

## ZONING PERMIT APPLICATION EXPLANATION & PROCEDURE

Norwich Zoning Ordinances are established by the City Council, which acts as the zoning authority for the City. The zoning ordinance is administered by the Department of Planning and in part, regulates the location and use of buildings and structures. Each Zoning District has its own set of setback requirements. In accordance with Connecticut Statutes a zoning permit must be issued prior to a building permit, unless the ZEO has determined the proposal does not require zoning approval or review.

The attached application must be completed and submitted with, as required, a survey, plot plan or engineered site plan. **Incomplete applications will not be accepted under any circumstances.**

At a minimum the plot plan must include:

Dimensions of the lot; location and dimensions of the house and any other existing or proposed buildings; distances from the property boundaries to the buildings (existing or proposed), location of any on-site septic system and well. Building elevation views and floor plans are also necessary information to submit.

If there is a question relative to wetland or watercourse resources on or adjacent to the property, a letter from a certified soil scientist licensed in the State of Connecticut may be required. If a determination is made that such resources exist and an Inland Wetlands permit will be required, your application may be returned until such time as an inland wetlands permit is obtained.

Tax Map, Block and Lot Number information can be obtained from the Tax Assessor's Office.

It should be noted, that additional information may be required by the City of Norwich to make a proper determination relative to the issuance of a permit. The responsibility of providing this information rests with the applicant and/or his agents.

### FEE SCHEDULE:

Single Family or Duplex House	\$50
Addition	\$25
Accessory Structure	\$25
Home Occupation	\$25
3-Family or Greater	\$200
Any Commercial use or activity	\$200
Conversion (change of use) permit	\$100
Waiver of Hearing for Certificate of Location	
Of approval for DMV (K-7 Form)	\$ 0

**ZONING PERMIT APPLICATION**  
**City of Norwich**

Application Date(MM/DD/YYYY): \_\_\_\_\_ Permit # \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Zone District \_\_\_\_\_

Variance # \_\_\_\_\_ Date \_\_\_\_\_ SDP # \_\_\_\_\_ Date \_\_\_\_\_

Special Permit / Exception # \_\_\_\_\_ Date \_\_\_\_\_ IWWCC # \_\_\_\_\_

City Water:  Yes  No City Sewer:  Yes  No UHD Required: Yes  No  Received:  Yes  No

Local Historic District:  Yes  No IWWCC Required:  Yes  No CAM:  Yes  No

Flood Plain:  Yes  No

Lot Area: \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Lot# \_\_\_\_\_

**PROPERTY USE**

Residential:

\_\_\_\_\_ Single Family

\_\_\_\_\_ Two Family

\_\_\_\_\_ Multi-Family

\_\_\_\_\_ Industrial (describe)

\_\_\_\_\_ Commercial (describe)

\_\_\_\_\_ Professional/Building (describe)

\_\_\_\_\_ Dimensions of proposed structure(s):

\_\_\_\_\_ W x L x H

This permit is hereby applied for in accordance with the requirements of the City of Norwich Zoning Ordinances for:

New Construction  Swimming Pool  Addition

Fence  Garage  Restoration only  Conversion

Accessory Structure  Sign permanent or temporary

Excavation/Filling

Other \_\_\_\_\_

If the site is not properly stabilized and the application and/or owner does not correct the problem when notified, the City has permission to enter the property and correct the problem at the expense of the owner and/or the applicant, and a lien may be put on the property to ensure reimbursement. **I, the undersigned, attest that the statements made in this application are to the best of my knowledge true and accurate representations of the existing site and proposed site improvements.**

\_\_\_\_\_  
**Signature of Owner:**

\_\_\_\_\_  
**Date**

PERMIT VOID IF: Work or activity is not commenced within one year from the date of issue and diligently processed to completion.

OTHER APPLICATIONS AND APPROVALS (such as Building Dept., Fire Marshal, etc.) may be required. It is the responsibility of the applicant and the property owner to obtain these approvals.