



Town of North Stonington
Planning and Zoning Commission

Single Family Residence

TO OBTAIN A PERMIT FOR A SINGLE FAMILY RESIDENCE:

Step 1 If your driveway will front on a State highway, contact **CONNDOT District II** at **(860) 889-3301** for instructions and proceed to Step 2.

If your driveway will front on a Town road, you must obtain a **Driveway Permit**. Complete the attached application and submit it with a check for **\$1500** payable to the "Town of North Stonington." The Highway Foreman will return this cash bond to you upon completion of work and satisfactory inspection of your site.

The driveway location must be approved and the application signed by **Highway Foreman** **before** any work is started on your property. **Town Garage - Monday through Friday, 7:00 a.m. to 3:30 p.m. Telephone (860) 535-0924.**

Step 2 Complete the attached ***Inland Wetlands and Zoning Permit*** application and include the information that is required on the "Residential Single Family Handout" and submit it with two separate checks payable to the "Town of North Stonington" in the amount of **\$160.00** for the **Wetlands Fee (if applicable)** and **\$310** for the **Zoning Fee** which includes the cost of your Zoning Compliance Certificate. Both fees include the **\$60** State of Connecticut fee.

The permit must **FIRST** be reviewed and approved by the Inland Wetlands Commission.

Wetlands information may be obtained from the **Land Use Office, New Town Hall - Monday through Friday, 9:00 a.m. to 4:00 p.m.**, or **Wetlands Enforcement Officer** by appointment. **Telephone (860) 535-2877, ext. 26.**

Step 3 The permit is ***NEXT*** reviewed for approval by **Planning, Development & Zoning Official**. **Telephone (860) 535-2877, ext. 27.** If you have been granted a ***Variance*** from the Zoning Board of Appeals, a copy must be included with your application.

Zoning information may be obtained from **Administrative Assistant. New Town Hall - Monday through Friday, 9:00 a.m. to 4:00 p.m. Telephone (860) 535-2877, ext. 26.**

The Administrative Assistant will mail a copy of your application to you once it has been approved by both Wetlands and Zoning. A copy will also be forwarded to the Town's Building Official, Sanitarian, and Assessor along with the set of Building Plans.

Step 4 You will be required to obtain approval for your septic and well by the **Town Sanitarian** – which is **Ledge light Health District**. (Once again, please note that it will be up to you to contact the Town Sanitarian).

Step 5 You will be required to obtain a **Building Permit**. Please note that once you have received your Wetland/Zoning approval, it will be up to you to contact the **Building Official**.

RESIDENTIAL SINGLE FAMILY HANDOUT

Amended 8/07/19

The following steps and associated required information are all part of the Single Family Residence Application Process and are necessary to properly review your application:

STEP 1: COMPLETE ZONING APPLICATION & PAY FEE (Note: Application and materials submitted may be submitted to the Planning and Zoning Commission for review and comment prior to issuance of the initial Zoning Compliance Permit.)

***NOTE: It is the applicant's responsibility to supply the following information.**

STEP 2: If the property is subject to a Conservation Easement, NOTIFY THE OWNERS OF ANY CONSERVATION EASEMENTS LOCATED ON THE SUBJECT PROPERTY and submit proof that written notice of this application was made, by certified mail, to the party holding such restriction not later than 60 days prior to filing this permit application or submit a letter from the holder of the restriction verifying that the application is in compliance with the terms of the restriction.

STEP 3: SUBMIT PROFESSIONALLY PREPARED PLOT/SITE PLAN drawn to scale. Plan must be prepared, signed and sealed (with live signatures and seals) by a licensed Surveyor and/or Engineer containing the following information:

- North Arrow and Scale
 - All Improvements to proposed building lot showing:
 - Boundary points, angles and or bearings & distances. If plan is prepared solely by an Engineer, reference must be made to a filed A-2 Survey plan (**prepared after 1996**)
 - Required Zoning District setback lines **AND** Zone District line (if applicable)
 - Proposed buildings, accessory structures, porches, decks, stoops, stairs, patios & pools, etc.
 - Driveway **location**, existing and proposed **grades, AND type of driveway surface**
 - In some cases – proof of adequate Site-lines must be shown from proposed driveway location
 - Location of any easements * see above pertaining to restrictions
 - Location of Wetlands & water courses (if applicable) **OR** note stating that there are no wetlands on the property
 - Location of ledge outcrops (if applicable)
 - Flood Zone classification (if applicable)
 - Location of ALL proposed utilities (water, septic, electric, gas, solar, telephone, cable TV, etc.)
 - Location of footing and/or gutter drains and outlets
 - Limits of lot clearing
 - Location and detail of Erosion & Sediment controls to be used
 - Existing and Proposed Contours at 2' intervals based on **actual field data**
 - A Bench Mark set on the property and location of all existing monumentation **
 - Location of adjacent structures, wells and septic, when applicable
- Zoning Compliance Chart showing required and proposed bulk requirements

**** Missing monumentation (IP, DH, RB or Monument) that as part of any prior approval, has been certified in writing as having been set, must be reset and re-certified by a licensed Land Surveyor prior to plan approval.**

STEP 4: SUBMIT BUILDING PLANS drawn to scale showing dimensions of building and individual rooms. Label use of all rooms and provide profile views from all sides. Footprint of house and outbuildings proposed must match the footprint shown on the site Plan.

STEP 5: PROVIDE COPIES OF THE FOLLOWING ITEMS *:

- Current Property Card and Deed describing the property being developed (See Assessor and Town Clerk).
- Wetlands Permit (if applicable)
- ZBA variance (if applicable)
- Driveway Permit
- Proof of notification to holder of conservation or preservation restriction (if applicable)

***NOTE: It is the applicants' responsibility to supply this information – Land Use Office can assist applicant with these items.**

STEP 6: ZEO WILL REVIEW APPLICATION AND ALL PLANS, CONDUCT A SITE VISIT, AND ISSUE A ZONING COMPLIANCE PERMIT IF ALL IS IN COMPLIANCE WITH APPLICABLE REGULATIONS.

NOTE: While you are free to begin the Building Permit Application process at the same time you submit your initial Zoning Permit Application, please note that (1) the Zoning Permit Application must be approved by the ZEO and an approved Zoning Compliance Permit issued and (2) an application must be submitted, reviewed, and approved by Ledge

RESIDENTIAL SINGLE FAMILY HANDOUT

Amended 8/07/19

Light Health District before the building inspector can issue a Building Permit to allow construction to begin.

The Zoning Permit is valid for 1 year. Work must officially commence within the year or the permit will expire. As long as work is being conducted in conformance with the Plan, the Zoning Permit shall remain valid. See Section 1201(F) of the Zoning Regulations.

STEP 7: CERTIFICATE OF ZONING COMPLIANCE (NOTE: This is different than the Zoning Compliance Permit. The Certificate of Zoning *Compliance* is issued AFTER all construction and site work have been completed and you demonstrate that the work complies with the approved Plans. A Zoning Compliance *Permit* and Building *Permit* are required before you BEGIN any construction.)

Five (5) days' notice required from permittee that premises are ready for occupancy before Certificate of Zoning Compliance can be issued.

1. The attached Sign-off Sheet is to have the applicable signatures/permits of the Wetland Enforcement Officer, Sanitarian and Highway Foreman.
2. All disturbed soils are to be stabilized with a permanent vegetative cover or seeded and mulched.
3. An As-Built plan, prepared by a licensed surveyor (At least a Class B), showing all site improvements in relation to the boundary lines including actual building location, decks, retaining walls, footing and gutter drain outlets, driveway (Location and final grade), septic system (per installer's as-built), utilities (water-lines, septic, electric, gas, solar, telephone & cable, etc.) and well location will be required (SEE AS-BUILT CHECKSHEET)
4. Any monumentation (IP, DH, RB or Monument) that as part of any prior approval, has been certified in writing as having been set, must be reset and re-certified by the licensed Land Surveyor preparing the As-built Survey.

THE BUILDING DEPARTMENT WILL NOT ISSUE A FINAL CERTIFICATE OF OCCUPANCE WITHOUT A CERTIFICATE OF ZONING COMPLIANCE ISSUED BY THE ZEO.



Town of North Stonington
Inland Wetlands / Planning and Zoning Commission

Inland Wetlands and Zoning Permit

Application Number:

Receipt Date:

Driveway Permit

Highway Foreman 535-0924

Driveway Bond: \$1,500.00

Inland Wetlands

535-2877 ext. 14

Wetlands Fee: \$ _____

Planning & Zoning

535-2877 ext. 26

Zoning Fee: \$ _____

Applicant Information:

Name: _____

Mailing Address: _____

Contact Info:

Phone: _____

Fax: _____

E-mail: _____

Owner of Record:

Name: _____

Mailing Address: _____

Contact Info:

Phone: _____

Fax: _____

E-mail: _____

Tax Map _____

Lot _____

Zone _____

Property Location (Street & Number): _____

Proposed Activity

(Explain) _____

The owner of the above property guarantees that all the application requirements of the Inland Wetlands Regulations and the Zoning Regulations will be met.

Signature of Property Owner or Agent: _____ Date: _____

FOR OFFICE USE ONLY:

Disposition and action taken by the Inland Wetlands Board or Insignificant and Rights of Use Permit* by the Wetlands Enforcement Officer (WEO). (Wetlands Permit is valid for three years from date of issuance as long as work has commenced)

Signature of IWC Chairman or WEO: _____ Date: _____

The above stated proposal is hereby certified to comply (____), not comply (____) with the Town of North Stonington Zoning Regulations. (Zoning Permit is valid for one year from date of issuance)

Stipulations: _____

Signature of P & Z Chairman or ZEO: _____ Date: _____



Town of North Stonington

Driveway Permit

DRIVEWAY PERMIT- FEE \$1500

Issued To:

Name: _____

Mailing Address: _____

Contact Info: Home Phone: _____ Cell: _____ E-mail: _____

Property Location (Street & Number): _____

Location of Work: _____

Your request regarding work done on town property, is granted subject to the following provisions:

1. The work shall be constructed in such a manner that it does not interfere with the existing drainage, the movement of traffic, or removal of snow from _____.
2. The work shall be constructed in such a manner that it does not permit runoff of water from _____ to enter into the property of the owner thereby creating a nuisance to the town and/or the owner.
3. The owner shall be responsible for all claims of damage resulting from construction of the work to be done. The owner assumes all liability for damage or faulty construction which may occur in connection with the work within a period of one (1) year from the date of acceptance by the town.
4. The work shall be stabilized for a sufficient distance in from town property (construction apron) to prevent erosion onto town property and shall be designed in a manner to confine the surface water to the gutter areas and permit free flow of water in the waterways. Pipe, if required, shall be a minimum of 15" concrete pipe or approved equal with flared ends.
5. **All work must be paved (if required) prior to the issuance of a Certificate of Compliance and Use. A \$1500 cash bond must be posted at the time of the application. Upon completion of work all funds deposited shall be returned to the applicant.**
6. The disturbed area within the town's right of way shall be repaired by the owner.
7. Where existing excavations or fills within the town's right of way endanger the life of existing trees or vegetation, or stones exist as obstacles to the access or egress to the property, such obstacles shall be removed at the owner's expense.
8. The authorized agent for the town (Highway Foreman) must inspect the site before any permit is issued. Notice must be given at least 48 hours prior to the start of any work and the driveway must be staked out prior to notice.
9. A minimum of 10' from where the driveway abuts the town road shall be bituminous concrete into the property, and a minimum of 12' wide. Pavement shall be a minimum of 2" compacted bituminous concrete over a 6" processed gravel base. SEE ATTACHED DRIVEWAY DETAIL

Applicant's Signature: _____

Inspections Location: _____

Construction Apron: _____ Final Inspection _____

CALL BEFORE YOU DIG 1-800-922-4455

RESIDENTIAL DRIVEWAYS SHALL CONFORM TO ALL REQUIREMENTS OF SECTION 313 OF THE NORTH STONINGTON ZONING REGULATIONS. IN ADDITION, THE FOLLOWING PROVISIONS APPLY:

- 1) Driveways into the lot shall have proper alignment and grade, not exceeding 1% in 30 feet extending in from the town roadways.
- 2) All driveway aprons shall be in conformance with the standard construction details given.
- 3) For the health, safety and welfare of the public, driveways shall be accessible to emergency vehicles, cleared of all obstructions to a minimum width of twenty-two (22) feet and a minimum height of fourteen (14) feet.
- 4) All driveways shall have an all-weather surface capable of H-20 loading. It is recommended that driveways be constructed to the following minimum standards: Driveway cross section shall consist of compacted eight (8) inch base of bank run gravel (5" Minus), a four (4) inch grading layer of compacted process gravel, and a finish course of two (2) inches of 3/4" stone or compacted bituminous concrete. (SEE DRIVEWAY DETAIL)

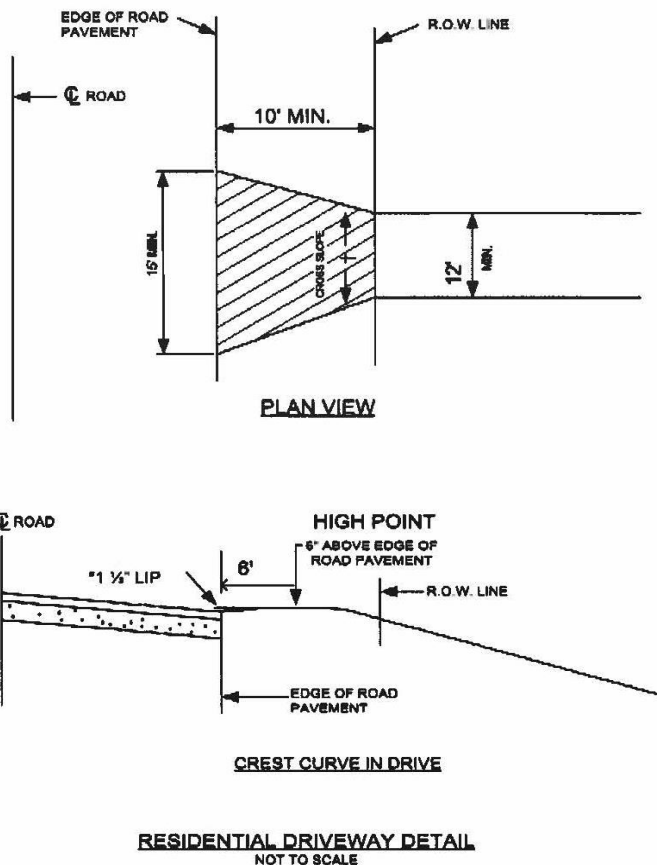
To Town Residents and Contractors:

Please be advised that when constructing a driveway in North Stonington it must be understood that there shall be zero (0) runoff onto a Town Road and also that no water will enter into the residence.

Water coming off the property can cause water tracking up and down the road, it will carry gravel and dirt onto the roadway which can clog storm drains, and can freeze causing icing in the winter months.

The driveway should be pitched to shed the water off of the driveway so that it will not enter the roadway. If pitch or topography cannot accomplish a zero (0) runoff, drainage shall be installed to meet this requirement.

If the problem is not determined until after construction or residency, correction of the problem shall be at the expense of the homeowner.



NOTE:

- 1) Saw cut irregular pavement edge to match drive apron
- *2) Provide 1 1/2 inch lip only on aprons that abut roads that are curbed



Town of North Stonington
Building Department

Single Family Home C/O Sign Off List

Property Location: _____

It is the Applicants responsibility to secure the required signatures. Inspections will be scheduled as soon as possible upon request of the applicant.

**WETLANDS ENFORCEMENT
OFFICER**

_____ **Date**

SANITARIAN

_____ **Date**

HIGHWAY FOREMAN

_____ **Date**

ZONING OFFICIAL

_____ **Date**

NOTE: The Building Official cannot sign off until a Certificate of Zoning Compliance has been issued.

BUILDING OFFICIAL

_____ **Date**

RESIDENTIAL SINGLE FAMILY/DUPLEX AS-BUILT REQUIREMENTS FOR CERTIFICATE OF ZONING COMPLIANCE

Effective 12/22/05 Updated 7/18/19

AS BUILT (2 COPIES), PREPARED SIGNED & SEALED BY A LICENSED SURVEYOR TO AT LEAST CLASS B STANDARDS, IS REQUIRED TO SHOW THE FOLLOWING IN RELATION TO THE PROPERTY LINES AND BUILDING SETBACK LINES. THE PLAN MUST BE DRAWN TO THE SAME SCALE AS THE SITE PLAN APPROVED FOR THE SINGLE FAMILY/DUPLEX ZONING PERMIT.

1. Building footprint, including all decks, steps, bulkhead doors, enclosed mechanicals, and overhangs.
2. The location of all accessory structures. (Sheds, garages, barns, gazebos, screen houses, patios, carports, pools etc.)
3. Location of benchmark and installed monumentation. Any monumentation (IP, DH, RB or Monument) shown on initial Site Plan or Subdivision Plan or that as part of any prior Site Plan or Subdivision approval, was certified in writing as having been set, must be reset and re-certified by the licensed Land Surveyor preparing the As-built Survey.
4. The **location**, **type of surface** and **percent grade** of the driveway.
5. The location of the well.
6. The location of the septic system.
7. The location of any footing and/or gutter drains and their point of origin. (Rodent proof cover required on footing drains)
8. The location of any drainage structures or pipes installed on the property.
9. The approximate location of the utilities servicing the new home.
10. The location and height of installed retaining walls.

Spot elevations confirming any proposed significant regrading may be required.

PRIOR to final As-built inspection and issuance of the Certificate of Zoning Compliance, all disturbed soils on the site are to be stabilized with a permanent vegetative cover, or seeded and mulched. In some instances, the Zoning Compliance may be conditioned on the completion of seeding and mulching if the house is completed during the winter months. In these cases, a signed contract with an appropriate contractor will be required.

Site Erosion and Sediment Controls are to remain in place until the permanent cover is established.

A street identification number, visible at night, is to be placed at the end of the access driveway to the house.

Be advised. Approvals/Signoffs are required from Ledge Light Health District, Highway Foreman, and the Wetlands Enforcement Officer (As applicable) before a Certificate of Zoning Compliance can be issued.

The Building Official may not issue the Final Certificate of Occupancy until you have received your Certificate of Zoning Compliance.



Town of North Stonington
Selectmen's Office

North Stonington Resident
North Stonington, Connecticut 06359

Dear Resident,

The Board of Selectmen has a responsibility to maintain Town Roads. There are many cases where property owners have invested in landscaping or repairs to stonewalls and we are concerned that in some cases the Town may find it necessary to disturb areas where such work has been done on land belonging to the Town. Therefore, we would like to ask that before any such work of this type is undertaken by a resident or their contractor, they first contact the Selectmen's Office or the Public Works Department.

While we appreciate and encourage the efforts of the landowners to preserve the character of our Town's roads, we want them to also understand that any work done on Town owned land may at some point be disturbed in order to maintain the road. We are also concerned that in some cases, such work may create a liability for the Town.

Our intent in sending this letter is to encourage all residents who may be planning roadside projects to consider whether the land is Town owned. We hope that this may help to avoid any confusion or difficulties in the future.

Thank you for your anticipated cooperation. If you have any questions, please feel free to call or stop by the Selectmen's Office.

Sincerely,

Michael Urgo
First Selectman