



## PRELIMINARY REVIEW for VARIANCE APPLICATION

Zoning Board of Appeals  
Borough of Fenwick  
580 Maple Avenue  
Old Saybrook, Connecticut 06475  
Phone: (860) 388-3499 fax: (860) 388-1469

1. **PROPERTY LOCATION AND DESCRIPTION:**

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

2. **RECORD OWNER:**

a. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_  
b. Mailing Address: \_\_\_\_\_

3. **APPLICANT:**

a. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_  
b. Mailing Address: \_\_\_\_\_

4. **Describe proposed application** – change or action, including **all** work proposed (use additional sheet if necessary):

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

5. Include complete site plans (see attached checklist) and elevation drawings (all four sides) clearly indicating the proposed construction. Elevations that show both existing and proposed construction at the same scale and with dimensions, either superimposed or separately, are helpful.

**For Office Use :**

☐ Information incomplete:

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

☐ Zoning Approval Denied – Sections of Regulations not met:

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

***Please review section number and specific noncompliance information prior to completing a variance application. Any discrepancy should be addressed prior to submission of a variance application. If variances sought differ from those identified, the hearing will be delayed.***

**Note: If a variance application is submitted, it is expected that the plans will be the same as those submitted for preliminary review. Please notify the office at the time of submission of any difference in the plans. A change may require that the preliminary review process be repeated in order to verify any areas of noncompliance.**

☐ Proposal complies with Zoning. No variance is required.

Signed: \_\_\_\_\_ (Zoning Enforcement Officer) Date: \_\_\_\_\_

## Plan Checklist

Please provide project site plans that clearly and accurately depict the following information, and check the appropriate boxes to indicate that the items are shown on the plans included in this application:

- ☐ Project location
- ☐ Existing conditions, including resources, contours, buildings, and grading
- ☐ Proposed conditions, including all natural and coastal resources, contours, buildings, and grading
- ☐ Stormwater treatment practices
- ☐ Soil erosion and sediment controls
- ☐ Septic system location, if applicable
- ☐ Ownership and type of use on adjacent properties
- ☐ Reference datum (i.e., National Geodetic Vertical Datum, Mean Sea Level, etc.)

This application form shall be accompanied by, in writing, the following:

- ☐ 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.
- ☐ 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, for property within
- ☐ 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.