

INSTRUCTIONS FOR OBTAINING REQUIRED ZONING PERMIT FOR INTERIOR HOUSE/CONDO RENOVATIONS

Persons wanting to obtain a permit for Interior House/Condo Renovations are to complete the following Application including plot plan showing location of project depicting property boundaries and all proposed/existing structures, septic, well, etc.

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;
- *Please refer to the Prospect Zoning Regulations Section 3.1, for height limitations and minimum setback requirements from all property lines.*

Upon completing information, the applicant first must obtain approval from:

- Chesprocott Health District, 1247 Highland Avenue (Route 10), Cheshire.
(203) 272-2761
******If you are located at Regency of Prospect, Toll Brothers or Boulder Brook you do not need Chesprocott Approval. ******
- Land Use Inspector, 36 Center Street, Prospect, CT 06712 (203) 758-4461

Please return completed Application (with stamped Chesprocott approval) to the Land Use Office with the following fees:

- \$ 50.00 (Town of Prospect)
- \$ 60.00 (State of Connecticut)
*If by check, both checks payable to the "Town of Prospect" *

Please Note: A separate Building Permit is Required!

****Please go to the Town's Website: TownofProspect.org and to Departments, then to the Building Department. There is a link to applying for an online Building Permit (no paper applications are required). ****

- The Prospect Building Department could be reached by calling 203 758-4461 and asking for the Building Department. Their Office Hours:
M-W-F 9:00 a.m. -1:00 p.m. and T-Th – 1:00 p.m.-5:00 p.m.

******Do not apply for a Building Permit online until you receive Zoning Approval******

Please Note:

Other approvals may be required from:

- Inland Wetlands
- Zoning Board of Appeals

Permit # _____

Zoning Permit Application for House/Condo Renovations

(Please Print or Type All Information and Attach Additional Pages as Needed)

Date: _____

Applicant's Name: _____
(last) (first) (middle initial)
Mailing Address: _____
(number) (road) (town)
Telephone: _____
(day) (evening) (cell)
EMAIL: _____

Agent's Name: _____
(last) (first) (middle initial)
Mailing Address: _____
(number) (road) (town)
Telephone: _____
(day) (evening) (cell)
EMAIL: _____

Property Owner's Name: _____
(last) (first) (middle initial)
Mailing Address: _____
(number) (road) (town)
Telephone: _____
(day) (evening) (cell)
EMAIL: _____

Subject Property Address: _____

Zone: _____ Assessor's Map #: _____ Lot #: _____

Lot Dimensions: Width: _____ Depth: _____ Area: _____

Size of New Structure/Addition: Length: _____ Width: _____ Height: _____ (1 or 2 story)

Proposed Use of Renovated Space _____

Please complete a Plot Plan (sample attached) showing distance of proposed structure to all property lines. A *Zoning Location Survey, Existing Building Location Survey* or comparable document may also be required.

****** By my signing this application I agree that my/this house addition/ structure will meet all required zoning regulations for property line setbacks, size and height limitations and any other regulations that would apply. ******

Applicant/Agent Signature

Owner Signature

PLOT PLAN

Plot Plan must be drawn in the box below or attached to this Application.

In compliance with the Zoning Regulations please show the location of the proposed structure giving distances to property lines, main residence, well and septic system.

Any change from this drawing or plan must be checked with the Planning & Zoning Commission or the Land Use Inspector.



Remarks:
