

TOWN OF WARREN

INSTRUCTIONS FOR COMPLETING APPLICATION FOR ZONING PERMIT

1. **Filing fee** must accompany application. Check made payable to Town of Warren. **(See Schedule of Fees Attached)**
2. Please print or type the information requested in all spaces indicated.
3. Four copies of the application should be filed with the Town Clerk or the ZEO by the first business day of the month to be acted on at the regular monthly meeting on the second Tuesday of the month.
4. On the line "Location of Property": If in an approved subdivision, give the lot number and map designation. Otherwise, locate the property by approximate distance and direction from a road junction or other landmark, or by a small location sketch.
5. If the proposed construction is in or affects a regulated area of wetlands or watercourses, a statement from the Warren Conservation Commission must be attached to this application showing that the requirements of the Inland Wetlands and Watercourses Regulations of the Town of Warren are being complied with. A map of the Inland Wetlands and Watercourses is on file at the Town Hall.
6. If a driveway is to be constructed, it must comply with the Driveway Ordinance of the Town of Warren (if connecting to a town road), or with the Encroachment Permit Regulations of the CT Dept. of Transportation (if connecting to a state highway). Approval for the driveway connection plan must be noted on the application by the signature of the First Selectman or the signature of the State DOT Permit Investigator.
7. If use of a water supply or sewerage disposal system is required, approval must be obtained from the Sanitarian and his signature put in the space indicated on the application prior to submission to the Planning & Zoning Commission. Any construction involving excavation, including footings, must not be closer to the water supply and sewerage disposal system, including piping and the reserve field area, than the distances set forth in the State Health Code. When applying for a zoning permit to construct a swimming pool, it is necessary to first obtain the approval and signature of the Sanitarian.
8. Building permit and well permit (if required) must be obtained before beginning construction but are not required for this zoning application.
9. A sketch **(4 copies)** sufficient to show compliance with the Regulations must accompany this application, either on the reverse side of the application or on a separate sheet. Specifically, the following required:
 - A. Indicate North by arrow.
 - B. All property lines must be shown.
 - C. Location of all existing and proposed buildings must be shown.

- D. Distance from Nearest Edge of proposed building to all property lines must be shown.
- E. Show location of septic system and well.
- F. Indicate dimensions of proposed building/buildings.

10. These instructions do not cover applications for Special Exception, Removal of Earth Products, or Timber Harvesting. For these, please refer to the applicable sections of the Zoning Regulations.

Please see attached sheet for addresses and phone numbers of officials mentioned above.

CURRENT
PROPERTY USE: ___Single Family Residence ___Commercial
 ___Multi-Family Residence ___Other

PROPOSED STRUCTURE:

Existing structure _____yes _____no

Description_____

Dimensions _____x_____x_____Height _____Number of stories_____

Liveable Floor Area_____

Estimated cost of Construction: \$_____

*Variance granted to _____

for _____Date:_____

Driveway plan approval_____Date:_____

Board of Selectmen (or State Dept. of Transportation if on State highway).

This permit, if issued, is based upon the plot plan submitted. Falsification, by misrepresentation or omission, or failure to comply with the conditions of approval of this permit shall constitute a violation of the Town of Warren Zoning Regulations.

The under signed applicant hereby consents to necessary and proper inspections of the above mentioned property by the members and / or representatives of the Warren Planning and Zoning Commission, at reasonable times, both before and after the permit in question has been granted by said commission.

The undersigned attests that the information supplied in this application is accurate and compleat to the best of his / her knowledge and belief.

DATE

APPLICANT

Permit hereby: _____Issued _____Denied

Reasons for Denial _____

Fee \$_____

DATE APPROVED:_____

ZONING ENFORCEMENT OFFICER

PLOT PLAN

Location: **(N S E W)** Side of _____ Street

House # _____ Map/Lot # _____ Owner of Land _____

Interior or Corner Lot _____ Zone _____

	Rear Setback _____ Ft.	
Side Setback _____ Ft.		Side Setback Ft. _____
	_____ Ft. Front Setback	

