



## **Zoning Permit Instructions**

A Zoning Permit is required for the construction or alteration of any building or structure, any site developments or improvements, and any change of use (commercial or residential). A Zoning Permit is also required when a new “tenant” occupies already existing commercial space, whether retail, restaurant, or professional/ medical office space.

### **Zoning Permit Application Requirements**

All Zoning Permits must be completely filled out and signed. This includes both applicant and owner information. These must be completely filled out, to include address and phone number, and if available an email address. If the owner and applicant are the same, then only the applicant information needs to be provided. Any application that is not complete will not be accepted and processed. If any section of the application does not pertain to the specific project, it may be marked N/A.

All applications must also be accompanied by the Property Card. The property card can be downloaded from the Tax Assessor’s page on the Town website at <http://easthaven.mapxpress.net/portal.asp>.

Please make sure the following is done for all applications:

- All applications must be completed and signed.
- Make sure to write in the project address at the top of the 2<sup>nd</sup> and 3<sup>rd</sup> page.
- Do not fill out any sections below the “staff use only” line.
- All applications must be accompanied with a property card (see above).
- A plot plan is required with every application, except for certain change of use applications. (see instructions below for plot plans)
- A floor plan will be required for all change of use or new commercial tenant applications.
- Floor plans and exterior elevations must be included for all additions to both commercial and residential buildings.
- In the case of NEW CONSTRUCTION, the applicant must obtain certification from the Greater New Haven Regional Sewer Authority regarding the availability of sewers.
- All applications must indicate if they are serviced by WELL and/or SEPTIC SYSTEMS. If so, the well and/or septic system must be shown on the plot plan. See question #11 on the Zoning Permit Application.
- In the project description, be sure to state the measurements of all proposed structures or alterations. These measurements should be reflected on the plot plan and required floor plans.
- Applications using APPROXIMATE measurements (i.e. +/- 5’) will be rejected as incomplete.

**NOTE:** For all NEW CONSTRUCTION and MAJOR MODIFICATIONS, at a minimum, a Site Plan and Building Plans in accordance with Sections 52.3.1 and 52.3.2 are REQUIRED. Hand drawn plot plans will not be accepted. In some instances, additional plans per Section 52.3.4 will be required as well.

Once a completed application has been received, it will be referred to the appropriate departments. Please allow a minimum of 10 business days for the processing of permits.

# Plot Plan Instructions

## When is a Plot Plan required?

In most cases, an accurate hand drawn plot plan will be sufficient to determine that the proposed project meets the standard in the zoning regulations. A print out of the map from the Tax Assessor's data base will NOT be acceptable. A plot plan is required for:

- Minor Additions
- Pools
- Permanent Canopies/ Roofs/ Awnings
- Significant excavation or grading of land
- Ground Mounted Antennas/ Satellite Dishes/ Solar Panels
- Free standing signs
- Any Accessory Structure
- Decks & Stairs
- Sheds Garages/ "Cover-Its"
- Patios
- Change of Use Permits (in some cases)
- Condenser Units/ Propane Tanks/ Generators
- Animal Coups, Barns, & Enclosures

In the case of new construction or large additions the permit application "shall be accompanied by a plot plan and/or site plan, drawn to scale, on a sheet not to exceed 24" x 36"; at a scale of one [1] inch equals forty [40] feet and certified "substantially correct" by a licensed Civil Engineer or Land Surveyor, based on a Class A-2 survey[...]"(*East Haven Zoning Regulations, Section 52.3.1*). This plot plan/ site plan should conform to the regulations as outlined in Section 52.3 of the East Haven Zoning Regulations

## What is a Plot Plan?

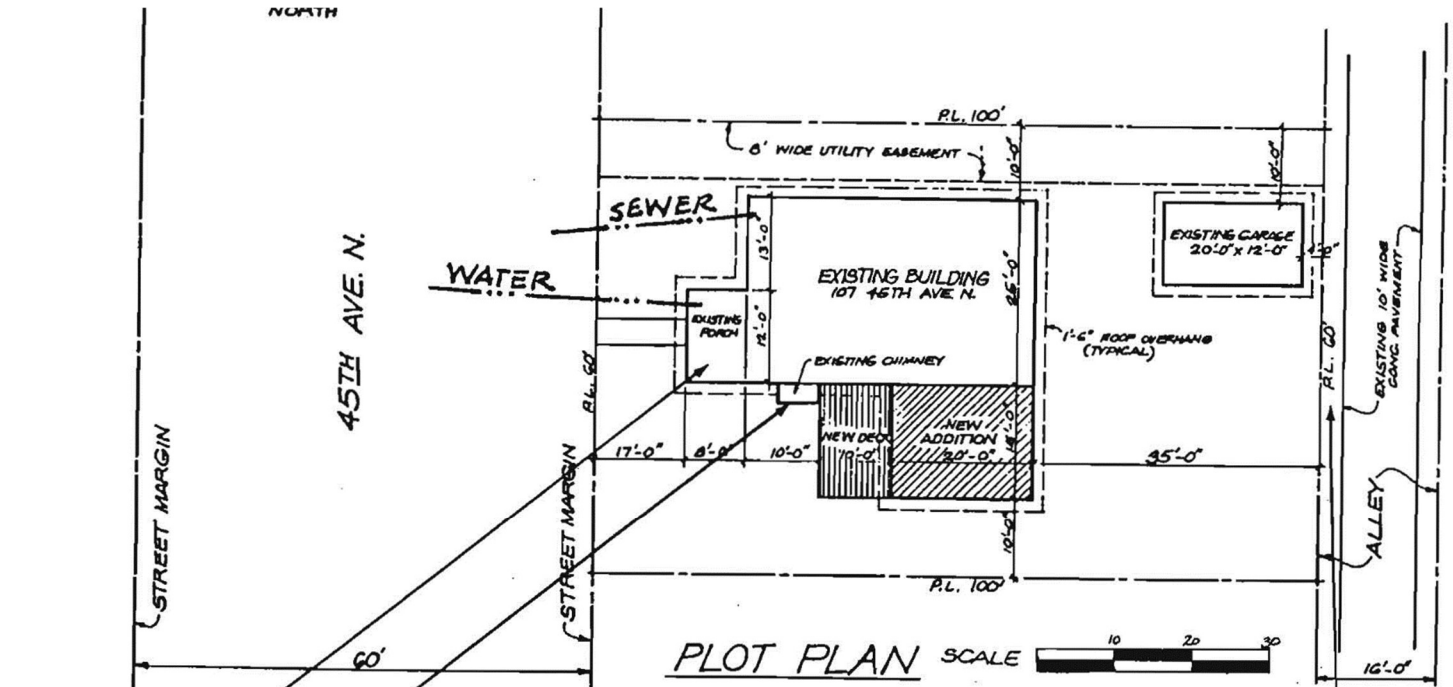
A "plot plan" is an accurate drawing or map of your property that shows the size and configuration of your property and the size and precise location of most man-made features (i.e. buildings, driveways, utility lines and walls or fences) on the property.

Plot plans show both what currently exists on the property and what the desired physical changes are, that will change the physical appearance of the land and man-made features. A plot plan may be hand drawn or computer generated.

## A plot plan must contain the following information:

1. Name and address of the owner of the property
2. Address of the property (if different from the owner's address)
3. The location and dimensions of all parking areas and driveways (existing and proposed).
4. Identification of adjacent streets (by name), alleys or other adjacent public property
5. Any easements that cross the property or other pertinent legal features (may not be required depending on the project)
6. Identification of the drawing's scale (i.e. 1" = 20')
7. All property lines and property dimensions (in feet)
8. Location, sizes and shape of any structures presently on the site and proposed for construction
9. Dimensions showing distance from side, rear, and front property lines for all proposed structures (For Pools: distance from foundation must also be included)
10. Roof overhangs, and other architectural features such as bay windows and chimneys
11. Identification of exactly what work is to be done, including the changes that are proposed to the physical features of the site or existing structures
12. Creeks, shorelines and drainage ditches and surface water lines (only if present on the property)
13. Ground elevations and contour lines for sloping sites or where earth grading is proposed

# Sample Plot Plan



## PLOT PLAN

SCALE 10 20 30

ADDRESS OF PROPERTY: 107 45TH AVE. N.  
SEATTLE, WASH. 98107  
OWNER: JOAN DOE - 107 45TH AVE. N. 329-7167  
LEGAL DESCRIPTION: LOT 17 BLOCK 3 OF DENNY'S  
43RD ADD

## PLOT PLAN FOR ADDITION, ALTERATION OR CHANGE USE

Show chimneys if they protrude.

Identify all porches and decks.

Note how property lines dimensions are shown.

It is good to put all such information in one, easily found location.