Town of Plainfield, Connecticut
Planning and Zoning Commission

ZONING PERMIT APPLICATION

Application # _____
Received By: _____
Date Received: _____
Fee: _____
Paid: _____

Any person seeking a Zoning Permit must submit this application, the required fee and any accompanying information that may be required as outlined in Section 16 of the Town of Plainfield Zoning Regulations. This shall be done prior to an application for a Building Permit for ALL new construction, additions or alterations to any building or property.

For new construction, additions, alterations and pools, please use the second page or a separate sheet for a site drawing, showing the locations of all existing and proposed structures or improvements with their distances to the property lines and streets, dimensions of the property, location and distances to any wetlands or watercourses, driveway location, septic system or sewer line, well or water line, easements, rights-of-ways and other encumbrances. Some applications may require a formal site plan and/or an A-2 survey to be submitted.

Name of Applicant: _____ Phone: _____

Mailing Address: _____

Name of Owner: _____ Phone: _____

Mailing Address: _____

If the applicant is not the owner, indicate the applicant's interest in the project: _____

_____

Assessor's Information: Map _____ Block _____ Lot _____ Zoning District: _____

Property Location: _____

Are there any wetlands? _____ If yes, distance from proposal _____

Proposed Activity: Residential _____ Commercial _____ Industrial _____

New Construction: Addition _____ Alteration _____ New Building _____

Details of work: _____

Project dimensions: _____

Has there been any prior application made to the Planning and Zoning Commission, Zoning Board of Appeals or Inland Wetlands and Watercourses Commission concerning this property? If so, when? _____

Applicant Certification: The information provided in this application and the accompanying materials is true and accurate to the best of my knowledge. I am aware of the penalties for obtaining Site Development Plan approval through deception, inaccurate or misleading information. I hereby authorize the Planning and Zoning Commission and its agents to inspect the subject property, at reasonable times, both before and after a final decision is made.

_____ _____

Signature of Applicant Date Signature of Owner Date

Site Design

Zoning District Requirements
_____Front yard setback
_____Side yard setback
_____Rear yard setback

Staff Review (for Office Use Only)

Year lot created			Site Inspection		
How			NDDH (septic or B100a)		
Site Plan Review	Yes	No	WPCA		
Variance	Yes	No	Fire Official Review		
Location Approval	Yes	No	Police Chief		
Special Permit	Yes	No	EDC Office		
IWWC Approval Required	Yes	No	Trade name filed		
IWWC Permit Approved			Number of Employees		
E&S Plan Required	Yes	No	Building Sq. Footage		
Aquifer Protection District			Parking spaces provided		
Flood Plain Designation			Parking spaces required		
Driveway Permit	Yes	No	Driveway Permit approved		
Sign Permit	Yes	No	Signage Permit approved		
25' from an intersection	Yes	No	Signage square footage		

Permit Approved: ☐ Permit Denied: ☐

Conditions: _____ Reasons: _____

_____ _____

Zoning Enforcement Officer Date Department Head Date

_____ _____

Please Note: Approval of this permit is limited to the proposed activity in relation to it's conformance with the Zoning Regulations. By approving this permit, the Zoning Enforcement Officer is not condoning, approving or otherwise accepting the overall existing conditions of the property. Any application, which involves a property that is not in conformance with the Zoning Regulations, will be denied, until the property has been brought into conformity with the Zoning Regulations of the Town of Plainfield.

NOTICE TO APPLICANT

As of May 14, 2004, all applications for new houses shall be accompanied by an A-2 Survey and Site Plan prepared by a Licensed Land Surveyor and/or Professional Engineer. The Surveyor shall field stake the proposed structure before a Zoning Permit is issued. An as-built plan conforming to Class A-2 accuracy standards prepared by a Licensed Land Surveyor shall be required prior to receiving a C.O.

NOTICE TO APPLICANT

Please be advised that any applicant that has been granted a Zoning Permit or a Certificate of Zoning Compliance by the Zoning Enforcement Officer or any agent designated by the Planning and Zoning Commission may provide public notice of said permit. This notice is to ensure that any possible aggrieved parties are properly noticed. Once the notice has provided, any possible aggrieved parties have thirty (30) days to appeal the decision to the Zoning Board of Appeals. If the notice is not provided, the thirty (30) day appeal period may not begin until the aggrieved party becomes aware of the permit.

If the applicant chooses to provide the notice of said permit, they may do so by publishing the decision in a newspaper having a substantial circulation in this municipality (currently the Norwich Bulletin). This notice ***shall*** include the following information:

- A description of the building, use or structure
- The location of the building use or structure
- The identity of the applicant
- A statement that any aggrieved person may appeal to the Zoning Board of Appeals in accordance with the provisions of Section 8-7 of the Connecticut General Statutes.

This notice to the applicants has been provided pursuant to Public Act No. 03-144, which amended Sections 8-3(f) of the Connecticut General Statutes (Effective October 1, 2003)

INFORMATION NEEDED FOR B-100a

- Deed for property or previous owner's name
- Map, Block and Lot numbers from Assessor's office
- Plot plan to scale showing locations of house, well, septic system driveway and closest property lines
- Written description of proposed work

REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

- Final paperwork from Northeast District of Health (Permit to Discharge) must be in the permit file
  NDDH: 860-774-7350
- If property is connected to public sewer, the assessment fee must be paid. Contact the Sewer Department (Jeff Young) at 860-230-3014 or 860-564-3335
- A final walk-thru by the Assessor. Contact Joyce Stangeland at 860-230-3008
- A final inspection by the Zoning Enforcement Officer. Contact Ryan Brais at 860-230-3036 or 860-230-3030
- A final inspection by the Town Engineer. Contact Lou Soja at 860-230-3028 or 860-230-3030
- A final inspection by the building official. Contact Rob Kerr at 860-230-3012

A Certificate of Occupancy will not be issued until all these offices have signed off.

Permitting Process:

STEP 1 – Permit to Discharge or B-100a Permit –
A Permit to Discharge is required for all new construction on properties with a septic system and a B-100a permit is required for any modification to existing structures on properties with a septic system to determine compliance with the Public Health Code. This permit is available through Northeast District Department of Health (NDDH) 860-774-7350.
Fee: varies.

STEP 2 – Driveway Permit –
A Driveway Permit is required for all connections to all Town roads. Contact the Town Engineer at 860-230-3028 Fee: $50.00. Driveway construction requires a bond and shall be constructed in accordance with Town Ordinance #111.

Step 3 – Wetlands Permit –
A permit is required from the Plainfield Inland Wetlands and Watercourses Commission for any activity within 100 feet of an inland wetland or watercourse. Fee: varies.

Step 4 - Zoning Permit –
Zoning Permits are required for all new construction and additions and are administered by the Planning and Engineering Department at 860-230-3030. Fee: varies.

Step 5 – Building Permit –
Building Permits are required for all new construction, additions, modifications, etc. and are available in the Building Official's Office. Fee: varies. Contact the Building Official at 860-230-3012 for more information.

Zoning Regulation Criteria

Item	RA-60	RA-40	RA-30	RA-19
Minimum Lot Area	60,000 sf	40,000 sf	30,000 sf	19,000 sf
Minimum Lot Frontage	150 ft	125 ft	125 ft	100 ft
Front Yard Setback	50 ft	40 ft	40 ft	25 ft
Side Yard Setback	40 ft	30 ft	30 ft	15 ft
Rear Yard Setback	40 ft	30 ft	30 ft	20 ft
Maximum Structure Height	30 ft	30 ft	30 ft	30 ft

Section 7.1a For structures located behind the rear corner of the primary structure, the side yard setback shall be 15 feet for RA-60, RA-40 and RA-30 Zones. The rear yard setback for these structures shall be 20 feet for all Residential Zones.