

## **INSTRUCTIONS FOR OBTAINING REQUIRED ZONING PERMIT FOR A COMMERCIAL BUILDING (ADDITION)**

Persons wanting to construct a New Commercial Building or Commercial addition to complete the following Application including plot plan showing location of project depicting property boundaries and all proposed/existing structures, septic, well, etc.

### **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;
- It is the Applicant's responsibility to confirm the accuracy of all proposed structures to the property boundary. If necessary, the Applicant must include with the Application, a copy of a *Zoning Location Survey*, *Existing Building Location Survey* or comparable document as defined in the "Minimum Standards for Surveys and Maps in the State of Connecticut" adopted June 21, 1996 by the State of Connecticut Department of Consumer Protection depicting property boundaries, and all proposed/existing structures, septic, well, etc. It is the applicant's responsibility to comply with all pertinent regulations. Please refer to the Prospect Zoning Regulations Section 3.1, for height limitations and minimum setback requirements from all property lines.

### **Upon completing information, the applicant first must obtain approval from:**

- Chesprocott Health District, 1247 Highland Avenue (Route 10), Cheshire.  
(203) 272-2761

### **Please return completed Application (with Chesprocott approval) to the Land Use Office with the following fees:**

- \$25.00 (Town of Prospect fee)
- \$30.00 (State of Connecticut fee)

\*If by check, *two* checks **BOTH** payable to the "Town of Prospect"\*

### **A separate Building Permit Application will also need to be submitted to:**

- Prospect Building Inspector, Prospect Town Hall, 36 Center Street (203) 758-4461.  
Office Hours: Mon.-Thurs. 1:00 – 5:00 p.m. Fri. 1:00 – 4:00 p.m.

### **Please Note:**

Other approvals may be required from:

- Inland Wetlands
- Zoning Board of Appeals

**Please review the Town of Prospect Zoning Regulations "Table of General Bulk Regulations" dated July 1, 2004 (shown in part on Page 2 of this application) for further information as to required setbacks to property lines, lot area coverage and maximum height limitations.**

**Zoning Permit Application for a Commercial Building (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)

Agent's Name: \_\_\_\_\_  
 (last) (first) (middle initial)  
 Mailing Address: \_\_\_\_\_  
 (number) (road) (town)  
 Telephone: \_\_\_\_\_  
 (day) (evening) (cell)

Property Owner's Name: \_\_\_\_\_  
 (last) (first) (middle initial)  
 Mailing Address: \_\_\_\_\_  
 (number) (road) (town)  
 Telephone: \_\_\_\_\_  
 (day) (evening) (cell)

Subject Property Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Assessor's Map#: \_\_\_\_\_ Lot#: \_\_\_\_\_ Deed to Property Rec'd in: Vol.: \_\_\_\_\_ Pg.: \_\_\_\_\_

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

Distance of Addition 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: wood frame) \_\_\_\_\_

Proposed use of Building: \_\_\_\_\_

Please complete included Plot Plan or provide a copy of a Zoning Location Survey, Existing Building Location Survey or comparable document, as necessary.

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

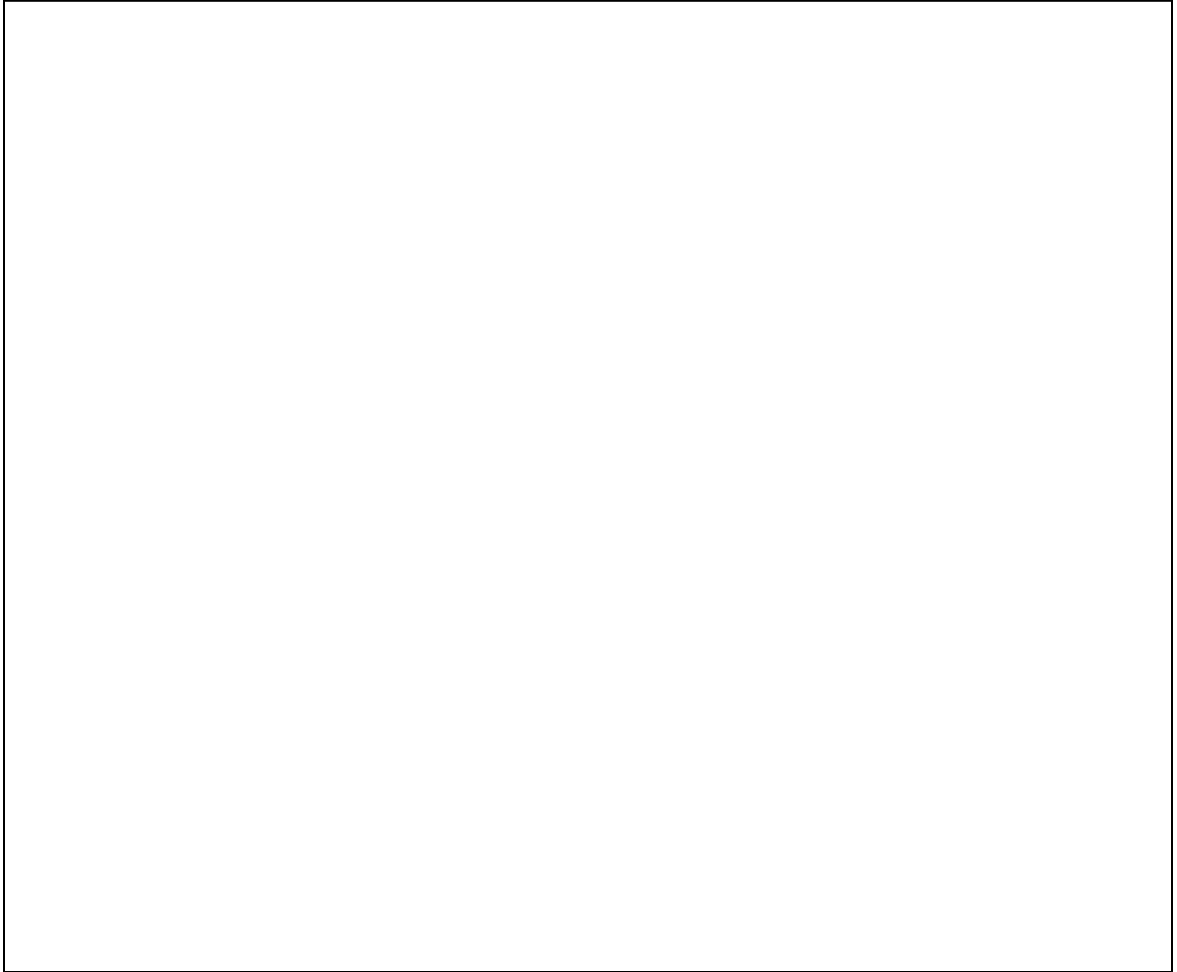
\_\_\_\_\_  
 Owner Signature

PLOT PLAN

Plot Plan must be drawn in the box below or attached to this Application.

In compliance with the Zoning Regulations please show the location of the proposed structure giving distances to property lines, main residence, well and septic system.

Any change from this drawing or plan must be checked with the Planning & Zoning Commission or the Land Used Inspector.



REMARKS:

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