

FEE PAID _____ APPLICATION # _____ NAME _____

**CORNWALL PLANNING AND ZONING COMMISSION
APPLICATION FOR ZONING PERMIT**

Please type or print, using black ink

OWNER/APPLICANT INFORMATION

Owners of Record

Applicant if different

Name _____

Name _____

Address _____

Address _____

_____ Tel. _____

_____ Tel. _____

Signature _____

Signature _____

PROPOSED ACTIVITY (Check all that apply)

PROPOSED USE (Check all that apply)

- _____ New Structure
- _____ Alteration
- _____ Addition
- _____ New Business in GB Zone
(Will require a more detailed Site Plan than the one on the back of this Application)
- _____ Change of Use
From _____
To (See next column)

- _____ Residence
- _____ Studio
- _____ Garage
- _____ Storage
- The following uses will also require a Special Permit Application:*
- _____ Accessory Apartment
- _____ Apartment Use in Business Bldg.
- _____ Conversion of Dwelling to Apts.
- _____ Home Business (4 different kinds)
- _____ Bed & Bkfst or Room & Board

LOT LOCATION AND DESCRIPTION

Zone (Check one): R-1___ R-3___ R-5___ GB___ If applicable: ___AP ___FH ___HR

Street or Road _____ Lot Acreage _____

Building Setback from Nearest Point on Lot Boundary _____

LOT AND SUBDIVISION HISTORY

Is the lot smaller than required for the zone in which it is located? ___ Yes ___ No
If answer is "No", skip next three questions. If "yes," Was it under single and separate ownership as of Sept. 1, 1965? ___ Yes ___ No. If yes, Does the owner of this lot have an interest in any adjoining lot? ___ Yes ___ No and Did the owner have such an interest as of Sept. 1, 1965? ___ Yes ___ No

Was the lot part of a larger parcel at any time since April 10, 1954? ___ Yes ___ No
If "yes", was acquisition of title to the lot made in accordance with Zoning and Subdivision Regulations? ___ Yes ___ No

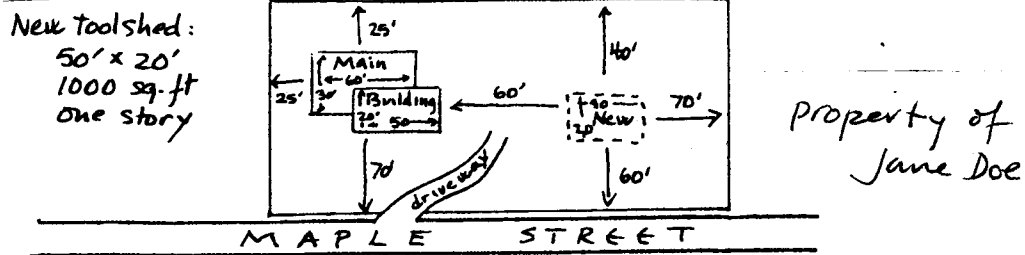
If this lot was created by an approved subdivision, the name of the subdivision is _____ and the lot number is _____

911 number must be posted as required. (ZEO will check)

PLOT PLAN Draw here an approximate scale plan showing the following:

- | | | |
|-------------------------------|---|--------------------------|
| All Boundaries | Adjacent Landowners | Proposed Changes and Use |
| Relation to Road | Measurements & Area (ft. ²) | Number of Stories |
| Dimensions of Existing Bldgs. | Height and ft. ³ of New Construct. | |
| | Distances of All Bldgs. from Each Other & from Property Lines | |

Example:



OFFICE USE ONLY Other Necessary Approvals (if applicable):

Inland Wetlands _____ Torrington Area Health District _____

Erosion & Sedimentation Control Plan _____ Driveway Permit # _____ Town or DOT

Housatonic River Comm. _____ Special Permit _____ or ZBA _____

Received by Clerk _____ Received by Commission _____

Approved _____ Permit Issued _____ Compliance Report Issued _____

INSTRUCTIONS FOR ZONING PERMIT APPLICANTS

672-4957

Wednesdays, 9:00 - 12:00 and 1:00 - 4:00

P.O. Box 155

Cornwall, CT 06753

Please read these instructions carefully, as they will save time, trouble and anxiety. The Zoning Administrator or her Clerk will be happy to answer questions if you need further help, but only at the times listed above. You may leave messages on the answering machine at other times, and you may pick up and drop off applications and other material with the Town Clerk Monday through Thursday from 9:00 until 4:00, remembering that it is not her responsibility to help you further.

All new house applications must be reviewed by the full Commission at its regular meeting on the second Monday of the month, and must be received in the office by NOON on the first Wednesday of the month. Applications for smaller projects are handled administratively; you can expect a permit within a week of handing in a complete application.

Please use dark ink and submit the original rather than a copy. Please answer all the questions, as incomplete applications have to be denied.

FEE: \$15, payable in cash or a check made out to "Town of Cornwall"

OWNER/APPLICANT

Your 911 number must be posted and listed on the application. For new houses, see the Assessor. If you are not the owner, s/he must either sign the application or give you written authority to act as agent. Please list all owners of record, not just one spouse, for example.

PROPOSED ACTIVITY

Be specific, filling in as many spaces as necessary for clarity.

PROPOSED USE

Check all that apply. The Commission is charged with applying the regulations fairly and uniformly, so please own up to the uses you intend. The Clerk can help you find your way through the Special Permit process, if that is what is required.

LOT LOCATION AND DESCRIPTION

Maps of the Zoning Districts, the Overlay Zones for Aquifer Protection, Flood Hazard and the Housatonic River are all in the Zoning Office. Special regulations apply to these Zones, so it is important to know whether your lot falls within one of them. If you are unsure of your acreage, it can be checked various places: a deed in the Land Records, the Assessor's Tax Maps or Owner Cards, the Grand List. "Building setback" refers to that of the structure being applied.

LOT SUBDIVISION AND HISTORY

The first question is designed to identify nonconforming lots which existed before the adoption of zones of a particular size (9-1-65). The second is to ensure that lots have been properly subdivided and recorded if they were created after the adoption of subdivision regulations (4-10-54). If these questions

apply to your lot and you are unsure of its history back to these dates, you will have to trace the ownership through the land records. The Zoning Clerk or the Town Clerk can show you how to start.

OTHER NECESSARY APPROVALS These should be obtained before your application is acted upon. The Clerk can help you determine which you may need.

Wetlands: If the lot contains mapped wetlands, you may need a permit from the Inland Wetlands Agency. You will definitely need one if a wetland or a watercourse is crossed by a proposed driveway. The Wetlands Agency meets the first Tuesday of each month, with applications due by NOON on the last Wednesday of the preceding month. Applications are available from the Clerk.

Housatonic River Commission: There is a short application form to be filled out if your property falls within the Inner Corridor. The Corridor Map and HRC applications are in the Zoning office.

Zoning Board of Appeals: If you are asking to vary the regulations, you will need to go through ZBA first, a process which takes two months. Application forms are available in the Zoning Office.

Special Use Permits: If the proposed use requires a Special Permit, (most non-residential uses in residential zones) you should apply for it simultaneously with the Zoning Permit. The process takes two months, involving a Public Hearing prior to decision. Check with the Clerk for procedures.

Erosion and Sedimentation Control Plan: You will need to submit this for activity on a lot created by subdivision approved after July 1, 1985. Models to follow are in the Zoning Office.

Torrington Area Health District: The practice now is for the District to sign off on **all** new construction, no matter how small; this ensures that nothing is planned over an existing septic system or reserve area. You can get the application form in the Zoning Office, and from there you deal directly with TAH (489-0436). Catherine Weber handles Cornwall's business.

Driveway Permit: You will need this for new driveway cuts to a town or state road.

- For driveways joining a town road, apply to the Selectmen's Secretary, 672-4959.
- For driveways joining a state highway, you need an encroachment permit from the State. Please call the local DOT office for information (672-6401).

SCALE PLAN

The Scale Plan on the back of the application need not be drawn to scale, nor with total precision. It must, however, include all the information which is listed above the example. Please no building plans or requests to shrink blueprints, etc.

BUILDING PERMIT

Once your application has been approved, you will be sent a Zoning Permit, and a copy of your approved application will go to the Building Inspector, Paul Prindle. You can find him at the yard office of Northwest Lumber, 44 Kent Road, from 7:30 to 8:30 am, Monday through Friday. His phone number is 672-0711, which has an answering machine.