

ZONING PERMIT APPLICATION
EXPLANATION & PROCEDURE

Norwich Zoning Ordinances are established by the City Council, which acts as the zoning authority for the City. The zoning ordinance is administered by the Department of Planning and in part, regulates the location and use of buildings and structures. Each Zoning District has its own set of setback requirements as outlined in Sec.12.1. In accordance with Connecticut Statutes a zoning permit must be issued prior to a building permit, unless the ZEO has determined the proposal does not require zoning approval or review.

The attached application must be completed and submitted with, as required, a survey, plot plan or engineered site plan. **Incomplete applications will not be accepted under any circumstances.**

At a minimum the plan must include:

Dimensions of the lot; location and dimensions of the house and any other existing or proposed buildings; distances from the property boundaries to the buildings (existing or proposed), location of any on-site septic system and well.

If there is a question relative to wetland or watercourse resources on or adjacent to the property, a letter from a certified soil scientist licensed in the State of Connecticut may be required. If a determination is made that such resources exist and an Inland Wetlands permit will be required, your application may be returned until such time as an inland wetlands permit is obtained.

Tax Map, Block and Lot Number information can be obtained from the Tax Assessor's Office.

It should be noted, that additional information may be required by the City of Norwich to make a proper determination relative to the issuance of a permit. The responsibility of providing this information rests with the applicant and/or his agents.

FEE SCHEDULE:

Single Family or Duplex House	\$50
Addition	\$25
Accessory Structure	\$25
Home Occupation	\$25
3-Family or Greater	\$200
Any Commercial use or activity	\$200
Conversion (change of use) permit	\$100
Variance/Appeal of Order of ZEO	\$560.00

ZONING PERMIT APPLICATION
City of Norwich

Application Date: _____ Permit # _____

Applicant's Name: _____ Phone # _____

Applicant's Address _____

Property Owner's Name: _____

Location of Property: _____

Tax Map # _____ Block # _____ Lot # _____ Zone District _____

Variance # _____ Date _____ SDP # _____ Date _____

Special Permit / Exception # _____ Date _____

UHD Required: Yes/No **Received:** Yes/No **Local Historic District:** Yes/No **CAM:** Yes/No

Flood Plain: Yes/No **Municipal Water:** Yes/No **Municipal Sewer:** Yes/No

Lot Area: _____ Lot Frontage: _____

Subdivision # _____ Lot# _____

*Conforming Lot not part of a Subdivision: Yes ___ No ___

*Non-Conforming Lot: Yes ___ No ___

*Attach necessary deeds and /or attorney's letter to establish the property as a legal lot of record and/or a "free split."

This permit is hereby applied for in accordance with the requirements of the City of Norwich Zoning Ordinances for:

New Construction Swimming Pool Addition

Fence Garage Shed Restoration only

Change of Use Excavation /Filling

Sign permanent or temporary

Accessory Use Other _____

PROPERTY USE

Residential:

_____ Single Family

_____ Two Family

_____ Multi-Family

_____ Industrial (describe)

_____ Commercial (describe)

_____ Professional/Building
(describe)

_____ Dimensions of proposed
structure(s):

W x L x H

If the site is not properly stabilized and the application and/or owner does not correct the problem when notified, the City has permission to enter the property and correct the problem at the expense of the owner and/or the applicant, and a lien may be put on the property to ensure reimbursement. **I, the undersigned, attest that the statements made in this application are to the best of my knowledge true and accurate representations of the existing site and proposed site improvements.**

Signature of Owner: _____ **Date** _____

PERMIT VOID IF: Work or activity is not commenced within one year from the date of issue and diligently processed to completion.

OTHER APPLICATIONS AND APPROVALS (such as Building Dept., Fire Marshal, etc.) may be required. It is the responsibility of the applicant and the property owner to obtain these approvals.

A plot plan is required for all applications. Plans shall be drawn to appropriate scale. The ZEO reserves the right to require a more accurate survey and/or engineered plot plan should it be deemed necessary.

Official Use only below:

IWWCC: _____ E&S: Yes/No

NEW CONSTRUCTION ONLY: Driveway Apron Permit: Yes/No

UHD Permit to Construct _____ UHD Permit to Discharge _____

APPROVED _____ **DENIED** _____

Zoning Enforcement Officer _____ **Date** _____

Comments/Conditions: _____