



**APPLICATION FOR ZONING PERMIT
NEW SINGLE FAMILY OR TWO FAMILY HOME
IN A RESIDENTIAL ZONE**

ADDRESS OF PROPERTY _____

TAX MAP _____ BLOCK _____ LOT _____ ZONING DISTRICT _____

PROPOSED USE: Single Family _____ Two-Family _____ Proposed Height _____

LOT SIZE: _____ Sq. Ft. COVERAGE _____ Sq. Ft. FLOOR AREA: _____ Sq. Ft.

PLEASE SUBMIT WITH COMPLETED APPLICATION

1. Application fee. (See fee schedule)
2. Completed "Building Lot Determination Form" (attached)
3. Application materials as described in the Branford Zoning Regulations. (See attached)

The undersigned states that information submitted with this application is correct and acknowledges that any approval based on erroneous or incomplete information shall be null and void.

Owner _____ Applicant _____
PLEASE PRINT PLEASE PRINT

Address _____ Address _____

Phone _____ Phone _____

E-mail _____ E-mail _____

Signature _____ Signature _____

Fee Paid _____ Received Date _____

Permit Granted _____ Permit Denied _____

ZEO Signature _____ Date _____

9.2.H Zoning Permit Expiration.

1. Any Zoning Permit issued by the ZEO under the provisions of these Regulations shall become invalid if the authorized work is not commenced within five (5) years after issuance of the Zoning Permit, or if the authorized work is suspended or abandoned for a period of five (5) years after the time of commencing the work.
2. A permit may be renewed once for an additional five (5) years upon filing a written request to do so.

IMPORTANT NOTICE : Zoning permits issued by the Zoning Enforcement Officer may be appealed by an aggrieved party pursuant to Section 8-7 of the CGS and PA 03-144. The permit holder may publish legal notice in a newspaper having substantial circulation in the Town of Branford in order that potentially aggrieved parties are aware of the decision. Please see reverse for details.

PUBLIC ACT 03-144

AN ACT CONCERNING NOTICE OF ZONING DECISIONS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (f) of section 8-3 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2003*):

(f) No building permit or certificate of occupancy shall be issued for a building, use or structure subject to the zoning regulations of a municipality without certification in writing by the official charged with the enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid nonconforming use under such regulations. Such official shall inform the applicant for any such certification that such applicant may provide notice of such certification by either (1) publication in a newspaper having substantial circulation in such municipality stating that the certification has been issued, or (2) any other method provided for by local ordinance. Any such notice shall contain (A) a description of the building, use or structure, (B) the location of the building, use or structure, (C) the identity of the applicant, and (D) a statement that an aggrieved person may appeal to the zoning board of appeals in accordance with the provisions of section 8-7, as amended by this act.

Sec. 2. Section 8-7 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2003*):

The concurring vote of four members of the zoning board of appeals shall be necessary to reverse any order, requirement or decision of the official charged with the enforcement of the zoning regulations or to decide in favor of the applicant any matter upon which it is required to pass under any bylaw, ordinance, rule or regulation or to vary the application of the zoning bylaw, ordinance, rule or regulation. An appeal may be taken to the zoning board of appeals by any person aggrieved or by any officer, department, board or bureau of any municipality aggrieved and shall be taken within such time as is prescribed by a rule adopted by said board, or, if no such rule is adopted by the board, within thirty days, by filing with the zoning commission or the officer from whom the appeal has been taken and with said board a notice of appeal specifying the grounds thereof. Such appeal period shall commence for an aggrieved person at the earliest of the following: (1) Upon receipt of the order, requirement or decision from which such person may appeal, (2) upon the publication of a notice in accordance with subsection (f) of section 8-3, as amended by this act, or (3) upon actual or constructive notice of such order, requirement or decision.



BUILDING LOT DETERMINATION FORM

PROPERTY HISTORY

ADDRESS OF PROPERTY _____

MAP _____ BLOCK _____ LOT _____

Was the lot created as part of an approved subdivision plan? Yes ____ No ____

If Yes: State the date of approval of the plan _____

Map number of the plan as filed in the Land Records: _____

Have the lot lines been revised since plan approval? Yes ____ No ____

(Provide copies of recorded deeds or maps showing all such revisions.)

If No: At what volume and page of the Land Records is the property first described as a separate parcel of land in a deed or other record? Vol. _____ Page _____

Have the lot lines been revised since the deed referred to above was filed?

Yes ____ No ____

(Provide copies of recorded deeds or maps showing all such revisions)

(If the property is described as a separate parcel in more than one document recorded before December 1, 1956 provide the volume and page of the last such document that was recorded before December 1, 1956.)

Owner's name _____ Applicant's name _____
PLEASE PRINT PLEASE PRINT

Address _____ Address _____

Phone _____ Phone _____

E-mail _____ E-mail _____

Signature _____ Signature _____

FOR OFFICE USE ONLY

Receipt Date _____ Fee Paid _____

Approved/Denied By _____ Date _____

ZONING PERMIT APPLICATION REQUIREMENTS

- Application Form bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent.
- Application Fee
- If applicable, documentation that required notifications have been accomplished, e.g. water companies (CGS 8-3i) and/or conservation easement holders (per CGS 47-42d)
- A plot plan at a scale of 1" = 40', or such other scale as may be approved by the Planning and Zoning Commission or its designated agent, incorporating a Class A-2 boundary survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a Connecticut-licensed land surveyor showing, where applicable:
 - All existing and proposed structures on the site;
 - Existing and proposed ground elevations with contours at two-foot intervals;
 - The location of the lot in relation to public and/or private streets and accessways;
 - The zoning district in which the plot is located;
 - Grading plan for any proposed driveway;
 - The location of septic system(s) and well(s);
 - Current and proposed percentage of the lot to be covered by buildings;
 - Dimensioned building plans, including floor plans and elevations;
 - All applicable setback lines;
 - A signed statement from a licensed architect or surveyor stating the existing and proposed building coverage;
 - The location of any wetlands and/or watercourses or areas of special flood hazard;
 - A key map showing the location of the property in relation to surrounding areas.
- Copy of any relevant variance, stamped to document filing in the Office of the Branford Town Clerk.
- Site data chart showing total and net lot area, proposed coverage, impervious surface, floor area, height, setbacks, and parking requirements.
- 2 copies of an Erosion and Sedimentation Control Plan in compliance with the Connecticut Department of Environmental Protection 2002 Guidelines for Soil Erosion and Sediment Control (CTDEP Bulletin 34) for all new construction, and for any other application where determined necessary by the Zoning Enforcement Officer.

(see requirements for erosion and sediment control)

REQUIREMENTS FOR EROSION AND SEDIMENT CONTROL

- 4 copies of a soil erosion and sediment control plan containing proper provisions to adequately control accelerated erosion and sediment and reduce the danger from storm water runoff on the proposed site based on the best available technology.
- 4 copies of a narrative describing:
 - The development;
 - The schedule for grading and construction activities including:
 - Start and completion dates;
 - Sequence of grading and construction activities;
 - Sequence for installation and/or application of soil erosion and sediment control measures;
 - Sequence for final stabilization of the project site;
 - The design criteria for proposed soil erosion and sediment control measures and storm water management facilities;
 - The construction details for proposed soil erosion and sediment control measures and storm water management facilities;
 - The installation and/or application procedure for proposed soil erosion and sediment control measures and storm water management facilities;
 - The operations and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities.
- 4 copies of a plan drawn to an appropriate scale showing:
 - The location of the proposed development site, its boundaries, its size, and adjacent properties;
 - The existing and proposed topography shown with contour lines at intervals not greater than two (2) feet and extending for a distance of 200 feet beyond the boundaries of the development site;
 - The boundaries and location of various soil types, wetlands, watercourses and water bodies and other land subject to periodic flooding on the site and within a distance of two hundred (200) feet beyond the site boundaries;
 - The location and size of any existing and proposed structures, drainage facilities, roadways and other man-made installations on the land as well as drainage structures outside the boundaries for a distance of 200 feet.
 - The location of and design details for all proposed temporary and permanent erosion and sediment control measures and storm water management facilities;
 - The sequence of grading and construction activities; the sequence for the installation and/or application of soil erosion and sediment control measures; and the sequence for final stabilization of the development site.
- Any other information which in the Commission's judgment will assist in evaluating the proposal.



**PLANNING AND ZONING COMMISSION
TOWN OF BRANFORD**

1019 Main Street, Branford, CT 06405, Telephone: (203) 488-1255, FAX: (203) 315-2188

NOTICE TO BUILDING PERMIT APPLICANTS

Dear Homeowners, Contractors, and Residents of Branford,

Please be advised that the Planning and Zoning Department requires that Improvement Location Surveys (“As-Builts”) be submitted for every building permit application which requires zoning compliance. Such surveys need to be signed and sealed by a licensed land surveyor to the accuracy of A-2 standards. This requirement pertains to any improvement that changes the footprint of a residential unit, commercial building or other land. Additions, garages, decks, sheds, in-ground pools, and other permanent structures are examples of projects which require the submission of an Improvement Location Survey. This requirement may be waived by the Zoning Enforcement Officer only when the activity is minimal and proposed structures are not in danger of encroaching upon any property lines or of violating any other zoning regulations. No waiver will be granted on any application which requires a variance or site plan approval from the Planning and Zoning commission and no certificate of zoning compliance will be issued until the “as-builts” are received and meet with the satisfaction of the Zoning Enforcement Officer.

Please feel free to contact the Planning and Zoning Department at 203-488-1255 with any questions.

Town of Branford
Planning and Zoning Department