

# 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**

(field card is required to be submitted with the application)

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applications for accessory apartments must include the square footage of the existing house and submit an A-2 showing a parking plan.

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

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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).

I, \_\_\_\_\_, the property owner, have read **Section 31.02 REVIEW OF LAND USE APPLICATIONS BY TOWN CONSULTANTS** of the Town of Bridgewater Code of Ordinances. I understand that the Commission may need/require consultant assistance associated with the review of drawings and documents submitted in support of my application and I agree to fully reimburse the Town of Bridgewater for all such consultant costs and fees associated with the review of my application.

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.

**Bridgewater Planning and Zoning Commission  
Regular Meeting Dates for 2022  
(all dates are on the third Thursday of each month)**

**Each meeting will be held Thursday Evening at  
7:00 PM at the Town Hall, Main St. S., Bridgewater**

**January 20, 2022**

**February 17, 2022**

**March 17, 2022**

**April 21, 2022**

**May 19, 2022**

**June 16, 2022**

**July 21, 2022**

**August 18, 2022**

**September 15, 2022**

**October 20, 2022**

**November 17, 2022**

**December 15, 2022**

## **7.2 – Zoning Permit Requirements**

### **7.2.1 – Applications**

Applications for zoning permits shall be filed with the Commission or its authorized agent on a form provided by the Commission. If the applicant is not the owner of the property on which the activity is proposed, the relationship of the applicant to the owner shall be described on the application form. The application shall contain a written statement by the owner of the property, or the authorized agent of the owner(s), giving consent for the Commission and its agent(s) to inspect the property. Two (2) copies of each application shall be submitted, accompanied by five (5) copies of a zoning plan containing the requirements described in Section 7.2.2 of these Regulations.

### **7.2.2 – Zoning Plans**

Zoning plans shall be based upon and include a Class A-2 survey prepared by a land surveyor licensed to practice in the State of Connecticut. The survey and plans shall contain the embossed seal and original signature of the land surveyor, and shall show:

- a.** All revision dates and necessary definitions and legends, and the true scale of the survey, in which one inch (1”) shall be equal to no more than forty feet (40’).
- b.** The direction of true north.
- c.** The actual shape and dimensions of the lot to be used; provided, however, that if the lot is substantially larger than the area to be developed, the Commission may allow the applicant to submit a zoning plan showing the lot as an insert on the map at a scale in which one inch (1”) shall be equal to no more than one hundred feet (100’).
- d.** The exact size and location on the lot of existing and proposed buildings, structures, and off-street parking and loading areas.
- e.** The location of all required setbacks or yard lines, and of all easements.
- f.** A computation of lot and building coverage.
- g.** The names and addresses of all owners of record of both the lot and of all land abutting or within one hundred feet (100’) of the lot.
- h.** The location and name of all Town and State streets, roads, or highways that pass through or adjoin the lot or, if no such street, road, or highway passes through or adjoins the lot, the entire route of vehicular access to the lot from such a street, road, or highway.
- i.** The locations and numbers of all existing monuments, iron pins, and reference marks and set proposed monuments or iron pins.
- j.** The location of all existing and proposed driveways.
- k.** The location of all existing or proposed water supplies (either by well or community water supply) and sewage disposal facilities (including primary and reserve leaching areas) showing precise minimum distances among the wells, sewage disposal facilities, buildings, structures, storage tanks, driveways, and parking areas.
- l.** The locations of all watercourses, wetland boundaries, and flood prone areas (as shown on the current Flood Insurance Rate Map) on the site.
- m.** Where a proposal will disturb more than one-half (1/2) acre, an erosion and sedimentation control plan in accordance with these Regulations.

- n.** Dimensional plans of floors and elevations of all proposed or existing structures, and specifications to indicate the size, kind, and quality of the proposed construction.
- o.** The location of all zone boundaries within, abutting, or within one hundred feet (100') of the lot or a proposed subdivision.
- p.** Spaces on each sheet for the signature of the Commission Chairman, the date of the Chairman's signature, and the date on which any zoning plan approval will expire.
- q.** A statement as to whether the lot is within the watershed of a water company, as defined in Section 16-1 of the General Statutes. When an application, petition, request, or plan is filed concerning any project on any site within the watershed of a water company, the applicant shall mail written notice of such project, including a copy of the application and a full set of plans, to the water company by certified mail, return receipt requested, within seven (7) days after the date of submission of the application.

### **7.2.3 – Additional Application Requirements**

The Commission or its designated agent may require the applicant to submit additional information if it finds that such information is necessary or would be helpful in determining whether the proposed building, structure, or use conforms to these Regulations. Such additional information may include, but is not limited to, the following:

- a.** Existing and proposed (finished grade) contour lines at an interval of no less than two feet (2') over all or any specified portion of the property. The source of existing contours and the bench mark to which they were keyed should be identified.
- b.** A key map at a scale of one inch (1") equal to not more than one thousand feet (1,000') to assist in locating the property.
- c.** Location of all deep test and percolation holes, together with percolation test and deep test pit data gathered and prepared by a professional engineer licensed to practice in the State of Connecticut, with the original signature and embossed seal of the engineer.
- d.** The nature and amount of all hazardous materials or wastes to be produced, used, stored, or disposed of on the lot, and the manner in which such production, use, storage, or disposal will be carried out.
- e.** The nature of existing land uses on abutting properties.
- f.** The location of natural features including, but not limited to, rock outcroppings, slopes in excess of twenty percent (20%), soil types, forested areas, and vegetation types.
- g.** The location and a description of all proposed surface or subsurface drainage improvements, facilities, or structures.
- h.** The location of all soil test pits and test borings, if any, and a description of the soils encountered in such pits or borings.
- i.** The location of all existing or proposed exterior lighting or signs.
- j.** An analysis of the ability of any proposed building, structure, or use to meet any of the standards set forth in these Regulations.



**§ 31.02 REVIEW OF LAND USE APPLICATIONS BY TOWN CONSULTANTS.**

(A) Pursuant to the provisions of Conn. Gen. Stat. § 8-1c, the town hereby establishes the following ordinance for the payment of fees incurred by the town and its commissions and boards in the review of land use applications.

(1) Whenever any land use application is submitted to the Town Board of Selectmen, the Town Planning and Zoning Commission, the Town Zoning Board of Appeals, or the Town Inland Wetlands and Watercourses Commission and the application is required, within the discretion of that Board or Commission, with concurrence of the Board of Selectmen, to be referred to one or more private consultants for review, analysis or comment in order that the Board or Commission may properly process and decide upon the application, the applicant shall be responsible and liable for all fees and expenses charged by all the consultants and shall be required to reimburse the town for the fees and expenses as may be paid by the town.

(2) The failure of the applicant to pay or reimburse the fees and expenses when requested by the relevant Board or Commission shall be deemed sufficient reason to deny the application.

(3) For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning.

***LAND USE APPLICATION.*** Includes, without limitation, applications for:

1. Subdivision or resubdivision approval;
2. Zoning permits;
3. Special permits;
4. Site plan review;
5. Road construction; and
6. Physical improvements, whether or not the applicant intends to dedicate the improvements to the town.

(B) The fees set forth in this section shall be supplemental to, and not in lieu of, any other fees required to be paid by any other ordinance or regulation of the town or any of its boards or commissions.