



TOWN OF NORTH BRANFORD

Town Hall 909 Foxon Road P.O. Box 287 North Branford, Connecticut 06471
Planning & Zoning (203) 484-6010 Building Department (203) 484-6008 Department Fax (203) 484-6018

ZONING PERMIT APPLICATION INSTRUCTIONS

The attached Zoning Permit application shall be filled in completely where required by the applicant and submitted to the Zoning Staff for sign off approval (Town Planner and Zoning Enforcement Officer are available to do this). It is not a Building Permit and must be approved prior to submission of any Building Permit application. The approved Zoning Permit application with set of plans will be held by the Zoning Staff to be later included with the submitted Building Permit application.

Applicants must include a **copy of the Assessor's data card** with the filled out Zoning Permit application. (data card from the Assessor's office or the Town's Web Site: townofnorthbranfordct.com, click on *Assessor's Online Database*)

This application shall also be accompanied by **one copy of the plot plan and construction plans that will be submitted for the building permit application.**

PLOT PLAN REQUIREMENTS:

The Town's GIS mapping that shows the individual lot **may be used if no private survey plot plan is available** depending on the construction project. Check Building Dept.'s microfilm records for a survey. The plot plan shall be drawn to scale and include the plot plan information **that shows both existing and proposed buildings**, as required in Section 62.4a-g of the Town's Zoning Regulations.

The Town Planner may waive any of the plot plan requirements in cases where such information is not needed to determine conformity with these regulations. For proposed construction involving only interior alterations, or alterations with no enlargement or extension of any existing conforming building structure, the Zoning Staff (Town Planner, Zoning Enforcement Officer) may waive the required submission of a plot plan.

A certified plot plan for proposed buildings, structures, or improvements having value of \$500.00 or more may be required depending on the nature of the construction.

Plot plans for new house and commercial/industrial building development shall be prepared and certified substantially correct in accordance with a Class 'A-2' survey, by a licensed land surveyor. (Use Certified Plot Plan Checklist on page 2)

A certified plot plan may also be required for a non conforming building or structure or a nonconforming lot based on a determination by the Zoning Staff and the circumstances of the proposed construction.

The applicant shall submit a certified A-2 "As-Built" plot plan to the Zoning Staff within 14 days after the completion of foundation footings, columns, piers, or walls, for verification of setbacks for any new detached building or structure on a lot. The Zoning Staff may require a certified A-2 "As-Built" plot plan in other situations involving close proximity to setback lines, lot lines, wetland boundary lines, or other similar building restrictions.

TOWN OF NORTH BRANFORD, CONNECTICUT

**ZONING PERMIT APPLICATION
Instructional Information**

CHECKLIST for CERTIFIED PLOT PLAN (if required)

- a. Name of applicant and property owner _____
- b. Area of lot, dimensions, radii and angles or bearing of all lot lines _____
- c. Street address and assessor's map and lot number _____
- d. North arrow and graphic scale _____
- e. Height, dimensions, use, floor area, ground coverage, and location of all buildings and other structures _____
- f. Locations, area, and dimensions of off-street parking and loading spaces, curb cuts, driveways, easements, and right-of-ways _____
- g. Dimensions of all setback lines observed by buildings and structures _____
- h. Location of any on-site sewage disposal system, water supply well, water line, or connection to a public sewer _____
- i. Signs and other facilities and improvements that are subject to provisions of these Regulations _____
- j. Any wetland watercourses, 100 year flood elevation, and flood way boundary lines _____
- k. Existing and proposed site grades, contours and flood elevation zone data, top of foundation elevation, and any proposed watercourse relocation _____
 - a. Where property is located in a flood prone area include base flood elevations, finished floor elevations.
- l. Additional information needed to determine compliance with the Zoning Regulations _____

TOWN OF NORTH BRANFORD, CONNECTICUT

ZONING PERMIT APPLICATION

BELOW TO BE COMPLETED BY APPLICANT:

Date of Application: _____

This application hereby submitted in accordance with the requirements of Section 3.1 and 62 of the Town of North Branford's Zoning Regulations for:

Location:

Property Address _____

Owner Information:

Owner's Name _____

Owner's Address _____

Owner's Phone No. _____

Proposed Activity: (check off appropriate line)

- Principal building: new or bldg. addition (circle one)
Swimming pool
Accessory building: new or bldg. addition (circle one)
Change in use
Sign
Excavation/filling
Other (specify):

General description of work being done: _____

Proposed Structures, Signs etc.:

Proposed Dimension Size _____, Height _____, Area S.F. Coverage _____
Proposed Property Line Setbacks: Front _____ Rear _____ Side _____

Property Use: (check off appropriate line)

- Single family residence
Two family residence
Commercial (Specify):
Industrial (Specify):
Other (Specify):

Issuance of this permit will be based upon the plot plan submitted and the information provided. Falsification, by misrepresentation or omission, or failure to comply with the conditions of this permit shall constitute a violation of the North Branford Zoning Regulations.

Signature of Owner _____ Date _____
Signature of Agent _____ Date _____
Agent's Address _____
Agent's Telephone Number _____

**TOWN OF NORTH BRANFORD, CONNECTICUT
ZONING PERMIT APPLICATION**

BELOW TO BE COMPLETED BY APPLICANT:

LOT COVERAGE CALCULATIONS

Existing Buildings and Structures Dimensions

*Note: The total of building s.f. can be obtained from the Assessor's Data Card.
Provide a copy with the Zoning Permit Application.*

<u>Building or Structure Use</u>	<u>Length</u>	<u>x</u>	<u>Width</u>	<u>≡</u>	<u>s.f.</u>
1. _____	_____	x	_____	=	_____
2. _____	_____	x	_____	=	_____
3. _____	_____	x	_____	=	_____
4. _____	_____	x	_____	=	_____
5. _____	_____	x	_____	=	_____
6. _____	_____	x	_____	=	_____
Total Existing Building and Structure Coverage				=	_____ s.f.

Proposed Building and Structure Dimensions

<u>Building or Structure Use</u>	<u>Length</u>	<u>x</u>	<u>Width</u>	<u>≡</u>	<u>s.f.</u>
1. _____	_____	x	_____	=	_____
2. _____	_____	x	_____	=	_____
3. _____	_____	x	_____	=	_____
4. _____	_____	x	_____	=	_____
5. _____	_____	x	_____	=	_____
6. _____	_____	x	_____	=	_____
Total Proposed Building and Structure Coverage				=	_____ s.f.

BELOW TO BE COMPLETED BY STAFF:

a) % Existing Lot Coverage = $\frac{\text{Total Existing Building and Structure Coverage (s.f.)} \times 100}{\text{Total Lot Area (s.f.)}}$

s.f.

= $\frac{\text{_____ s.f.}}{\text{_____ s.f.}} \times 100 = \text{_____ \%}$

b) Proposed Lot Coverage = $\frac{\text{Total Proposed Building and Structure Coverage (s.f.)} \times 100}{\text{Total Lot Area (s.f.)}}$

s.f.

= $\frac{\text{_____ s.f.}}{\text{_____ s.f.}} \times 100 = \text{_____ \%}$

Total Existing + Proposed Lot Coverage

a) _____% + b) _____% = _____%

Total Existing Lot Coverage Total Proposed Lot Coverage

**TOWN OF NORTH BRANFORD, CONNECTICUT
ZONING PERMIT APPLICATION**

BELOW TO BE COMPLETED BY STAFF:

Assessor's Map # _____ Lot # _____ Lot Area _____ s.f. _____ acres

Zoning District _____ Lot Frontage _____

Subdivision Name _____ Lot # _____

Existing Structures:

a) Existing Lot Coverage _____%

Proposed Total Lot Coverage (a + b) _____%

Setbacks: Front _____ Rear _____ Side _____

Required Setbacks: From Residence Zone _____ Other _____

Parking Spaces Required: _____

Proposed Structures/Signs:

b) Proposed Lot Coverage _____%

Setbacks: Front _____ Rear _____ Side _____

Proposed Parking _____

Other Reviews / Approvals:

East Shore Health District Approval: Permit # _____ Date: _____

Planning & Zoning Approval Required: Yes ___ No ___ Date _____ App. # _____

Zoning Board of Appeals Approval: Yes ___ No ___ Date _____ App.# _____

Inland Wetlands & Watercourses Approval: Yes ___ No ___ Date _____ App # _____

Flood Plain Encroachment Permit Required: Yes ___ No ___ Date _____ App # _____

Streambelt Protection District: (Section 33) Yes _____ No _____

Temporary Special Use Permit: (Section 43) Yes _____ No _____ App # _____

Special Use Permit: (Section 42) Yes _____ No _____ App # _____

Conditions of Approval: _____

Driveway Bond: Amount of Bond \$ _____ Date _____

This permit is hereby: _____ **Approved** _____ **Denied**

By _____ Date _____
Zoning Enforcement Officer

By _____ Date _____
Inland Wetlands Enforcement Officer

By _____ Date _____
Planning and Zoning Administrator

By _____ Date _____
Town Engineer

Fee \$ _____ (If there is a related building permit application,
Date Paid _____ these items will be done under that next process.)
Permit # _____