



# APPLICATION for ZONING PERMIT

**Borough of Fenwick**  
**580 Maple Avenue, PO Box 126**  
**Old Saybrook, Connecticut 06475**  
**Phone: (860) 388-3499 fax: (860) 388-1469**

Application Number: \_\_\_\_\_

Address: \_\_\_\_\_ Assessor's Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Lot Size: \_\_\_\_\_ sq.ft. Lot Width: \_\_\_\_\_ ft. Total Lot Coverage: \_\_\_\_\_ sq.ft. Flood Zone: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Proposed Activity (describe in full or attach statement – see Section 6.3(b) of the Regulations):

\_\_\_\_\_

Is there a variance, site plan approval, or special permit associated with this application?

No  Yes  Date: \_\_\_\_\_ Number: \_\_\_\_\_; Date: \_\_\_\_\_ Number: \_\_\_\_\_

Unless specifically waived, this application form shall be accompanied by, in writing, the following:

- A) An original **Proposed Plan**, signed and stamped by the originator, with a scale of one (1) inch equals twenty (20) feet, showing the tax map, lot number or numbers of the land to which such application relates, and clearly disclosing the following information:
  - All revision dates and necessary definitions and legends, and the true scale of the survey, in which one inch (1") shall be equal to no more than twenty feet (20').
  - The direction of true north.
  - The actual shape and dimensions of the lot to be used.
  - The exact size and location on the lot of existing and proposed buildings and structures, with all mechanical and electrical appurtenances, including generators, heat pumps, and air conditioning units; utilities; septic system areas; wells; driveways and parking areas; and drainage facilities.
  - The location of all required setbacks or yard lines, and of all easements.
  - A computation of lot and building coverage with indication of how it was computed.
  - Topographic contours at an interval no greater than five feet and indication of the datum on which the elevations were based.
  - Watercourses, inland wetlands and tidal wetlands, tidal marshes, floodprone and flood hazard areas, and any proposed alterations or encroachments into such areas.
  - The location and name of all streets, roads, or highways that pass through or adjoin the lot or, if no such street, road, or highway passes through or adjoins the lot, the entire route of vehicular access to the lot from such a street, road, or highway.
  - A detailed plan for erosion and sedimentation control covering all proposed work, which shall indicate measures taken to control erosion and sedimentation both during and after construction.
  - A list, keyed to the Proposed Plan, of the names and addresses of the record owners of abutting land, and land directly across any roadway from the land to which the application relates.
  - If subsurface sewage disposal facilities or wells must be constructed or altered for the proposed use pursuant to the Public Health Code or other applicable requirements, the applicant must provide written proof that all such requirements will be or have been met.
- B) An A-2 survey by a licensed, registered land surveyor of the State of Connecticut, showing the locations of the structure or structure's foundation with reference to all front, side, and rear setbacks at the time any new foundation is constructed. All required documentation, such as Plans, As-Builts, and Architectural Drawings, must be sealed with original signatures.
- C) For property wholly or partially within a Special Flood Hazard Area, the ADDENDUM TO ZONING PERMIT FOR CONSTRUCTION WITHIN A SPECIAL FLOOD HAZARD AREA must be completed and attached.

*By signing this application, the applicant acknowledges that he/she understands that it is the applicant's responsibility to conform to the Borough of Fenwick's Zoning Regulations and that if the information here provided proves to be*

false, incomplete, and/or inaccurate, the permit will be revoked. Further, by signing this application, the applicant consents to access to the premises, at reasonable times, by appropriate officials of the Borough of Fenwick for the purpose of evaluating this application prior to its approval; inspections to monitor compliance of any work performed pursuant to any approval of this application; and continuing compliance inspections and monitoring following completion of any work authorized by such approval.

In accordance with CGS §8-3(f), the applicant may provide notice of the zoning certification associated with a building permit or certificate of occupancy by publication in a newspaper having substantial circulation in this municipality stating that the certification has been issued. 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.

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(If the applicant is not the owner, the owner shall submit a statement authorizing the applicant to act as his/her agent in making this application.)

Certificate of Appropriateness Number: \_\_\_\_\_ or  no Certificate of Appropriateness required

Proposal is  consistent  not consistent with Certificate of Appropriateness.

Denied – Reasons for Denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved - Conditions of Approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Zoning Enforcement Officer*

**EXPIRATION OF ZONING PERMIT.** A Zoning Permit shall expire one (1) year following the date of issuance if construction shall not have been commenced within this period. Commencement of construction shall be construed to mean any site work, site grading or site preparation other than the clearing of vegetation. No extensions will be allowed and the applicant must reapply under the Zoning Regulations applicable at the time of the new application.

**FINAL CERTIFICATE OF ZONING COMPLIANCE.** It shall be unlawful for any newly erected structure or addition for which a building permit has been issued to be occupied or used, or for any building or premises or part thereof to be converted or changed from one type of occupancy to another until a Final Certificate of Zoning Compliance has been issued by the Commission or its designated agent.

**Request for Final Certificate of Zoning Compliance.** Upon written request by the applicant, the Zoning Enforcement Officer shall inspect the building or premises and shall determine whether the building or premises complies with these Regulations. If such building or premises does not comply, the Zoning Enforcement Officer shall provide a written description to the applicant of the manner in which compliance is lacking. When the building or premises is found to be in conformance, the Zoning Enforcement Officer shall issue a Final Certificate of Zoning Compliance.

**Updated Proposed Plan / A-2 Survey.** An updated ***Proposed Plan***, as well as an A-2 Survey, as defined within, is to be prepared and presented to the Zoning Enforcement Officer for review and approval prior to issuance of either a Certificate of Occupancy or Final Certificate of Zoning Compliance. Such documentation must include necessary seal and original signature.

NOTE: A Certificate of Occupancy may not be issued by the Building Official unless and until (1) the building or premises complies with all provisions of the State of Connecticut Building Code, (2) a Final Certificate of Zoning Compliance has been issued, (3) any required Certificate of Appropriateness has been issued by the Historic District Commission, and (4) any required discharge permit has been issued by the Sanitarian.