



Town of North Stonington
Planning and Zoning Commission

Single Family Residence

TO OBTAIN A PERMIT FOR A SINGLE FAMILY RESIDENCE:

Step 1 If your driveway will front on a State highway, contact CONNDOT District II at (860) 889-3301 for instructions and proceed to Step 2.

If your driveway will front on a Town road, you must obtain a *Driveway Permit*. Complete the attached application and submit it with a check for \$1500 payable to the "Town of North Stonington." The Highway Foreman will return this cash bond to you upon completion of work and satisfactory inspection of your site.

The driveway location must be approved and the application signed by **Highway Foreman** before any work is started on your property. **Town Garage - Monday through Friday, 7:00 a.m. to 3:30 p.m. Telephone (860) 535-0924.**

Step 2 Complete the attached *Inland Wetlands and Zoning Permit* application and include the information that is required on the "Residential Single Family Handout" and submit it with two separate checks payable to the "Town of North Stonington" in the amount of \$160.00 for the **Wetlands Fee** and \$160 for the **Zoning Fee** which includes the cost of your Zoning Compliance Certificate. Both fees include the \$60 State of Connecticut fee.

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

Wetlands 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** by appointment. **Telephone (860) 535-2877, ext. 14.**

Step 3 The permit is *NEXT* reviewed for approval by **Senior Planning & Zoning Official**. **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**. **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 along with the set of Building Plans.

Step 4 You will be required to obtain approval for your septic and well by **Town Sanitarian**. (Once again, please note that it will be up to you to contact the **Town Sanitarian**).

Step 5 You will be required to obtain a **Building Permit**. Please note that once you have received your **Wetland/Zoning approval**, it will be up to you to contact the **Building Official**.

RESIDENTIAL SINGLE FAMILY HANDOUT

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 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/SITE PLAN drawn to scale and prepared, signed and sealed (with live signatures and seals) by a licensed Surveyor and/or Engineer containing the following information:

- North Arrow and Scale
- All Improvements to proposed building lot showing:
- Boundary points, angles and or bearings & distances. If plan is prepared solely by an Engineer, reference must be made to a filed A-2 Survey plan (**prepared after 1996**)
- Required Zoning District setback lines **AND** Zone District line (if applicable)
- Proposed buildings, accessory structures, porches, decks, patios & pools
- Driveway **location**, existing and proposed **grades, AND type of driveway surface.**
- Location of any easements * see above pertaining to restrictions
- Location of Wetlands & water courses (if applicable) **OR** note stating no wetlands on the property
- Location of ledge outcrops (if applicable)
- Flood Zone classification (if applicable)
- Location of proposed utilities (water, septic, electric, telephone, cable TV)
- Location of footing and/or gutter drains and outlets
- Limits of lot clearing
- Location of Erosion & Sediment controls to be used
- Existing and Proposed Contours at 2' intervals based on **actual field data.**
- A Bench Mark set on the property
- Location of adjacent structures, wells and septic, when applicable
- Zoning Compliance Chart showing required and proposed bulk requirements

BUILDING PLANS to scale showing: (Must match the site Plan)

- Building and room dimensions, Labeled use of all rooms and Profile views from all sides

COPIES OF THE FOLLOWING *:

- Current deed describing the property being developed.
- Wetlands Permit (if applicable)
- ZBA variance (if applicable)
- Driveway Permit
- Proof of notification to holder of conservation or preservation restriction

***NOTE: It is the applicants' responsibility to supply this information**

A ZONING COMPLIANCE PERMIT IS REQUIRED BEFORE THE ISSUANCE OF A BUILDING PERMIT.

Five (5) days notice required from permittee that premises are ready for occupancy before **Certificate of Zoning Compliance** can be issued.

PRIOR TO ISSUANCE OF A CERTIFICATE OF ZONING COMPLIANCE:

1. The attached Sign-off Sheet is to have the applicable signatures/permits of the Wetland Enforcement Officer, Sanitarian and Highway Foreman.
2. All disturbed soils are to be stabilized with a permanent vegetative cover or seeded and mulched.
3. An **As-Built plan**, prepared by a licensed surveyor (Min Class B), showing **all site improvements** in relation to the boundary lines including actual building location, decks, retaining walls, footing and gutter drain outlets, driveway, septic, utilities (elec, tel & tv) and well location will be required (SEE AS-BUILT CHECKSHEET)

RESIDENTIAL SINGLE FAMILY AS-BUILT REQUIREMENTS FOR CERTIFICATE OF ZONING COMPLIANCE

Effective 12/22/05

AS BUILT (2 COPIES), PREPARED SIGNED & SEALED BY A LICENSED SURVEYOR TO AT LEAST CLASS B STANDARDS, IS TO SHOW THE FOLLOWING IN RELATION TO THE PROPERTY LINES AND BUILDING SETBACK LINES. THE PLAN IS TO BE DONE TO THE SAME SCALE AS THE SITE PLAN APPROVED FOR THE ZONING PERMIT.

1. Building footprint, including all decks and overhangs.
2. The location of all accessory structures. (Sheds, garages, barns, gazebos, screen houses, patios, carports, pools ect.)
3. The **location**, **type of surface** and **percent grade** of the driveway.
4. The location of the well.
5. The location of the septic system.
6. The location of any footing and/or gutter drains and their point of origin. (Rodent proof cover required on footing drains)
7. The location of any drainage structures or pipes installed on the property.
8. The approximate location of the utilities servicing the new home.
9. The location and height of **installed** retaining walls.

All disturbed soils on the site are to be stabilized with a permanent vegetative cover, or seeded and mulched prior to issuance of a Certificate of Zoning Compliance. Site Erosion and Sediment Controls are to remain in place until the permanent cover is established. A street identification number, visible at night, is to be placed at the end of the access driveway to the house.

Be advised. Signoffs are required from the Sanitarian, Highway Foreman, and the Wetlands Enforcement Officer before a Certificate of Zoning Compliance can be issued. It is the applicant's responsibility to obtain these signatures.



Town of North Stonington
Building Department

Single Family Home C/O Sign Off List

Property Location: _____

It is the Applicants responsibility to secure the required signatures. Inspections will be scheduled as soon as possible upon request of the applicant.

**WETLANDS ENFORCEMENT
OFFICER**

_____ **Date**

SANITARIAN

_____ **Date**

HIGHWAY FOREMAN

_____ **Date**

ZONING OFFICIAL

_____ **Date**

NOTE: The Building Official cannot sign off until a Certificate of Zoning Compliance has been issued.

BUILDING OFFICIAL

_____ **Date**



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: _____



Town of North Stonington
Selectmen's Office

Driveway Permit

DRIVEWAY PERMIT- FEE \$1500

Issued To:

Name: _____

Mailing Address: _____

Contact Info: Phone: _____ Fax: _____ E-mail: _____

Property Location (Street & Number): _____

Location of Work: _____

Your request regarding work done on town property, is granted subject to the following provisions:

1. The work shall be constructed in such a manner that it does not interfere with the existing drainage, the movement of traffic, or removal of snow from _____.
2. The work shall be constructed in such a manner that it does not permit runoff of water from _____ to enter into the property of the owner thereby creating a nuisance to the town and/or the owner.
3. The owner shall be responsible for all claims of damage resulting from construction of the work to be done. The owner assumes all liability for damage or faulty construction which may occur in connection with the work within a period of one (1) year from the date of acceptance by the town.
4. The work shall be stabilized for a sufficient distance in from town property (construction apron) to prevent erosion onto town property and shall be designed in a manner to confine the surface water to the gutter areas and permit free flow of water in the waterways. Pipe, if required, shall be a minimum of 15" concrete pipe or approved equal with flared ends.
5. **All work must be paved (if required) prior to the issuance of a Certificate of Compliance and Use. A \$1500 cash bond** must be posted at the time of the application. Upon completion of work all funds deposited shall be returned to the applicant.
6. The disturbed area within the town's right of way shall be repaired by the owner.
7. Where existing excavations or fills within the town's right of way endanger the life of existing trees or vegetation, or stones exist as obstacles to the access or egress to the property, such obstacles shall be removed at the owner's expense.
8. The authorized agent for the town (Highway Foreman) must inspect the site before any permit is issued. Notice must be given at least 48 hours prior to the start of any work and the driveway must be staked out prior to notice.
9. A minimum of 10' from where the driveway abuts the town road shall be bituminous concrete into the property, and a minimum of 12' wide. Pavement shall be a minimum of 2" compacted bituminous concrete over a 6" processed gravel base. SEE ATTACHED DRIVEWAY DETAIL

Applicant's Signature: _____

Inspections Location: _____

Construction Apron: _____ Final Inspection _____

CALL BEFORE YOU DIG 1-800-922-4455

DRIVEWAYS

DRIVEWAYS SHALL CONFORM TO ALL REQUIREMENTS OF SECTION 1504 OF THE NORTH STONINGTON ZONING REGULATIONS. IN ADDITION, THE FOLLOWING PROVISIONS APPLY:

- 1) Driveways into the lot shall have proper alignment and grade, not exceeding 1% in 30 feet extending in from the town roadways.
- 2) All driveway aprons shall be in conformance with the standard construction details given and Connecticut DOT Form 814, as appropriate.
- 4) For the health, safety and welfare of the public, driveways shall be accessible to emergency vehicles, cleared of all obstructions to a minimum width of twenty-two (22) feet and a minimum height of fourteen (14) feet.
- 5) All driveways shall have an all-weather surface capable of H-20 loading. It is recommended that driveways be constructed to the following minimum standards: Driveway cross section shall consist of compacted eight (8) inch base of bank run gravel (5" Minus), a four (4) inch grading layer of compacted process gravel, and a finish course of two (2) inches of 3/4" stone or compacted bituminous concrete. (SEE DRIVEWAY DETAIL)



Town of North Stonington
Selectmen's Office

Date: March 16, 2005

To Town Residents and Contractors

Re: Driveway Permits

Please be advised that when constructing a driveway in North Stonington it must be understood that there shall be zero (0) runoff onto a Town Road and also that no water will enter into the residence.

Water coming off the property can cause water tracking up and down the road, it will carry gravel and dirt onto the roadway which can clog storm drains, and can freeze causing icing in the winter months.

The driveway should be pitched to shed the water off of the driveway so that it will not enter the roadway. If pitch or topography can not accomplish a zero (0) runoff, drainage shall be installed to meet this requirement.

If the problem is not determined until after construction or residency, correction of the problem shall be at the expense of the homeowner.



Town of North Stonington
Selectmen's Office

April 14, 1999

North Stonington Resident
North Stonington, Connecticut 06359

Dear Resident,

The Board of Selectmen has a responsibility to maintain Town Roads. There are many cases where property owners have invested in landscaping or repairs to stonewalls and we are concerned that in some cases the Town may find it necessary to disturb areas where such work has been done on land belonging to the Town. Therefore, we would like to ask that before any such work of this type is undertaken by a resident or their contractor, they first contact the Selectmen's Office or the Public Works Department.

While we appreciate and encourage the efforts of the landowners to preserve the character of our Town's roads, we want them to also understand that any work done on Town owned land may at some point be disturbed in order to maintain the road. We are also concerned that in some cases, such work may create a liability for the Town.

Our intent in sending this letter is to encourage all residents who may be planning roadside projects to consider whether the land is Town owned. We hope that this may help to avoid any confusion or difficulties in the future.

Thank you for your anticipated cooperation. If you have any questions please feel free to call or stop by the Selectmen's Office.

Sincerely,

Nicholas H. Mullane, II
First Selectman