

1.1. ZONING PERMIT APPLICATION

- 1. **Application Form**

Completed zoning permit application form, adopted by the Commission, bearing the original signature(s) of the owner(s) of record, or letter of authorization from the owner to a designated agent;

- 2. **Narrative**

A detailed description of the proposed project

- 3. **Application Fee**

Required Application Fee per Chapter 248 of the Town of Canton Town Code

- 4. **Property Identification**

Copy of the Assessors Card and Property Deed

- 5. **Applicable Zoning**

Section# _____ and Language _____ of the approval being sought

- 6. **Notice**

Pursuant to Public Act 05-124, for property subject to a conservation or preservation restriction, and where activity is proposed within the restricted area, a notarized statement from the applicant certifying that:
 - the proposed activity involves only interior work in an existing building or exterior work that does not expand or alter the footprint of an existing building, or
 - the applicant provided written notice of such application, by certified mail, return receipt requested, not later than sixty days prior to the filing of the application to the party holding a conservation restriction or a preservation restriction, or
 - the holder of such restriction or the holder's authorized agent has submitted a letter verifying that the application is in compliance with the terms of the restriction.

- 7. **Building Drawings**

Copies of all plans submitted to the Building Official in connection with this project

- 8. **Plot Plan**

A plot plan or site plan at acceptable scale incorporating an A-2 survey of the premises or parcel of land prepared, stamped with an embossed seal and signed by a professional land surveyor showing, where applicable:
 - 8.1. the actual dimensions of the plot to be built upon or used;
 - 8.2. the location of the plot in relation to public and/or private streets and accessways;

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- 8.3. the zone in which the plot is located;
- 8.4. the north arrow;
- 8.5. the location and size of any presently existing buildings, signs, and other structures upon the plot with exact setback distances from front, side and rear lot lines;
- 8.6. the location of septic system(s) and well(s);
- 8.7. the proposed location and size of any new buildings, additions, signs, or structures to be erected thereon, with proposed setback distances from front, side and rear lot lines;
- 8.8. current and proposed percentage of building coverage;
- 8.9. current and proposed percentage of impervious coverage;
- 8.10. current and proposed total disturbed area;
- 8.11. current and proposed building height;
- 8.12. all applicable setback lines;
- 8.13. a signed statement from a professional architect or surveyor stating the existing and proposed floor area (where applicable);
- 8.14. the location of any wetlands and/or watercourses as delineated by professional soils scientist;
- 8.15. the location of any flood hazard zones as delineated by the Flood Insurance Rate Map and published by FEMA;
- 8.16. the location of any conservation or preservation restrictions;
- 8.17. the location of any public drinking water supply areas
- 8.18. a key map showing the location of the property in relation to surrounding areas;
- 8.19. title block with name of project, name of developer, address, date, and scale;
- 8.20. proposed location and dimensions of all exterior signs; (for sign applications/ changes in signage);
- 8.21. parking plan showing number and location of existing parking spaces, demonstrating how needs will be met (for proposed change in use); and
- 8.22. the Zoning Enforcement Officer (ZEO) may waive requirements determined to not be necessary for the review of such zoning permit.

9. **Erosion**

Two 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 ZEO.

10. **Wetlands**

Copy of Inland Wetlands and Watercourses Agency (IWWA) or Authorized Agent approval if the application involves any activity regulated pursuant to Connecticut General Statutes (CGS) Sections 22a-36 to 22a-45.

- 11. **Aquifer**

Copy of Aquifer Protection Agency (APA) approval if the application involves any activity regulated pursuant to CGS Sections 22a-336 to 22a-400.
- 12. **Flood**

An Elevation Certificate from an authorized professional if proposal is within a FEMA designated flood zone (only applies to New Construction or Substantial Improvements) OR a copy of Zoning Commission Approval (acting as the Flood Plain Protection Board) certifying the proposed activity complies with Section 6.2.
- 13. **Conditions**

Copy of Commission Conditions - Any maps, plans, documents, statements, and stipulations submitted to and approved by the Commission, in connection with any conditions of approval imposed by the Commission, shall be conditions for approval of a zoning permit, whether or not stated on the zoning permit approval.
- 14. **Conditions**

Copy of Other Conditions - Any maps, plans, documents, statements, and stipulations submitted to and approved by the Commission, IWWA, ZBA, WPCA or other Town agency, in connection with any conditions of approval imposed by such Commission, Board or Agency shall be conditions for approval of a zoning permit, whether or not stated on the zoning permit approval.
- 15. **Compliance with Conditions**

Any conditions of approval imposed by the Commission required to be carried out prior to the commencement of any site activities or issuance of a building permit.
- 16. **Bonds**

Any required bonds submitted to the Town of Canton Finance Officer and Town Attorney for review and determined to be acceptable.
- 17. **Filings**

Any required mylars submitted to the Land Use Office, signed by the Chair, and filed on the land records.
- 18. **Filings**

Any required Certificates of Action filed on the land records.

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19. **Well/ Septic**

Copy of approvals of the Farmington Valley Health District (FVHD) for any proposed or change in use, or proposed building or structure that involves the installation, extension, relocation, reconstruction, or connection of a private septic system or well.

20. **Public Water**

Copy of approvals of the Connecticut Water Company (CWC) for any proposed or change in use, or proposed building or structure that involves the installation, extension, relocation, reconstruction, or connection of a public water supply system.

21. **Sewer**

Copy of approvals of the Town of Canton Water Pollution Control Authority (WPCA) for any proposed or change in use, or proposed building or structure that involves the installation, extension, relocation, reconstruction, or connection of public sewage disposal system.

22. **Historic**

Copy of Certificate of Appropriateness, if located within the Collinsville Historic District or Canton Center Historic District.

23. **Work in Town ROW**

Copy of approval for work within the Town Right of Way (ROW) and/ or driveway permit, if required.

24. **Traffic**

Comments from the Local Traffic Authority, if required.

Copy of approval of the Office of the State Traffic Administration, if required.

25. **Markings**

The placement of stakes or markers or flagging on the lot by a professional land surveyor or engineer indicating the following (If required by the ZEO (for new construction)):

- i. the location of proposed building construction and lot lines; and
- ii. all "limits of clearing" on the lot (consistent with that shown on any approved site plan) for construction; utility installation; access ways; parking areas; staging and stockpiling of materials; and, any other proposed activities.

- 26. **Measurements**

Measurements, dimensions, and calculations of any construction features subject to the requirements of these regulations, including but not limited to, setback distances (if deemed necessary by the ZEO to determine compliance with these regulations). The ZEO may require such measurements, dimensions, & calculations to be prepared by a professional land surveyor.
- 27. **Height**

Dimensioned elevation/ renderings depicting the height of all proposed structures above the proposed finished grade.
- 28. **Signs**

Dimensioned elevation/ renderings of all proposed signs demonstrating compliance with the standards of Section 7.3.
- 29. **Existing Conditions**

Photographs of existing conditions (unless new building).
- 30. **Accessory Dwellings**

If an accessory dwelling unit, an affidavit indicating that the owner of the property will occupy either the principal or accessory dwelling unit and will comply with the standards of Section 3.3.C.1.
- 31. **Home Based Business**

If a home based business, an affidavit indicating that the owner of the property that the home based business will be located within the principal dwelling, or on the premises, and operated by a resident owner of the premises and will comply with the standards of Section 3.3.C.3.
- 32. **Inspection**

The site has been inspected as authorized by Section 9.8.B.6 of the regulations.
- 33. **Notice**

The applicant is informed that by receiving the zoning permit that such applicant may provide notice of such permit by either publication in a newspaper having substantial circulation in such municipality stating that the permit has been issued or any other method provided for by ordinance.

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1.2. SUPPLEMENTAL REQUIREMENTS FOR EARTH REMOVAL IN CONNECTION WITH ZONING PERMIT ACTIVITY

1. **Application Form**
- A completed zoning permit application form written statement describing the proposed work and the purpose of the excavation and/or filling with an indication of proposed commencement and completion dates.
2. **Application Fee**
- Fee Required by Chapter 248 of the Town of Canton Town Code.
3. **Property Identification**
- Copy of the Assessors Card and Property Deed.
4. **Abutters**
- Names of surrounding property owners, surrounding street and proposed access.
5. **Narrative**
- A written statement describing the proposed work and the purpose of the excavation and/or filling with an indication of proposed commencement and completion dates.
6. **Calculations**
- A written statement calculating the number of cubic yards of material to be imported and/or exported, and indicating the hours and days of the week for the operation; and the number, kind, and size of vehicles, number of trips by each vehicle, and other equipment to be used.
7. **Plan**
- A mapped plan of the property to be excavated or filled showing:
- existing and proposed contour lines with existing contours shown for at least twenty (20) feet beyond the perimeter property lines;
 - lot lines and streets adjoining the lot and the names of owners of each abutting the lot;
 - the location and exterior limits of the area to be excavated, graded or filled;
 - the location of any areas for the staging or storage of material;
 - the location of watercourses, wetlands soils within 200 feet of the proposed earthwork;
 - the location of flood hazard areas;
 - the location on the lot of any wooded areas, rock outcrops and existing and proposed buildings, structures and processing equipment (excluding earth material processing, screening or crushing equipment (allowed by special permit in an Industrial District); and
 - proposed vehicular access to and circulation within the lot.

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- 8. **Drainage**
Existing and proposed drainage plans.
- 9. **Wetlands**
Copy of Inland Wetlands and Watercourses Agency (IWWA) or Authorized Agent approval if the application involves any activity regulated pursuant to Connecticut General Statutes (CGS) Sections 22a-36 to 22a-45
- 10. **Flood**
An Elevation Certificate from an authorized professional if proposal is within a FEMA designated flood zone (only applies to New Construction or Substantial Improvements) OR a copy of Zoning Commission Approval (acting as the Flood Plain Protection Board) certifying the proposed activity complies with Section 6.2.
- 11. **Erosion**
Plans, specifications, or other information necessary to describe the erosion and sedimentation control measures to be utilized before, during, and after any proposed activities
- 12. **Erosion**
A statement that any such activity will be conducted in accordance with Section 7.6 (Erosion and Sediment Control) of these Regulations.
- 13. **Bonds**
Any required bonds or security submitted to the Town of Canton Finance Officer and Town Attorney for review and determined to be acceptable.
- 14. **Commission Conditions**
Copy of Commission Conditions - Any maps, plans, documents, statements, and stipulations submitted to and approved by the, IWWA, Zoning Commission, or Planning Commission, in connection with any conditions of approval imposed by such Commissions, if the proposed earthwork is part of a previously approved subdivision or Zoning approval.

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