



Town of North Stonington  
Planning and Zoning Commission

## Accessory Permit Handout

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### TO OBTAIN A PERMIT FOR AN ACCESSORY USE OR ADDITION:

**Step 1** Please complete the attached *Accessory Use/Addition Wetlands/Zoning Permit* application and submit it with a check payable to the "Town of North Stonington" for the amount of **\$100.00**. \$40.00 is the application fee for the Zoning Permit and \$60.00 is for the State of Connecticut fee, which funds the Environmental Review Team Program.

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

Wetland 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 Wayne Berardi** by appointment. Telephone (860) 535-2877, ext. 14.

**Step 2** The permit is *NEXT* reviewed for approval by **Senior Planning & Zoning Official Juliet Leeming**. 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, Cheryl Konsavitch**. 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.

**Step 3** You may also be required to obtain a *Building Permit*. If so, your application will be forwarded to **Building Official Louis Dicesare or Assistant Wayne Greene**. (Please note that once you have received your Wetland/Zoning approval, it will be up to you to contact Mr. Dicesare or Mr. Greene). **Old Town Hall - Monday through Thursday, 3:30 p.m. to 8:00 p.m. and Friday by appointment**. Telephone (860) 535-2877, ext. 18.

**Step 4** You may also be required to contact the **Town Sanitarian Karen Weiss or Assistant Town Sanitarians Wayne Greene and/or Louis Dicesare**. (Once again, please note that it will be up to you to contact the Sanitarian). **Old Town Hall - Tuesday and Thursday, 3:30 p.m. to 7:30 p.m.** Telephone (860) 535-2877, ext. 19.



## Accessory Structure and / or Pool Handout

REVISED 10/09/09

The following information is necessary to properly review your application:

**Completed Application & Fee** (Note: Application and materials submitted may be submitted to the Planning and Zoning Commission for review and comment prior to issuance of a Zoning Compliance Permit.) **\*NOTE: It is the applicant's responsibility to supply the following information.**

**If the property is subject to a Conservation Easement/Restriction** you are required to 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.

**Plot Plan** drawn to scale containing the following information:

North Arrow

Scale

Improvements to proposed building lot showing:

Adjacent boundary lines and distances

Required Zoning District setback lines

Existing & Proposed buildings, accessory structures, porches, decks, patios & pools

Driveway location (if applicable)

Location of any easements (if applicable)

Location of Wetlands & water courses (if applicable)

Location of ledge outcrops (if applicable)

Location of any Conservation or Preservation restricted areas (if applicable)

Flood Zone classification (if applicable)

Zone District line (if applicable)

Location of existing & proposed utilities (water, septic, electric, telephone, cable)

**Building Plans** to scale showing:

Existing & proposed building/addition with dimensions

Labeled use of all rooms

Profile views from all sides

**Copies of:**

\* Copy of the current deed

\* ZBA variance (if applicable)

\* Driveway Permit (if applicable)

\* Copy of the written notification or letter from the holder of any Conservation restriction on the property

**A Zoning Compliance Permit is required before the issuance of a Building Permit (205.3)**

**An As-Built plan may be required prior to issuance of a Certificate of Zoning Compliance**

**NOTE: If proposal encroaches on the Building Set back line, the property line may have to be marked in the field for inspection prior to permit approval.**

### *Building Set Back Requirements*

<u>Zone</u>	<u>FY</u>	<u>SY</u>	<u>RY</u>
R-40	30	15	15
R-60	40	20	20
R-80	50	25	25



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: \$1500.00

**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: \_\_\_\_\_