

Fee \$75 \_\_\_ Paid

(Includes \$60 State tax)

Date: \_\_\_\_\_

# CITY OF TORRINGTON

## ZONING PERMIT

Zoning Permit # \_\_\_\_\_

### Property Address:

Name of Applicant: \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner E-Mail Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Required Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Back: \_\_\_\_\_

Lot Area: \_\_\_\_\_ Sf/Acres Flood Hazard Area: \_\_\_ Yes \_\_\_ No

City Water: \_\_\_ Yes \_\_\_ No City Sewer: \_\_\_ Yes \_\_\_ No

Does any portion of this property contain a conservation or preservation land restriction on it? Yes \_\_\_ No \_\_\_

*If 'Yes' applicant must notify the holder of the land restriction regarding the application by certified mail, return receipt requested, no later than 60 days prior to the filing of the application. In lieu of such notice the applicant may submit a letter from the holder of such restriction (or their agent) verifying that the application is in compliance with the terms of the restriction.*

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Permit is requested for the following:

___ new construction	___ change of use
___ accessory structure	___ addition
___ parking	___ other _____

Dimensions of proposed construction:

Width: \_\_\_\_\_ Ft. Length: \_\_\_\_\_ Ft. Height: \_\_\_\_\_ Ft. Total Square Feet: \_\_\_\_\_ sf (>= 200sf req BP)

Description of proposed work: \_\_\_\_\_

All applicants are responsible for obtaining a Sewer Discharge Permit if applicable, prior to the issuance of a Zoning Permit. Additional information and a Sewer Discharge permit can be obtained at the Public Works Dept., Room 307, City Hall

*I, the undersigned applicant, understand that this Zoning Permit is based on information, submitted by me and that falsification by misrepresentation, omission or failure to comply with the conditions of approval shall constitute a violation of the Zoning Regulations and render this permit null and void. I further authorize the City's agents to enter the property during and after construction for the purpose of inspection with regard to this application.*

**Applicant's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read and will comply with the requirements outlined in the Required Action List.

**Applicant's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Official Use Only

Conditions or Comments: \_\_\_\_\_

Permit: \_\_\_\_\_ Issued \_\_\_\_\_ Denied \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Foundation Approval: \_\_\_\_\_ Issued \_\_\_\_\_ Denied \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Required Approvals</u>	<u>Date</u>	<u>Issued by</u>	<u>Conditions</u>
___ Area Health	_____	_____	_____
___ Site Plan	_____	_____	_____
___ Special Exception	_____	_____	_____
___ ZBA Variance	_____	_____	_____
___ Inland Wetlands	_____	_____	_____
___ Grading Permit	_____	_____	_____
___ Driveway Location	_____	_____	_____
___ Engineering Review	_____	_____	_____

Use the space below to draw a plot plan of your proposed construction. Show such features as: Street, existing and proposed structures, dimensions to the front, side and rear property lines, lot dimensions, easements, driveways, parking areas, wetlands or watercourses, drainage ditches, proposed erosion controls.

**NOTE: Covered porches, covered decks, roof overhangs, eaves, bay windows must all be within the building area and meet the setback requirements.**

A large, empty rectangular box with a thin black border, intended for the applicant to draw a plot plan of their proposed construction. The box is oriented vertically and occupies the central portion of the page.

Information supplied by: \_\_\_\_\_

An A-2 survey/site plan is required for new residential structures and addition to multifamily (more than two dwelling units). Non-residential uses require survey/site plans in accordance with Section 8.4 of the *Zoning Regulations*. (See survey requirements as listed in the center of the permit application.)

In accordance with Public Act 03-144 and 8-3(f) of the Connecticut General Statutes, the applicant for any zoning permit or zoning certification may provide notice of the zoning official's decision as prescribed by PA 03-144.

# CITY OF TORRINGTON

## NOTICE OF SURVEY/SITE PLAN REQUIREMENTS FOR RESIDENTIAL ZONING PERMIT APPROVAL & COMPLIANCE PROCESS

**An A-2 Survey/Site Plan is required for new residential structures and additions to multifamily (more than two dwelling units). Non-residential uses require site plans in accordance with Section 8.4 of the *Zoning Regulations*.**

The A-2 Survey/Site Plan must:

1. Depict any existing structures and the proposed residential dwelling, porches, decks, driveway, sewer lines, water lines, foundation drains, septic system or well if applicable. The zoning setback lines for the zone the property is located in must be indicated on the plan. Dimensions of the proposed structures must be shown on the plan.
2. Inland wetlands flagged boundaries and watercourses along with their regulated area boundaries, channel encroachment lines and flood plain areas must be depicted.
3. Show existing and proposed grading. The Engineering Department will review and approve the proposed driveway, insuring proper sight lines, drainage swales, and culvert pipes if required. They will review the plan to insure that the discharging of the footing drains; roof laterals and ditches/swales do not discharge directly into the road or onto neighboring properties. Erosion controls such as silt fences, anti-tracking pads and/or staked haybales must be indicated on the plan to control erosion and sedimentation.

Driveway permits are issued by the Engineering Department for all new driveways on City streets. The State of Connecticut DOT will issue driveway encroachment permits for all new driveways on State highways.

**Torrington Area Health District approval is required for new construction, including most accessory structures, on lots not served by City water and sewer.**

For additions and proposed accessory buildings for existing single family or two family structures, the applicant must submit:

1. A copy of the Tax Assessor's Map.
2. A copy of the deed description.
3. A plot plan which clearly indicates the setbacks of the proposed addition or accessory building from property lines.
4. The applicant must locate survey pins to aid the Zoning Enforcement Officer in field checking the site.

If the plot plan indicates that the proposed addition is within two feet on any required setback line or, in the opinion of the Zoning Enforcement Officer, there is any question as to the accuracy of the information submitted by the applicant, the applicant shall be required to obtain an A-2 survey showing the property lines and the location of existing and proposed structures.

## **ZONING COMPLIANCE REQUIREMENTS**

For new residential structures and additions to multifamily (more than two units), an as-built A-2 Zoning location survey showing the property lines and the location of existing structures shall be submitted prior to issuance of a certificate of occupancy. For additions and accessory buildings, the Zoning Enforcement Officer may require an A-2 as-built survey. The as-built location survey shall be submitted to the Planning and Zoning Office and Building Department after the foundation, footings or piers are poured and before any further construction in order to prevent a costly error requiring the movement of the structure after completion. The City Planner, at his discretion, can waive these requirements.

Obtain a copy of the Engineering Department's Site Plan Requirements check list to aid in the development of a site plan required for construction of a new single family home, all commercial & industrial construction and modifications.

# REQUIRED ACTION LIST

**Prior to Construction:** *These conditions must be met before beginning construction.*

1. Obtain all required permits, including Torrington Area Health, Curb Cut Permit, Zoning Permit and Building Permit. Do not begin work until permits are approved and in your hand.
2. Properly install all sedimentation and erosion controls as required and as shown on your permit drawing. Check your zoning permit for any conditions.
3. Install an anti-tracking pad at the construction entrance to the job. The pad must be at minimum 20' in length and 15' wide, using 4" minimum diameter stone.
4. An As-built Survey must be received and approved prior to beginning building construction for all structures except residential sheds and garages. This requirement may be waived by the City Planner.

**During Construction:**

1. Maintain all sedimentation and erosion control devices. Check all controls weekly and after a storm event. Replace or repair as needed to maintain in working order. *Evaluate site to determine if additional controls are needed.*
2. Keep road clean of tracked soil or construction material. Sweep the road as needed.
3. Install erosion control devices at topsoil stockpiles. *Temporarily seed any disturbed areas or stockpiles that will be left open for 30 days or more.*
4. Do not clean out concrete trucks into storm sewers. When pumping out a foundation, do not pump out directly into storm sewer or wetland/stream - properly install sediment controls to filter the water.
5. Stabilize the soil on site as soon as possible. Finish off the site grading as early as possible and seed or stabilize with a surface of chopped clean hay. If heading into winter, the site shall be stabilized no later than November 1. *Any sites not stabilized by November 1<sup>st</sup> will be issued fines of \$150 per day until the site is stabilized. The fines will be calculated from November 2<sup>nd</sup> and must be paid prior to obtaining COs.*

**Before Certificate of Occupancy:**

1. **Project must be complete.**
2. Have driveway apron installed (or bond posted).
3. The site will be stabilized either by seeding or temporary mulching. All sedimentation and erosion controls must be in and functioning in areas that show signs of erosion. (This is a requirement even if you are transferring the responsibility for the landscaping and lawn to the owners of the house - you will be responsible for stabilizing the site for CO.)
4. The site must be clean of debris and the road clean of soil.
5. Any catch basins in the area that received silt from site runoff shall be cleaned out.

These are general guidelines and will be enforced on a site by site basis. If a citation is issued on a property, a CO will not be issued for that site until the fines are paid in full. The permit holder need not be present for a citation to be issued. No citations will be issued immediately after a storm event. You will be allowed 24 hours to make all necessary repairs before citations could be issued.

Requirements based on *City of Torrington Zoning Regulations Section 7.3.2B.* (Revised 1/5/01)

Citations permitted by *City Ordinance 114-2* (added 3/3/1997)

**Departments and Agencies -**

Zoning Permits	Land Use Department, City Hall	(860) 489-2221
Building Permits	Building Department, City Hall	(860) 489-2242
Wells & Septic Permits	Torrington Area Health, 350 Main Street	(860) 489-0436
Inland Wetlands Permit	Land Use Department, City Hall	(860) 489-2221
Street Openings, Sewer	Engineering Department, City Hall	(860) 489-2234
Public Water	Torrington Water Company, 277 Norfolk Road	(860) 489-4149