORD, CT 06107-2431  
 TEL: (860) 561-7555 FAX: (860) 561-7504  
[www.westhartford.org](http://www.westhartford.org)

PERMIT APPLICATION FOR: (check one of the following)

- Lot Split                       Special Use Permit                       Site Plan  
 Lot Line Revisions                       Subdivision                       Building Line

File # 1287 Application Fee \$900 Surcharge Fee \$60 Date Received 1.15.16

Street Address 1678 Asylum Avenue

Lot or Parcel # 0181 2 1678 0001 Acreage/Lot Area 88.48 Zone R-10

Applicant's Interest in Property: Owner

Brief Description of Proposed Activity: Construction of a 1 story addition to an existing classroom / office building on the USJ campus

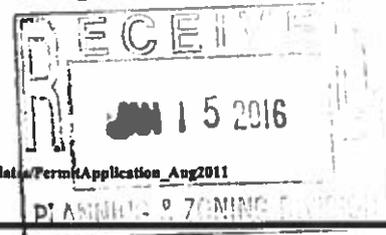
The undersigned warrants the truth of all statements contained herein and in all supporting documents to the best of his/her knowledge and belief. Furthermore, the applicant agrees that submission of this document constitutes permission and consent to Commission and Staff inspections of the site. *Note: Notice is hereby given the Connecticut Department of Public Health must be notified by applicants for any project located within a public water supply aquifer protection area or watershed area. (CTDPH website at <http://www.dph.state.ct.us>)*

University of Saint Joseph  
 Record Owner's Name  
1678 Asylum Avenue  
 Street  
West Hartford CT 06117  
 City State Zip  
860.232.4571  
 Telephone #

University of Saint Joseph  
 Applicant's Name  
1678 Asylum Avenue  
 Street  
West Hartford CT 06117  
 City State Zip  
860.232.4571  
 Telephone #

Contact Person:  
Robert Swain  
 Name  
242 Trumbull Street  
 Street  
Hartford CT 06103  
 City State Zip  
860.549.4725  
 Telephone #  
rswain@ametaemma.com  
 E-Mail

*Robert Swain*  
 Applicant's Signature  
*Robert Swain*  
 Signature of Owner/Authorized Agent



HARTFORD

242 Trumbull Street  
Hartford, CT 06103  
860 549 4725

STAMFORD

One Landmark Square  
Stamford, CT 06901  
203 348 0767

CAMBRIDGE

32 Warren Street  
Cambridge, MA 02141  
617 492 3662

AMENTA|EMMA

ARCHITECTS

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January 15, 2016

Mr. Todd Dumais  
Town Planner  
Town of West Hartford  
Department of Community Services: Planning & Zoning Division  
50 South Main Street  
West Hartford, CT 06107

Re: 1678 Asylum Avenue, University of Saint Joseph Special Use Permit Application for an Addition to Lourdes Hall

Dear Mr. Dumais,

The University of Saint Joseph is launching a graduate Physician Assistant Program with a scheduled student start date of January 2017. The University proposes to create the required space to support this academic initiative by the renovation of 6,330 sf of space on the first floor of Lourdes Hall and the construction of a one-story 4,760 sf addition to the east side of Lourdes Hall. Existing office and classroom space on the first floor of Lourdes will be renovated to create updated and accessible instructional, office and support spaces. The new addition will house a new classroom and a new Physician Assistant Lab. Lourdes Hall is located on the campus quadrangle. Entry to the new program space will be through both the existing Lourdes Hall entrance facing the quadrangle along with a proposed new building entrance on the east side with pedestrian connections back to existing walkways. The natural lawn area and landscape of the existing site around Lourdes Hall will be maintained.

Please accept this letter and the following documents as the University's application for a special use permit on this project.

1. Application form, Special Use Permit
2. Three full size (24 x 36) and one reduced size (11 x 17) plan sets dated January 15, 2016 titled "University of Saint Joseph – Renovations and Addition to Lourdes Hall – Regulatory Submission.
3. Filing application fee of \$980.

The University plans to conduct community outreach related to this project and its application and the project will be reviewed as required with the Town's Design Review Advisory Committee. An updated parking report will be filed as a supplement to the enclosed materials under separate cover.

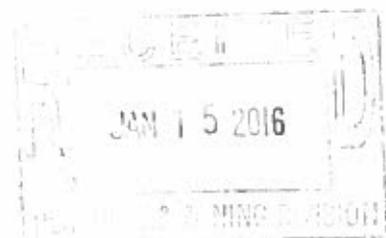
It is requested this application is received at the Commission's February 1, 2016 meeting and a public hearing held on the project at the March 7, 2017 meeting.

Sincerely,



Robert E. Swain, AIA, LEED AP  
Principal

cc: Shawn Harrington, V.P. Finance and Administration



1.25.16 L. R. J. 11  
T. Dumais

**Catherine Dorau**

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**From:** Bob Proctor  
**Sent:** Monday, January 25, 2016 10:57 AM  
**To:** Catherine Dorau  
**Cc:** Brittany Bermingham; Todd Dumais; Aimee Eberly  
**Subject:** 1678 Asylum Ave. - Application (SUP #1287) University of Saint Joseph - Lourdes Hall

Cathy,

The Special Use Application for an Addition to Lourdes Hall at the University of Saint Joseph (including the plan sets dated January 15 2016) have been reviewed and found to be acceptable as presented.

It is our understanding that the University proposed to renovate 6,330 sf of space on the first floor of Lourdes Hall and the construction of a one-story 4,760 sf addition to the east side of Lourdes Hall.

Please consider this to be our positive response to the application as required by the West Hartford Code of Ordinances for the proposal as submitted to date.

Bob Proctor, RS  
West Hartford Bloomfield Health District



## MEMORANDUM

TO: Todd Dumais, Town Planner  
FROM: <sup>DJM</sup> Duane J. Martin, P.E., Town Engineer  
RE: 1678 Asylum Avenue – University of St. Joseph  
DATE: January 22, 2016

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The Engineering Division reviewed the Special Use Permit for the University of St. Joseph proposed renovations and addition to Lourdes Hall and has no comments. The application is acceptable.

