

THE TOWN OF BRIDGEWATER

ZONING APPLICATION

INSTRUCTIONS

Preface

These instructions address common questions and provide general information about the application process. These instructions are intended to assist applicants in understanding the zoning process, but they do not summarize or provide a **complete** review of the Bridgewater Zoning Regulations and they should not be relied upon as a substitute for the Regulations. Applications present different facts and Applicants are responsible for reading, understanding and complying with all of the Zoning Regulations that may apply to their proposal.

Instructions

1. The Application form must be **complete** and be submitted with a fee of \$130. The Zoning Commission reserves the right to reject or defer action on Applications that are not complete.
2. The Zoning Regulations are only one of many different types of local, state and federal ordinances, regulations and laws that may apply to an Applicant's proposed structures or uses. The Bridgewater Planning and Zoning Commission are responsible only for the administration and enforcement of the Bridgewater Zoning Regulations and the Bridgewater Subdivision Regulations. Each Applicant has the responsibility of determining what other ordinances, regulations or laws may apply for his or her proposed use and for obtaining all of the required permits, licenses and approvals. The issuance of a zoning or subdivision permit will not, by itself, confer the right to conduct any proposed use or to construct or modify any building or structure unless all of the required permits, licenses and approvals have been issued.
3. The Commission regularly seeks and generally relies upon the advice of the Town Sanitarian or of state health and environmental officials regarding proposals for the construction and use of sewage disposal systems. The Commission also regularly seeks and generally relies upon the advice of the Board of Selectmen and/or the State of Connecticut Department of Transportation regarding proposals for ingress and egress to the highway system. Consequently, the Commission will generally deny applications for which the Applicant has not received the prior approval of the Town Sanitarian or state agency and the approval of the Board of Selectmen. In addition, certain types of Zoning Applications may require the prior approval of the Bridgewater Inland Wetlands Commission and/or a variance by the Bridgewater Zoning Board of Appeals. It is the Applicant's obligation to obtain these approvals and to present satisfactory proof to the Commission that any required prior approvals have been granted.
4. If the Applicant is not the owner of the subject property a letter of agency must be attached to the Application. A letter of agency must be provided on the owner's letterhead if the owner is a corporation, company, partnership or other business entity. The letter must specifically authorize the Applicant to act on behalf of the owner before the Commission, and must be signed by the owner or official, member, partner or other proper legal representative.
5. The Zoning Commission cannot provide legal advice about an Application, nor can it make any legally binding decision about a proposed building, structure or use before an application has been submitted. Rather the Commission must make its decision on the basis of a proper Application and supporting materials. Consequently, although the Commission may, on occasion, discuss general zoning issues with members of the public as a manner of providing preliminary direction, it is not appropriate to seek the Commission's advice, before an Application has been submitted, about whether a particular proposal would be approved or would be likely to be approved.

6. All Applications must include an A2 survey of the subject property, defining the location of any proposed structures or uses, unless the Commission defers the requirement as provided in this paragraph. The Commission may grant a deferral of this requirement the Applicant submits a written request for a deferral in the form attached to these Instructions at the time the Application is filed. If the deferral is granted, no a certificate of occupancy or a certificate of zoning compliance shall be issued for the approved structures or uses until the Applicant submits an A2 survey of the subject property demonstrating that the location of the structures or uses “as built” conform to all of the requirements of the Zoning Regulations and of the terms and conditions of approval.
7. By signing the Application the Applicant represents that all information supplied on the Application Form and on accompanying documents is true and accurate, and understands that submission of false information shall result in a denial of the Application. Any Application approved which was based in whole or in part on false information shall be null and void and may be immediately revoked.
8. All Applications must be submitted at least ten days before a regular meeting of the Zoning Commission in order for the Commission to consider them at that meeting. Applicants are advised that the Zoning Commission reserves the right to defer action on any Application which has not been filed in accordance with this rule.
9. On the night an Application is presented to the Commission it is advisable for the Applicant to be present. Applicants are normally requested to provide a brief explanation of the proposal and to answer any questions raised by the Commission members.

TOWN OF BRIDGEWATER
ZONING APPLICATION FORM

Application Number _____

Check Number _____

APPLICANT INFORMATION

Name _____

Home Address _____

Business Address _____

Daytime Phone No. _____ Evening Phone No. _____ Facsimile No. _____

PROPERTY INFORMATION

Street Address _____

Assessor Map Number and Lot Nos. _____

Total Lot Acreage _____ Total Road Frontage _____ Zone District _____

Date the lot was created _____ Land Records Volume _____ Page _____

Current Owner (s) of Record _____

Address (es) of Current Owner(s) of Record _____

PROPOSAL INFORMATION

Brief Description of Proposed Use: _____

For each Proposed structure please provide the following:

	<u>Structure 1</u>	<u>Structure 2</u>	<u>Structure3</u>	<u>Structure 4</u>
Type of structure (e.g., house, garage, deck, pool)	_____	_____	_____	_____
Total Square Footage	_____	_____	_____	_____
Height	_____	_____	_____	_____
Min. distance from front lot line	_____	_____	_____	_____
Min. distance from rear lot line	_____	_____	_____	_____
Min. distance from side lot lines	_____	_____	_____	_____
Number of Stories	_____	_____	_____	_____

Will any proposed use or structure listed on this application involve activities regulated under the Inland Wetlands Watercourse Act (Conn. Gen. Stat. Sections 22a-45)? Yes _____ No _____

If the answer to the previous question is yes, has the Applicant filed an application with the Bridgewater Conservation and Inland Wetlands Commission? Yes _____ (State the date of filing _____) No _____

Has the Applicant reviewed all of the provisions of the Bridgewater Zoning Regulations pertaining to this Application? Yes _____ No _____

Is the Applicant requesting a deferral of the requirement that an A2 survey be filed with this application? Yes _____ No _____

If the Applicant is requesting a deferral, explain why the Commission should consider a deferral _____

NOTE: BY REQUESTING A DEFERRAL OF THE REQUIREMENT OF FILING AN A2 SURVEY WITH THIS APPLICATION, THE APPLICANT(S) AGREE AND ACKNOWLEDGE THAT, IF THIS APPLICATION IS APPROVED, NO CERTIFICATE OF OCCUPANCY OR ZONING COMPLIANCE SHALL BE ISSUED UNLESS AND UNTIL AN A2 SURVEY OF THE SUBJECT PROPERTY IS SUBMITTED TO THE PLANNING AND ZONING COMMISSION, SHOWING THAT THE LOCATIONS OF THE STRUCTURES OR USES "AS BUILT" CONFORM TO ALL OF THE REQUIREMENTS OF THE ZONING REGULATIONS AND OF THE TERMS AND CONDITIONS OF APPROVAL OF THIS APPLICATION. THE APPLICANT(S) ALSO ACKNOWLEDGE AND ACCEPT THE RISK THAT, IF THE "AS BUILT" SURVEY SHOWS ANY STRUCTURE(S) OR USE(S) IN A LOCATION THAT IS NOT IN CONFORMANCE WITH ALL APPLICABLE ZONING REGULATIONS AND THE TERMS AND CONDITIONS OF ZONING APPROVAL, THE COMMISSION SHALL REQUIRE THE REMOVAL OF SUCH STRUCTURE(S) AND USE(S).

THE UNDERSIGNED APPLICANT(S) AND OWNER(S) DECLARE THAT ALL INFORMATION SUPPLIED IN CONNECTION WITH THE APPLICATION IS TRUE AND ACCURATE, AND FURTHER GRANT PERMISSION TO THE COMMISSION AND ITS AUTHORIZED AGENTS TO ENTER UPON AND INSPECT THE SUBJECT PROPERTY FOR PURPOSES OF DETERMINING WHETHER THE PROPOSED USE(S) COMPLY WITH THE REQUIREMENTS OF THE BRIDGEWATER ZONING REGULATIONS.

APPLICANT'S SIGNATURE(S): _____ DATE(S): _____

OWNER'S SIGNATURE(S): _____ DATE(S): _____

**TOWN OF BRIDGEWATER
LAND USE, BUILDING AND HEALTH DEPARTMENT
CHECKLIST of PERMITS**

Property Address: _____

Project Description: _____

Owner's Name: _____ Phone: _____

Applicant: _____ Phone: _____

Subdivision Name: _____ Map/Lot: _____

INSTRUCTIONS: Each of the following permits may be required for your project. Some may be applied for simultaneously and some may precede others. The order of applications listed is the normal process to be followed.

Department	Approved by	Date	Comments
Inland Wetlands			
Driveway (First Selectman)			
Health			
Planning & Zoning			
Tax Collector			
Building Department			

FINAL APPROVALS

Driveway			
Zoning Compliance Cert.			
Health Department Discharge Permit			
Inland Wetlands			
Building Dept.** Final Inspection			

** The Building Department will schedule a final inspection after receipt of this completed checklist and a request for a final inspection.