NEW SINGLE FAMILY RESIDENTIAL HOME PERMITTING PROCESS

PLEASE READ CAREFULLY BEFORE STARTING THE PROCESS!

For procedures for New Construction please follow before:

1) **Chesprocott** …. www.chesprocott.org, 1187Highland Ave, Suite 210, Cheshire, CT 06410 … #203-272-2761 … **For** Septic/Well



2) **Zoning** …. www.TownofProspect.org, Town Hall Land Use Office, 36 Center Street, Prospect, CT 06712 … #203-758-4461 Hours 8:30 a.m. to 4 p.m. … **To meet** Usage, Setbacks, Impervious Surface Coverage, Building Coverage and Height requirements



3) **Building Department** …. www.TownofProspect.org, Town Hall Building Dept., 36 Center Street, Prospect, CT 06712 … #203-758-4461 … **Safety:** To build in compliance with the Building Code.

EACH DEPARTMENT HAS THEIR OWN REQIREMENTS AND FEES!

Prior to Certificate of Occupancy (CO):

Call for Inspection from:

1) **Building Department** that will send you to



2) **Zoning** and



3) **Chesprocott**

Once every inspection is made and all work is found to be compliant, a CO is given.

The following is what is required for a new home construction

From Zoning:

What's required for new home construction Zoning Permits?

Zoning Permit application filled out. Application available on the Town Website under forms and permits on the Town Home page. www.townofprospect.org

REQUIREMENTS FOR SITE PLAN:

Five stamped site plans with Chesprocott approval (original color stamp required). If your septic system was designed by a Professional Engineer P.E licensed in the State of CT who is not a Land Surveyor L.S. licensed in the State of CT, then you will have to submit **five** separate site/ plot plans stamped by a Land Surveyor L.S. licensed in the State of CT. * Please note that **two** (2) plans will go to Land Use Dept., **two** (2) plans will go to the Building Dept. with **two** (2) paper copies of building plans and **one** (1) plan will go to Public Works. ***Note**: Please be sure you have stamped approved copies of your site plan from Chesprocott Health District that you can provide to the contractor doing your site work and septic system. The contactor must work from approved plans. You may want **one** (1) extra approved plan for your records. *

a. All Site plans submitted for Zoning Permit approval must show the following:

Buildings and Structures:

- Location of house foundation with dimensions and distance to all property lines and any inland wetlands on the property
- Location and dimensions of any decks/porches and distances to all property lines and any inland wetlands onsite
- Location and dimension of any proposed accessory structures i.e., pool, garage, shed etc. proposed to be built at the time of home construction. Height of Accessory Structure.

Existing structures.

- Location of any onsite exterior ground mounted lighting or any on the exterior of the building. All lights need to be down lite and dark sky compliant.
- Proposed wall and fences including height.

Easements, Agreements and Right of ways:

- Any easement must be located on the site plan with dimensions and identification of type of easement i.e., drainage easement, utility easement, conservation easement,

Open space easement, easement to another party i.e., Land Trust etc.
Rights of ways or rights to pass must be shown.

Onsite stormwater for water quantity and quality:

Location of on-site detention systems to provide for the imperviousness created by roof of home and any other structures and driveways and walk ways.

Zoning Information:

- Zone of Property
- Zoning Chart listing permitted and provided dimensional requirements of the Zoning Regulations:
  Front yard setback, rear yard setback, side yard setback.
  Building coverage on lot in square feet and percentage coverage; impervious surface on lot in square feet and percentage coverage.
  Height of structure(s): house and any accessory structures if height is applicable.
  Height of a house as defined by the Zoning Regulations, is the distance measured from the average level of the ground surrounding the building to the highest point (peak) of the building. These points must be shown on the site plan.
  Maximum height is 35 ft to the peak.
  Any accessory building i.e., detached garage must be shown – maximum height is 24 ft to the peak of the garage roof as measured from the floor elevation of the garage door.
- Lot area; minimum buildable area (Refer to Sections 3.2.3.2 and 3.3.3.2 of the Prospect Zoning Regulations).
- Lot width measured at the front yard setback of 50 ft.
- All existing and proposed grading, limits of soil disturbance on the property, limits of clearing.

- Soil erosion and sediment control measures silt fence, haybale etc.
- Location and width of anti-tracking pad (construction entrance)

Driveway and parking:

- Length of Driveway; driveway access onto a lot shall not exceed 750 ft in length from the street line to the primary structure unless a hydrant is provided. See additional requirements for driveways exceeding 750 ft in length (refer to Section 6.11.1.4 of the Prospect Zoning Regulations). Please speak to Land Use Inspector.
- Driveway width; no driveway approach shall be less than 10 ft in width nor greater than 30 ft in width at the street line (refer to Section 6.11.1.3 of the Prospect Zoning Regulations).
- Driveway grade: grade shall not exceed 12%; within the first 22 ft from a driveway's intersection with the Town Rd, the grade shall not exceed 5%. Driveways having a grade in excess of 8%, shall be paved (Refer to Section 6.11.1.5 of the Prospect Zoning Regulations).
- Driveway distance from property lines; driveways must be located a minimum of 5 ft from a property line (Refer to Section 6.11.1.2 of the Prospect Zoning Regulations).
- Distance of driveway from intersection, If applicable; no Driveway shall be located closer than 25 ft to any street intersection measured along the street line (Refer to Section 6.11.1.2 of the Prospect Zoning Regulations).
- Lots having less than 200 ft of frontage can have only one driveway (Section 6.11.1.3 of the Prospect Zoning Regulations).
- Sight distance for driveway. (Refer to Section 6.11.1.6 of the Prospect Zoning Regulations).
- Driveway and any features within the road right of way, i.e. catch basin, street light, etc.

- Two (2) parking spaces per residence; garage spaces can be counted towards this requirement.

Other Information:

- Public waterline location, if applicable.
- Well and septic system
- Flood Zone designation
- Public watershed if applicable
- Aquifer zone, if applicable
- Variance(s) from the Zoning Board of Appeals if applicable.
- Surveyor notes – How was this location created Subdivision, existing lot?
- Inland Wetlands/Watercourses – what source subdivision map? Soil Scientist who flagged inland wetlands and watercourses.
- Subdivision lot number and house number assigned by the Assessor-Please contact the Assessor for house number if not known.

A PDF of your site plan and building plans must be emailed to:

Land Use Inspector mbarton@townofprospect.org

Building Department Clerk epetro@townofprospect.org

Next Step:

After review of the application and plans by the Land Use Inspector, the Zoning permit approval will not be granted until the anti-tracking pad (construction entrance) and erosion control measures i.e., silt fence, hay bales, wattles etc. are in place on the property.

All soil erosion and sediment control measures must be maintained in good working order, inspected daily especially before and after any rain events. Any tracking of dirt on the road while a home is under construction must be swept up daily. Additional stone may be required on the anti-tracking pad (construction entrance) while the home is being constructed. ***Note:** Additional soil erosion and sediment control measures, may be required by the Land Use Inspector. * **The person who received the Zoning Permit is responsible for maintaining all required soil erosion and sediment control measures during construction. If these measures are not maintained then a stop work order may be issued by the Land Use Inspector.**

Two (2) foundation as-builts prepared by a Land Surveyor licensed in the State of CT must be provided to the Land Use Office upon completion of the foundation, prior to framing, to verify that the foundation is located on the parcel in compliance with all Zoning and Inland Wetlands Regulations. **It is easier to move a foundation than an entire house.** No guarantee if the house is not in compliance with the Zoning Regulations that a variance will be granted by ZBA. Prior to your request for a Certificate of Occupancy from the Building Official, **two** (2) final as-builts prepared by a Land Surveyor licensed in the State of CT must be submitted to the Land Use Office for review in order to receive a Certificate of Zoning Compliance.

Per Section 8-3 (f) of CT General Statutes, the Building Official cannot issue a Certificate of Occupancy without a Zoning Approval.

A final as-built for Certificate of Zoning compliance prior to receipt of Certificate of Occupancy must show the following:

- The location with dimensions of the house and distances to property lines and inland wetlands
- The location with dimensions of any decks/porches and distances to property lines and inland wetlands
- The location of any easements and right of ways on the property.
- The location of the driveway, parking areas and distance to property lines.
- Driveway grade.
- Length of Driveway.
- Driveway width.
- Driveway distance from property lines.
- Distance of driveway from intersection if applicable.
- The location of any onsite detention systems.
- Location of footing drain discharge and where footing drain will discharge i.e., hooked into Town storm water system with a hold harmless agreement, discharge into a rain garden or a stormwater underground system.
- Any exterior ground mounted lighting must be down lite and dark sky compliant.
- The location of any public water line if applicable with connection to the home or well.
- Height of the house as measured in the zoning regulations, which is the distance measured from the average level of the ground surrounding the building to the highest point peak of the building. The points which were used to make this calculation must be shown on the final as-built. Maximum height is 35 ft to the peak.
- Any accessory structure or building, pool, detached garage, pool house, or shed must be shown. Height of accessory structure if applicable.

What else is expected at Certificate of Zoning Compliance Inspection:

- Stabilization of all disturbed soils on site with vigorous vegetative growth.
- All soil erosion control measures in good repair if site is not stabilized with vigorous vegetative growth
- Stable driveway-driveways with a grade in excess of 8% shall be paved.
- Pavement of driveway apron, 10 ft from the edge of pavement. Bond posted if work not done (Section 6.11.1.7 of Prospect Zoning Regulations).

Please speak to the Land Use Inspector if not all exterior landscaping, pavement of driveway apron or the final as-built will not be ready, before the need for a Certificate of Occupancy. The Land Use Officer can issue a Temporary Certificate of Zoning Compliance with conditions in order for the Building Official to issue a Certificate of Occupancy.