

**INSTRUCTIONS FOR OBTAINING
REQUIRED ZONING PERMIT FOR A
COMMERCIAL BUILDING or ADDITION**

A complete application shall consist of the following:

- A completed Application form, which shall specify the property address and Assessor's map and lot number. If the owner is not the Applicant, the signature of the owner must also be included on the Application;
- A Site Plan showing location of the proposed building or addition, property boundaries and all existing structures, septic, well, etc. It is the Applicant's responsibility to confirm the accuracy of all proposed structures to the property boundary. Please refer to the Prospect Zoning Regulations Section 3.1, for height limitations and minimum setback requirements from all property lines and Section 11.1, for Site Plan Approval Requirements. It is the applicant's responsibility to comply with all pertinent regulations.
- Site Plan Approval from the Chesprocott Health District, 1247 Highland Avenue (Route 10), Cheshire (203)272-2761

Please return the completed Application and Chesprocott approved Site Plan, along with seven (7) copies of each to the Land Use Office with the following fees:

- \$200.00 Existing Structure (Site Plan Application) (Town of Prospect fee)
- \$350.00 New Build (Site Plan Application) (Town of Prospect fee)
- \$60.00 (State of Connecticut fee)

If by check, *two separate checks BOTH* payable to the "*Town of Prospect*"

If approved by the Planning & Zoning Commission, a separate Building Permit Application will also need to be submitted to:

- Prospect Building Inspector, Prospect Town Hall, 36 Center Street (203) 758-4461.
Office Hours: Monday - Friday 12:00 p.m. – 4:00 p.m.

Please Note:

Other approvals may be required from:

- Inland Wetlands
- Zoning Board of Appeals

