



APPLICATION FOR ZONING PERMIT RESIDENTIAL ADDITIONS AND ACCESSORY STRUCTURES

ADDRESS OF PROPERTY _____

TAX MAP _____ BLOCK _____ LOT _____ ZONING DISTRICT _____

TYPE & SIZE OF PROPOSED CONSTRUCTION: Deck: _____ sq. ft. Pool: _____ sq. ft.

Shed: _____ sq. ft. Garage: _____ sq. ft. Addition _____ sq. ft. Other _____ sq. ft.

HEIGHT OF PROPOSED STRUCTURE: _____ ft.

TOTAL FLOOR AREA AFTER COMPLETION OF PROJECT: _____ sq. ft.

TOTAL COVERAGE AFTER COMPLETION OF PROJECT: _____ sq. ft.

PLEASE SUBMIT WITH COMPLETED APPLICATION

1. Application fee. (See fee schedule)
2. Application materials as described in the Branford Zoning Regulations. (See attached)

The undersigned states that information submitted with this application is correct and acknowledges that any approval based on erroneous or incomplete information shall be null and void.

Owner _____ Applicant _____

PLEASE PRINT

PLEASE PRINT

Address _____ Address _____

Phone _____ Phone _____

E-mail _____ E-mail _____

Signature _____ Signature _____

Fee Paid _____

Received Date _____

Permit Granted _____

Permit Denied _____

ZEO Signature _____ Date _____

9.2.H Zoning Permit Expiration.

1. Any Zoning Permit issued by the ZEO under the provisions of these Regulations shall become invalid if the authorized work is not commenced within five (5) years after issuance of the Zoning Permit, or if the authorized work is suspended or abandoned for a period of five (5) years after the time of commencing the work.
2. A permit may be renewed once for an additional five (5) years upon filing a written request to do so.

IMPORTANT NOTICE : Zoning permits issued by the Zoning Enforcement Officer may be appealed by an aggrieved party pursuant to Section 8-7 of the CGS and PA 03-144. The permit holder may publish legal notice in a newspaper having substantial circulation in the Town of Branford in order that potentially aggrieved parties are aware of the decision. Please see reverse for details.

AN ACT CONCERNING NOTICE OF ZONING DECISIONS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (f) of section 8-3 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2003*):

(f) No building permit or certificate of occupancy shall be issued for a building, use or structure subject to the zoning regulations of a municipality without certification in writing by the official charged with the enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid nonconforming use under such regulations. Such official shall inform the applicant for any such certification that such applicant may provide notice of such certification by either (1) publication in a newspaper having substantial circulation in such municipality stating that the certification has been issued, or (2) any other method provided for by local ordinance. Any such notice shall contain (A) a description of the building, use or structure, (B) the location of the building, use or structure, (C) the identity of the applicant, and (D) a statement that an aggrieved person may appeal to the zoning board of appeals in accordance with the provisions of section 8-7, as amended by this act.

Sec. 2. Section 8-7 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2003*):

The concurring vote of four members of the zoning board of appeals shall be necessary to reverse any order, requirement or decision of the official charged with the enforcement of the zoning regulations or to decide in favor of the applicant any matter upon which it is required to pass under any bylaw, ordinance, rule or regulation or to vary the application of the zoning bylaw, ordinance, rule or regulation. An appeal may be taken to the zoning board of appeals by any person aggrieved or by any officer, department, board or bureau of any municipality aggrieved and shall be taken within such time as is prescribed by a rule adopted by said board, or, if no such rule is adopted by the board, within thirty days, by filing with the zoning commission or the officer from whom the appeal has been taken and with said board a notice of appeal specifying the grounds thereof. Such appeal period shall commence for an aggrieved person at the earliest of the following: (1) Upon receipt of the order, requirement or decision from which such person may appeal, (2) upon the publication of a notice in accordance with subsection (f) of section 8-3, as amended by this act, or (3) upon actual or constructive notice of such order, requirement or decision.



**PLANNING AND ZONING COMMISSION
TOWN OF BRANFORD**

1019 Main Street, Branford, CT 06405, Telephone: (203) 488-1255, FAX: (203) 315-2188

NOTICE TO BUILDING PERMIT APPLICANTS

Dear Homeowners, Contractors, and Residents of Branford,

Please be advised that the Planning and Zoning Department requires that Improvement Location Surveys (“As-Builts”) be submitted for every building permit application which requires zoning compliance. Such surveys need to be signed and sealed by a licensed land surveyor to the accuracy of A-2 standards. This requirement pertains to any improvement that changes the footprint of a residential unit, commercial building or other land. Additions, garages, decks, sheds, in-ground pools, and other permanent structures are examples of projects which require the submission of an Improvement Location Survey. This requirement may be waived by the Zoning Enforcement Officer only when the activity is minimal and proposed structures are not in danger of encroaching upon any property lines or of violating any other zoning regulations. No waiver will be granted on any application which requires a variance or site plan approval from the Planning and Zoning commission and no certificate of zoning compliance will be issued until the “as-builts” are received and meet with the satisfaction of the Zoning Enforcement Officer.

Please feel free to contact the Planning and Zoning Department at 203-488-1255 with any questions.

Town of Branford
Planning and Zoning Department