

TOWN OF WARREN
CONNECTICUT



Instructions for Zoning Permit Application

1. Filing fee **must** accompany application. Make check payable to Town of Warren. (See *Schedule of Fees*, page 2.)
2. Provide all of the information requested. The Land Use office is happy to answer any questions you may have with regard to filling out your application. They can be reached at 860-485-7881 x 117.
3. File application (plus 4 copies) with Zoning Enforcement Officer Stacey Sefcik by the first business day of the month in order for it to be acted upon at the next regular commission meeting held monthly on the second Tuesday. If the ZEO is unavailable, you may leave your application with the Town Clerk.
4. If the proposed construction is in, or affects a regulated area of wetlands or watercourses, a statement from the Town's Inland Wetlands and Conservation Commission must be attached to this application showing that the requirements of the Town's Inland Wetlands and Watercourses Regulations are being complied with. A map of the Inland Wetlands and Watercourses is on file at the Town Hall.
5. To answer **Question 5**, provide the street address if known and/or the approximate distance and direction from the nearest crossroad or landmark (e.g., on the east side of Melius Rd, half a mile south of Windy Ridge), or provide a small location sketch. If the lot is in an approved subdivision, give the map and lot designations.
6. To answer **Question 6**, please note that there are three Zoning Districts in Warren; all of have a 2-acre minimum lot requirement. The North Zone is primarily residential use (the vast majority of all residential properties lie here); the Center Zone as the smallest district and allows residential and commercial use near the northern junction of Routes 341 and 45; the South Zone is primarily residential but certain special permitted uses are possible. The South Zone is the area around Lake Waramaug.
7. If a **driveway** is to be constructed, it must comply with the Town's Driveway Ordinance (if connecting to a town road), or with the Encroachment Permit Regulations of the Connecticut Department of Transportation (DOT), if connecting to a state highway. Approval for driveway connection plan must be obtained through First Selectman Craig Nelson or the DOT Permit Investigator.
8. For **swimming pools, wells, or sewage disposal systems**, approval *must* be obtained from the Torrington Area Health District Sanitarian evidenced by his or her signature in the space provided *prior to* submission of a Zoning Permit Application. Any construction involving excavation, including footings, *must not* be closer to the water supply and sewage disposal system, including piping and reserve field area, than those set forth in the State Health Code.
9. Building permit and well permit (if required) must be obtained before beginning construction but are not required for this zoning application.
10. Four (4) copies of a sketch or drawing sufficient to show compliance with the Regulations must accompany this application. Specifically, the sketch or drawing *must* clearly include:
 - a. North arrow;
 - b. **ALL** property lines;
 - c. Locations of **ALL** existing and proposed buildings;
 - d. Distances in feet to **ALL** property lines from closest point of proposed building;
 - e. Location of existing or proposed septic system and well; and
 - f. Dimensions of proposed building(s).

Note: These instructions *do not* cover applications for Special Exceptions, Removal of Earth Products, or Timber Harvesting, Regulation Amendments, or Sub- or Resubdivisions. For these activities, please refer to applicable sections of the Zoning Regulations. You may direct any questions about this application to Stacey M. Sefcik, Zoning Enforcement Officer, by phone 860-485-7881 x 117 or by email landuse@warrenct.org.

**TOWN OF WARREN
PLANNING & ZONING COMMISSION
50 CEMETERY ROAD
WARREN, CONNECTICUT 06754**



SCHEDULE OF APPLICATION FEES FOR PERMITS

CONSTRUCTION

- Minor expansion: \$125
Includes permit renewals, sheds, porches, decks, dormers, gazebos, additions, and other expansions of not more than 200 sq. ft. in area or 2,000 cu. ft. in volume.
- Major expansion : \$200
Includes additions, garages, barns, studios, accessory buildings, pools, tennis courts, driveway permits and other expansions of more than 200 sq. ft. in area or 2,000 cu. ft. in volume.
- New Dwelling: \$250
Includes second dwellings and accessory apartments.

CHANGE OF USE

- Change of use or home occupation: \$150

SPECIAL EXCEPTIONS

- Request for Special Exception: \$200

TIMBER HARVESTING

- Application: \$125
- Inspection (payable *before* issuance of permit): \$280

REMOVAL OF EARTH PRODUCTS

- Special Permit: \$300
- Renewal of Special Permit: \$200
- Inspection (payable *before* issuance of permit and annually): \$280 Minimum

PETITION TO AMEND ZONING REGULATIONS

- Per Section 14: \$200

SUBDIVISION AND RESUBDIVISION

- \$200 per lot on a public maintained road plus \$60 State Tax
- \$200 per lot not on a public maintained road plus \$60 State Tax
- \$400 per lot on division of six (6) or more lots plus \$60 State Tax
- Revisions per Section 3.8 of the Zoning Regulations
 - If no hearing is required: \$250
 - If a hearing is required: \$350

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PLANNING & ZONING COMMISSION
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APPLICATION FOR ZONING PERMIT

Date: / / 20

1. This permit is hereby applied for in accordance with the Town of Warren Zoning Regulations for:

- | | |
|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Home Occupation |

2. Has approval been received from the Torrington Area Health District (TAHD)? ☐ Yes ☐ No

3. Has approval been received by the Inland Wetlands & Conservation Commission? ☐ Yes ☐ No

4. Is a Flood Plain Permit required? ☐ Yes ☐ No

5. Property Location: _____

6. Zoning District: ☐ North ☐ Center ☐ South 7. Assessor's Map No.: _____ Lot No.: _____

8. Lot Area: _____ (Sq. Ft.) 9. Lot Frontage: _____ (Feet)

10. APPLICANT'S INFORMATION*

11. PROPERTY OWNER INFORMATION

(If different from applicant)

Applicant Name

Owner Name

Company Name (If applicable)

Company Name (If applicable)

Address

Address

City

City

State

ZIP Code

State

ZIP Code

Phone

Phone

Email

Email

* If the applicant is NOT the property owner, a **letter of authorization** for representation is required.

12. Current Property Use:

- ☐ Single Family Residence ☐ Multi-Family Residence
☐ Commercial ☐ Other

13. List of Existing Structures (if any): (a) _____, (b) _____
(c) _____, (d) _____, (e) _____

14. Proposed Structure or Addition:

(a) Dimensions: _____ x _____ x _____ (b) No. of stories: _____
Length Width Height

(c) Description: _____

(d) Livable Floor Area: _____ (Sq. Ft.) (e) Construction Costs: \$ _____
Estimate

This permit, if issued, is based upon the plot plan submitted by the applicant. Falsification by misrepresentation or omission, or failure to comply with conditions for approval, shall constitute a violation of the Town of Warren Zoning Regulations. The undersigned applicant hereby consents to necessary and proper inspections of the subject property by the members and/or representatives of the Warren Planning and Zoning Commission, at reasonable times, both before and after the permit being sought has been granted by said commission.

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

15. _____ 16. _____ 17. \$ _____
DATE APPLICANT'S SIGNATURE APPLICATION FEE

Permit is hereby: ☐ ISSUED ☐ DENIED

Reasons for Denial: _____

DATE STACEY M. SEFCIK,
Certified Zoning Enforcement Technician

General Site Plan
EXHIBIT FOR ZONING PERMIT APPLICATION

Property Owner's Name: _____

Street Address: _____

Property is located on which side of the street? ☐ NORTH ☐ SOUTH ☐ EAST ☐ WEST

The subject lot is: ☐ interior ☐ corner ☐ typical (with at least 150 feet of road frontage).

Rear Yard Setback = _____ Feet

Side Yard Setback = _____ Feet

Side Yard Setback = _____ Feet

Front Yard Setback = _____ Feet from road

Roadway

Sketch must be sufficient to demonstrate compliance with the Zoning Regulations. Include a north arrow; property lines; locations of existing and proposed buildings; dimensions of proposed buildings; distance to property line from outermost edge of proposed structure; location of septic system; and location of well.