

## **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**"

- *Please Note: A separate Building Permit is Required!*

***\*Please go to the Town's Website: [TownofProspect.org](http://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 until Zoning Approval is received\*\*\*\***

### **Please Note:**

Other approvals may be required from:

- Inland Wetlands
- Zoning Board of Appeals

Permit # \_\_\_\_\_

**Zoning Permit Application for a Commercial Building or Addition**

(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: \_\_\_\_\_

**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#: \_\_\_\_\_ Deed to Property Rec'd in: Vol.: \_\_\_\_\_ Pg.: \_\_\_\_\_

Lot Dimensions: Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_ (acres)

Distance to Property Lines: Front: \_\_\_\_\_ ft. Rear: \_\_\_\_\_ ft. Left side: \_\_\_\_\_ ft. Right side: \_\_\_\_\_ ft.

Zoning Requirements for a commercial building (addition).			Max. % of Lot Area Covered by Structures (Lot Coverage)							
Zone	General Use Application	Minimum Lot Area	Building Alone	Impervious Surfaces	Minimum Frontages	Front Yard Setback	Side Yard Setback	Rear Yard Setback	Max. Height	Min. Floor Area
B	Business	20,000 SF	35%	70%	100 Ft.	50 Ft.	25 Ft.	40 Ft.	35 Ft.	None

Type of Construction: (example: steel, concrete block) \_\_\_\_\_

Proposed Use of Building: \_\_\_\_\_

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Owner Signature