

## **PROCEDURE FOR OBTAINING A ZONING PERMIT FOR NEW CONSTRUCTION:**

1. Fill out Application
2. Pay fee (**\$300.00 + \$60.00**) Required
3. Leave 2 copies of appropriate proposed Plot Plan
4. ZEO reviews, refers to Town Planner/Wetlands
5. Town Planner reviews and refers to Engineering/Water Pollution Control
6. Engineer reviews and contacts applicant.  
(**Please allow 7 to 10 days for review process**)
7. Applicant pays applicable Sewer Connection Fee
8. ZEO **signs final permit** application
9. ZEO refers applicant to Building Department for Foundation Permit.

### **Following Installation of Foundation:**

1. Submit three copies of A-2 survey As-Built to Zoning for approval and to Engineering Dept. (**As-Built must have rough drive grades and garage floor elevation**)
2. Applicant brings signed As-Built to Building.
3. Applicant request house number from Engineering Dept.

### **To Obtain Final Certificate of Occupancy (CO)**

1. Obtain CO sign off sheet form, from Building Dept.
2. Submit final As-Built with all requirements to Zoning and Engineering.
3. Zoning and Engineering will inspect property
4. Obtain letter of Escrow from Attorney for items not completed, ie., lawn, property pins. (**only between Nov.1 – April 15**)
5. Obtain all signatures required on **Final Sign Off Sheet**, and submit to Building Dept. for CO

**Land Use Dept.**  
**Engineering Dept.**



Borough of Naugatuck Land Use Office  
Plot Plan Zoning Requirement Checklist

**Zoning Compliance Permit #** \_\_\_\_\_  
**Applicant/Location** \_\_\_\_\_

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- A-2 Survey/Plot plan to be prepared/embossed by licensed CT land surveyor.
  - Zoning Table showing zoning requirements of the district and lot/building's compliance.
  - Owner's (Contractor's) name, address and daytime telephone number.
  - Deed book (map) reference found in the Naugatuck Office of the Town Clerk.
  - Property size, lines and dimensions and zoning district requirements.
  - Location of minimum building setbacks.
  - Names of owners of record of abutting properties.
  - Location and dimensions of all proposed/existing easements or rights of ways.
  - Location of inland wetlands, flood zone.
  - Existing and proposed grading.
  - Proposed and existing building location and dimensions, including accessory structures (garages, pools, decks, sheds, etc.).
  - Distance of building from street right of way and street centerline.
  - Location of water service lateral or well, electric, cable, gas
  - Location of sanitary sewer (check valve if required) or septic system (w/approval letter from Health District).
  - Location of driveway and parking area.
  - Proposed stormwater management (roof leaders, drywells, foundation drains, driveways, other impervious surfaces).
  - Erosion and sedimentation controls.
  - If required by subdivision approval, limit of clearing boundary.
  - If required by subdivision approval, street tree(s) and all trees having a 24" (caliper) or greater located within the designated limit of clearing.
  - If required by subdivision approval, outline of existing deed restrictions or covenants.
  - Show Minimum Buildable Area (See Zoning Regulations, Section 24.10).
    - Location, Dimensions of Buildable Area
    - Inland Wetlands and Watercourses (None)
    - Slopes (Over 25%) Not Exceeding 25 % of Buildable Area

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Zoning Officer

Date