



TOWN OF PRESTON
ZONING PERMIT APPLICATION – CONVERSION OF RESIDENCE – SECTION 13.8

Zoning Permit Application # _____ Date Submitted _____ Amount Paid \$ _____ Check # _____

Noted below are the criteria necessary for submission of a zoning permit requiring action of the Planning & Zoning Commission. PZC approval is required prior to approval by the Zoning Enforcement Officer.

- **CONVERSION OF RESIDENCE AND ACCESSORY APARTMENTS – SECTION 13.8 (check applicable)**
- _____ **13.8.1 Conversion of Residence**
- _____ **13.8.2 Accessory Apartments**

Please provide the following:

- _____ 1. **Plot plan** and a description of how the application complies with the specific provisions of the regulations pertaining to your application.
- _____ 2. **\$75.00 Permit Fee** (\$60.00 State Fee, \$15.00 application fee) is due at the time of submission, payable to the Town of Preston.
- _____ 3. **Copy of property deed on file in the Town Clerk’s Office.**

Applicant _____ Phone () _____

Address of Applicant _____

Property Owner _____ Phone () _____

Address of Owner _____

Location of property _____

Deed Reference: Volume _____ Page _____

Lot size _____ Zoning district of parcel _____

Please provide a description of your application:

FOR TOWN USE:

Date of receipt _____ Date Commission Received _____

Time period(s) 1. _____ 2. _____ Request for extension _____

Public Hearing date _____ Date of Commission action _____ Date filed _____

Referral date _____ **Sanitarian** _____ **1st Selectman** _____ **IWC** _____ **Fire** _____

Bldg. _____ **PW** _____ **ZEO** _____ **Other** _____ **Cons. Comm.** _____

Commission Action: Approved _____ Disapproved _____

Town Planner Signature _____ Date _____

Please provide an explanation as to compliance with the specific regulations under which this application is being submitted. Additional sheets may be attached if necessary.

The Commission may permit an accessory apartment in an owner-occupied single-family dwelling, provided that the following standards and criteria are met.

- a. The minimum floor area of an apartment shall be four hundred fifty (450) square feet and shall not exceed twenty-five percent (25%) of the total floor area of the dwelling.
 - o Area of the entire residence _____
 - o Area of the primary residence _____
 - o Area of the accessory apartment _____
- b. Please provide a site plan showing the location of the structure, septic area, well, driveway and four off-street parking spaces.
- c. Certification must be received from the Town Sanitarian that an adequate water supply is available and the sewage disposal system is adequate to meet the Public Health Code or the property is able to accommodate a new sewage disposal system to the meet the Public Health Code.
- d. Please provide a notarized letter stating that the owner will occupy the residence except for bona fide temporary absences and that in the event that the residence is not owner occupied, it will revert to a single family home.

The effective period of a permit shall be five (5) years. At the end of this time period, renewal shall be granted by the Zoning Enforcement Officer after inspection and upon written certification from the owner that all of the conditions met at the time of the original application remain unchanged.



**Application signatures
and
Permission to access the site**

All owners of the property must sign the application, unless the property is owned by a corporation, in which case a corporate resolution authorizing the **signatory to execute any documents required** to be submitted with the application shall be attached to the application.

By signing this application permission is hereby granted by all owners of the property to file the attached application and authorizes Town of Preston representatives to enter onto the property at anytime during the application process or during construction of the project for inspections, and, if applicable, for other appropriate purposes, as outlined in the bond agreement.

Permits are **not transferable** unless the new property owner files all required permit transfer documents and/or applications, which are available from the Town Planner.

Applicant _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

13.8 Conversion Of Residence and Accessory Apartments. (Rev. 3/7/2000, Eff. 3/24/2000zta3-00)

13.18.1 Conversion of Residence. A building used continuously as a single-family residence since 1964 and is located in an R-120, R-80, R-60, R-40, or C-1 District may be converted to a two-family residential dwelling, provided the following conditions are met:

- a. Certification must be received from the Town Sanitarian that an adequate water supply is available and the sewage disposal system is adequate to meet the Public Health Code or the property is able to accommodate a new sewage disposal system to meet the Public Health Code.
- b. Each dwelling unit shall contain a minimum of five hundred (500) square feet plus one hundred fifty (150) additional square feet per bedroom and shall include complete kitchen facilities and a private bath.
- c. A minimum of two (2) parking spaces per unit be provided.
- d. Any modifications to the exterior of the structure shall not change the single-family appearance of the residence.
- e. No exterior additions to the living space footprint or building height have been made for the past five years.
- f. The existing single family residence shall have a minimum of eighteen hundred (1,800) square feet of living space.

13.8.2 Accessory Apartments. The purpose of these provisions is to permit the use of a set of rooms in an existing or new single-family dwelling to be used as a separate living unit to :

- a. Provide independent living arrangements for in-laws, or other families that allow privacy.
- b. Provide homeowners with a means of obtaining rental income.
- c. Provide housing units for moderate-income individuals.
- d. Provide housing units for small households.

13.8.2.1 The Commission may permit an accessory apartment in an owner-occupied single-family dwelling, provided that the following standards and criteria are met.

- a. Only one (1) apartment will be created within a single-family dwelling.
- b. The owner(s) of the residence in which an accessory apartment is created shall occupy at least one (1) of the dwelling units, except for bona fide temporary absences.
- c. The minimum floor area of an apartment shall be four hundred fifty (450) square feet and shall not exceed twenty-five percent (25%) of the total floor area of the dwelling.
- d. The apartment shall meet all applicable standards of the State of Connecticut health, building, and fire codes.
- e. Off-street parking shall be provided as required by these Regulations.
- f. Any other appropriate or more stringent conditions deemed necessary by the Commission to protect public health, safety, welfare, and the single-family character of the neighborhood, shall be met.
- g. Certification must be received from the Town Sanitarian that an adequate water supply is available and the sewage disposal system is adequate to meet the Public Health Code or the property is able to accommodate a new sewage disposal system to meet the Public Health Code.

13.8.2.2. Application for an accessory apartment shall include:

- a. A notarized letter of application from the owner(s) stating that he/she will occupy one of the dwelling units except for bona fide temporary absences; in the event the residence is not owner occupied, the building shall be converted back to a single family dwelling.
- b. A floor plan of the building at a scale acceptable to the Commission which clearly shows the building and sizes of rooms. This floor plan shall list the total floor areas of both dwelling units.
- c. A site plan of the property, to scale, showing all existing and proposed structures, off-street parking, and utility systems.
- d. A written report from the Town Sanitarian indicating that the existing and/or proposed water supply and sewage disposal systems will adequately serve the proposed use.

13.8.2.3 The effective period of a permit shall be five (5) years. At the end of this time period, renewal shall be granted by the Zoning Enforcement Officer after inspection and upon written certification from the owner that all of the conditions met at the time of the original application remain unchanged.

Zoning Permit Application # _____

To: Planning and Zoning Commission

From:

Subject: **Conversion of Residence and Accessory Apartments, Section 13.8.2.2 of the Town of Preston Zoning Regulations**

Date:

I _____, owner, for property located at _____, Preston, CT hereby attest that I will occupy one of the dwelling units except for bona fide temporary absences. In the event the residence is not owner occupied the building will be converted back to a single-family dwelling.

Signature of Owner _____
Type or print name _____

Notarized: