

*TOWN HALL SOUTH*  
**HANDBOOK**  
PLANNING & DEVELOPMENT APPLICATION PROCESSES



**GUILFORD, CONNECTICUT**

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**HANDBOOK**  
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THE OLD STONE HOUSE

**GUILFORD, CONNECTICUT**

*This handbook was developed by the Town of Guilford as a summary of some of its permit and review processes and is only intended for use as an assistive device. This handbook is not intended to be relied upon or referred to as a governing source of law.*

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## ***INTRODUCTION***

This handbook was developed by the Town of Guilford as a summary of some of its permit and review processes and is only intended for use as an assistive device. This handbook is not intended to be relied upon or referred to as a governing source of law.

The Town of Guilford provides streamlined development application and permit reviews to applicants that come before its development agencies. To help accomplish this, the Town of Guilford has a separate Planning and Zoning Commission (PZC) and Inland Wetlands Commission (IWC). These Commissions are appointed by the Town's Board of Selectmen. Members serve four year terms, promoting continuity and developing expertise among members who deal with land use and development policy and administration.

The Guilford Town Hall South is the staff agency for the PZC and IWC, as well as the Health, Building & Engineering Departments. Zoning Board of Appeals (ZBA) and Historic District Commission (HDC) applications are also received at Town Hall South. Ultimately, the Town Hall South serves as the single point of contact for applicants.

All development applications are filed at Town Hall South with the appropriate department. The planning staff schedules applications on the PZC, IWC or ZBA agenda and assists in coordinating the review process among Town departments and, if appropriate, other Town review agencies. The department sends the applicant's plans to the Town's Health Department or the Connecticut Water Company as applicable; the Town's Engineering Department; the Fire Marshal; the Zoning Enforcement Officer; and the Guilford Police Department, Which also is the Town's designated traffic authority.

These departments review the plans and return their comments to the department for transmittal to the applicant.

## ***HOW TO USE THIS HANDBOOK***

The Town of Guilford has developed this handbook to explain and expedite the planning and development review and decision processes. It describes the various review processes and, we hope, conveys our philosophy and commitment to both the Town and the applicant to promote development that meets the needs and desires of both the community and the applicant in a timely and effective manner.

This handbook describes the application process in general terms. Some of our zoning districts have specific and unique requirements. Likewise, every development application faces different issues and may need multiple permits. The following permit processes are described in the manual. They are listed in the order in which they should be secured, assuming all of the permits are required.

- Historic District Commission
- Zoning Regulation Variance (Zoning Board of Appeals)
- Inland Wetlands Permit
- Design Review Committee
- Subdivision
- Agricultural Commission
- Special Permit
- Coastal Site Plan
- Site Plan Review
- Well & Septic Permit
- Building Permit
- Flood Hazard Permit

## ***STAFF***

Some of the staff employed by the Town, and their functions, include the following:

### **Town Planner**

works under the First Selectman and the Planning & Zoning Commission. The Town Planner is responsible for managing Planning & Zoning. The Town Planner also provides assistance to the Health, Inland Wetlands, Engineering and Building Departments and is responsible for housing and economic development planning.

### **Environmental Planner**

works with Town agencies to implement the Town's environmental, conservation and land acquisition planning goals. Under the direction of the First Selectman, the Environmental Planner works to ensure that environmental and conservation issues are addressed in the administration of the Town's land use regulations. The Environmental Planner is also responsible for the development, maintenance and utilization of the town's GIS system. The Environmental Planner is also the tree warden and Inland Wetlands Administrator.

### **Zoning, Inland Wetlands, Historic District, Delay of Demolition and Blight Enforcement Officer**

enforces the zoning, Historic District, Inland Wetlands regulations and coastal site plan decisions on issues of zoning compliance. The enforcement officer helps enforce the blight ordinance with the Health Director. He/she is supervised by the Town Planner and Inland

Wetlands Commission and receives technical support from the Town Engineer and Health Director.

### **Building Official**

administers the Town's building inspection program adhering to and enforcing all code requirements of the State of Connecticut relating to building construction. Additional responsibilities include administering and enforcing all related state codes for safety, health and welfare of persons and properties in Town, supervising developmental policies and procedures and providing technical assistance to other Town officials.

### **Town Engineer**

plans, directs and coordinates engineering contracts and construction projects including bridges, roads, driveways, athletic fields and marine development, issues flood hazard permits, provides technical consultation to Town boards and commissions and serves as Town liaison with various state agencies.

### **Health Director**

is appointed to a 4-year term by the Board of Selectmen and confirmed by the Commission of the State Department of Health Services. The Director is responsible for the enforcement of the state public health code and all pertinent local ordinances. In the summer, all recreational bathing beaches are tested every two weeks. Additional responsibilities include investigation of radon, rabies, electromagnetic field concerns and food-borne diseases and Blight Ordinance. The Director is assisted by a full time administrative assistant and registered sanitarian who helps with all duties and responsibilities.

## ***PRINCIPLES***

- The staff's objective is to help applicants meet the requirements of the town's zoning, wetlands and subdivision regulations and submit plans to the Planning and Zoning Commission and Inland Wetlands Commission that can be approved.
- The IWC focuses on minimizing disturbance and pollution of inland wetlands and watercourses; maintaining and improving water quality in accordance with the highest standards set by federal, state or local authority; preventing damage from erosion, turbidity or siltation; preventing loss of fish and other beneficial aquatic organisms, wildlife, and vegetation and the destruction of the natural habitats thereof; deterring and inhibiting the danger of flood and pollution; protecting the quality of wetlands and watercourses for their conservation, economic, aesthetic, recreational and other public and private uses and values; and protecting the State's potable fresh water supplies from the dangers of drought, overdraft, pollution, misuse, and mismanagement, by providing an orderly process to balance the need for the economic growth of the State and the use of its land with the need to protect its environment and ecology, in order to forever guarantee to the people of the State the safety of such natural resources for their benefit and enjoyment and for the benefit and enjoyment of generations yet unknown.
- The PZC focuses on development impacts and those discretionary zoning regulation criteria applicable to the proposal. The PZC can focus on these development issues because it has a current Plan of Conservation and Development, and Economic Development Plan, Town Center South Plan and the zoning and subdivision regulations to help achieve it.
- The Planning & Zoning Office and Inland Wetlands Agency encourages direct communication between parties for clarification of information before written responses are completed and transmitted. However, we recognize that any individual's comments, such as a Health Department Official or the Zoning Officer, may suggest revisions which would affect other aspects of the plan.
- We will hold pre-submission meetings with applicants provided the applicants have enough information on a sketch plan to allow the staff to make initial comments on what appear to be substantive issues.

**OVERVIEW OF THE APPLICATION PROCESS  
OF REGULATORY AGENCIES**

*The following overview is a general outline of the application process for approval by regulatory agencies. However, it does not describe the building permit process. Please refer to pages 26-27 of this handbook for a general guide of building permit procedures.*

Town staff involved in plan review attempt to get applications before the Commission(s), and have decisions made within the minimum statutory period allowed to make decisions. Pursuant to Connecticut General Statutes (CGS) §8-7d(b), the PZC and IWC must act on applications which do not require a public hearing within 65 days of receipt of the application. When applications require a public hearing, the staff endeavors to have the public hearing before the appropriate commission within that minimum time period and have a decision made shortly thereafter.

Connecticut statutes allow the applicant and the PZC or IWC to agree to extensions to any one of the required statutory time periods. However, extensions should only be required if the developer / applicant is unable to submit all required documents and staff does not have the time needed to review them.

Regardless of the statutory provisions, the following is the general time line we attempt to meet on every application:

| <b>Days</b> | <b>Event</b>                                                                              |
|-------------|-------------------------------------------------------------------------------------------|
| 0           | The applicant files the application in the Planning Department or Inland Wetlands Agency. |

| <b>Days</b> | <b>Event</b>                                                                                                                                                                                                                          |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2           | The department distributes the plans for review within two days of their filing in the office, if the applications are complete.                                                                                                      |
| 14          | No Inland Wetlands application can be acted on prior to 14 days per CGS 22a 36-45                                                                                                                                                     |
| 32          | Generally, all staff comments are requested back to the Planning & Zoning Office or Inland Wetlands Agency no later than 30 days from the distribution date. Necessary input from DEEP is due back within 35 days of receipt by DEEP. |
| 45          | The target date for receiving plans that have been revised to respond to staff comments.                                                                                                                                              |
| 65          | Pursuant to CGS §8-7d, the target date for the public hearing or public meeting, depending upon the application, is within 65 days from the official date of receipt of the application by the PZC or IWC.                            |
| 65          | A decision by the Commission is targeted for 65 days from the Commission’s receipt of the application at a meeting.                                                                                                                   |

We recognize not all applications or development proposals have the same degree of complexity or encounter the same issues. As a general rule, we attempt to conduct the reviews, submit comments to the applicant / agent, and receive revised plans based on those comments. However, in some cases it may be necessary or desirable to hold a review meeting with the applicants as part of or soon after the initial review. To be most productive, the right people must attend the meetings. This would include all appropriate Town staff, the applicant’s agent, engineer, and the applicant.

## ***ROLES AND RESPONSIBILITIES***

The time line can only be met if both the Town staff and the applicant provide the necessary information and perform in a timely manner. In order to meet this time line, the applicants and the town have different responsibilities.

### ***Town Staff Responsibilities***

- To distribute the plans within two days of their receipt in the Planning Department or Inland Wetlands Agency office.
- To return all comments to the town planning & zoning office or inland wetlands agency within the 30 day comment period.
- To convey those comments to the applicant in a timely manner and provide an opportunity for the applicant to respond prior to the scheduled meeting.

### ***Applicant's Responsibilities***

- Submit applications which contain the required elements. Those elements should be properly completed. Partially complete submissions or plans that are not checked can delay the review process.
- Avoid revisions to the plans subsequent to the initial filing but before staff review so as not to complicate the review process.
- Submit revised plans and written responses to staff comments in a timely manner.

## PLANNING AND ZONING COMMISSION



Guilford has implemented both a Planning and Zoning Commission (PZC) and an Inland Wetlands Commission (IWC). Both have very distinct and crucial roles in the development process:

**Planning:** The PZC in its planning capacity reviews and decides on the subdivision applications. A subdivision is the division of a tract or parcel of land into three or more parts or lots for sale or building development. Any land so divided after 1953, the date the PZC adopted subdivision regulations, must go before the PZC.

**Zoning:** The PZC, in its zoning capacity, is responsible for reviewing and deciding on any permits required by the zoning regulations. The PZC hears and acts on changes to the zoning map and adopts and/or amends the zoning regulations. Zoning regulation or map changes may be initiated by the PZC, Town residents, or property owners and site plan applications.

The PZC also hears and acts on special permit applications. A special permit is a land use activity which is permitted in a zone, but not necessarily at all locations. To determine whether a special permit use should be permitted, the Commission will hold a public hearing to review an application against specific criteria in the zoning regulations. The following are some examples that require special permits:

- accessory apartments (either in a dwelling or accessory structure)
- offices in accessory structures
- accessory structures in excess of 750 square feet
- home hand craft industry
- earth removal operations
- bed & breakfasts
- communication towers, antennas & facilities
- some expansion of buildings in the PV, SC, TS, TS2 & PV2 zones
- planned residential developments
- change in nonconforming use
- expansion of a structure on a lot of 10,000 acres or less

**Erosion and sedimentation control plans** also fall under the jurisdiction of the PZC. These plans are required whenever at least one half acre of earth is disturbed for any development project or development site.

These areas cover the broad categories of jurisdiction of the Planning and Zoning Commission in zoning. There are other, more specialized procedures in the regulations. These include Planned Residence Development and Elderly Housing Development. Applicants should consult the zoning regulations and Town planning staff for more information on these requirements.

## INLAND WETLANDS COMMISSION



When work is being done in a wetland or watercourse, or within 100' of a wetland or watercourse, application must be made to the IWC for an inland wetlands permit. Regulated activities include “any operation within, or use of, a wetland or watercourse involving removal or deposition of material or any obstruction, construction, alteration or pollution of such wetlands or watercourses.” Regulated activities also include “any clearing, grubbing, filling, grading, paving, excavating, constructing, depositing or removing of material and discharging of storm water within an upland review area”, or any other activity located “inside or outside the upland review area or in any other non-wetland or non-watercourse area” if the Commission determines that it is likely to impact or affect wetlands or watercourses.

Also, if land to be subdivided contains wetlands or watercourses, an inland wetlands boundary clarification is required, regardless of whether there is any work to be conducted in or within 100 feet of those wetlands or watercourses. Also, a report from the IWC must be submitted to the Planning & Zoning Commission before the PZC can act on the subdivision application.

Finally, prior to obtaining a permit for any regulated activity or subdivision referral, a wetlands boundary clarification needs to be sought from the IWC. The wetlands boundary needs to be flagged by a Certified Soil Scientist and mapped by a Licensed Surveyor for approval by the IWC.

## ZONING BOARD OF APPEALS AND OTHERS



The Zoning Board of Appeals (ZBA) is a quasi-judicial body. It hears and decides two specific areas of zoning:

***Variances:*** In these cases, a person claims they cannot meet the requirements of the zoning regulations. Most often these are dimensional variances where some relief to yard, setback or area requirements is sought. The other common variance is a use variance, where a use not currently allowed in a zone is sought for a property. Examples are the location of junk yards and crematories.

***Appeals of Orders:*** The Zoning Enforcement Officer may issue orders to cease construction of a particular project or cease a particular activity or use, or may deny a zoning permit if a building or use does not meet all of the Town's zoning requirements. The ZBA hears appeals to those orders and all orders of Town Zoning Officials as outlined in C.G.S. Chapter 124 Zoning 8-7.

***Design Review Committee-*** The Design Review Committee reviews sign applications and the architecture of proposed buildings and outside appearances in commercial and Church Street Village Districts that are part of an application before planning and zoning.

***Agricultural Commission-*** The agricultural commission reviews agricultural related special permits submitted to Planning and Zoning such as riding academies, boarding stables and deviations from allowed animals. Ag Com meetings are generally held the third Monday of the month except January, February and September.

## WHAT HAPPENS AT A PUBLIC HEARING?

The PZC, IWC, ZBA and HDC all conduct public hearings. The PZC conducts public hearings for all zoning map and regulation changes, special permit applications and resubdivisions. The IWC conducts public hearings for all regulations changes, all significant activities and certain other inland wetlands applications. The ZBA hears all of its applications at a public hearing.

At the hearing, the applicant explains their proposal or request. Town staff present at the meeting will help to explain and clarify why the request is necessary, and may provide comments or recommendations. At this hearing, anyone who wishes to speak either in favor of or against an application has an opportunity to do so.

Once the hearing is closed, the PZC, IWC, ZBA or HDC can NOT receive **any more testimony or new information** on the application. This is a principal of administrative law established to afford the Commission a full range of opinions and comment on an application and to afford all sides an equal opportunity to be heard. The ZBA usually acts on each application the same night as the public hearing, but during their business meeting. The PZC, IWC and HDC may act the night of the hearing, or at a subsequent meeting, depending upon the information and testimony provided during the hearing.

## **PERMIT PROCESS FLOW CHARTS**

The following pages contain flow charts for various development permits. These flow charts are simplified depictions of what can sometimes be a complex process. They are intended to illustrate the major steps in the submission and review process.

We assume here that the roles and responsibilities mentioned earlier are adhered to by both the Town and the applicant. We have not detailed the process that occurs when there is an

appeal of a PZC, IWC, ZBA or HDC action. In that event, the staff and applicant, and their attorneys, consult on the process.

A few final notes on the flow charts: We have included a chart for each type of application. They are listed in the order in which decisions must be made if all of these types of approvals were required. Also, you will see that for many Planning and Zoning Commission, Inland Wetlands Commission and Zoning Board of Appeals applications the process is very similar.

**PERMIT PROCESS FLOW CHARTS**

**Historic District Commission.....13**

**Zoning Board of Appeals.....15**

**Inland Wetlands Agency.....17**

**Subdivision (Planning and Zoning Commission).....19**

**Special Permit (Planning and Zoning Commission).....21**

**Coastal Site Plan (Planning and Zoning Commission).....23**

**Site Plan (Planning and Zoning).....25**

**Building and Residential / Commercial Construction.....27**

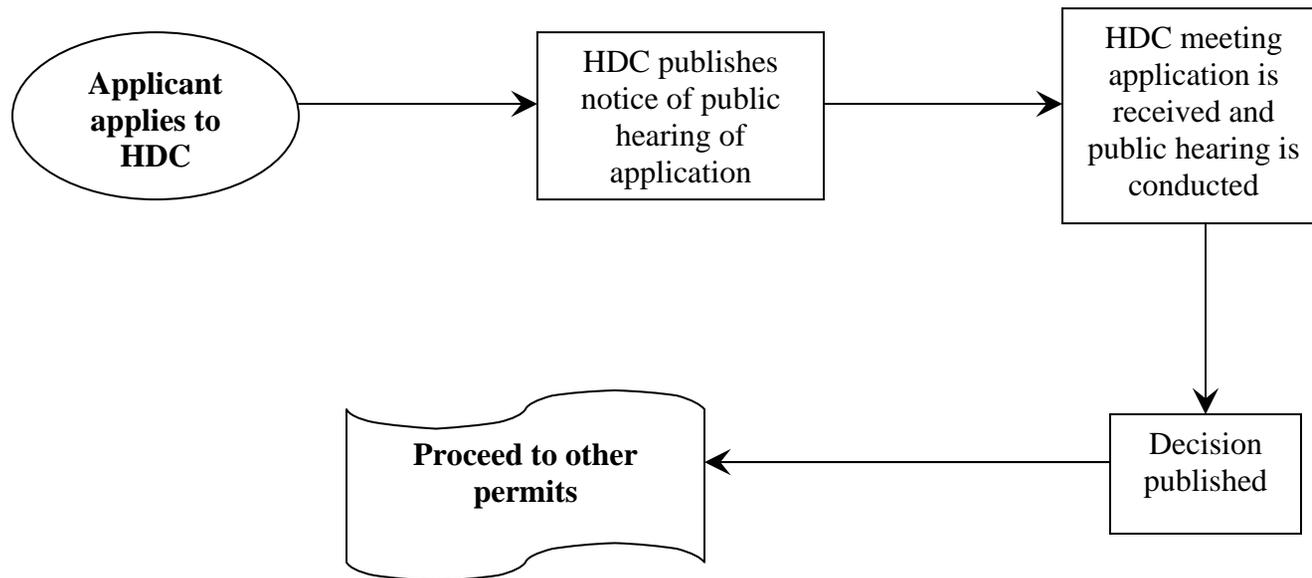
**Well & Septic Permit.....29**

## HISTORIC DISTRICT COMMISSION APPLICATION PROCESS

### Highlights – Tips – Important Notes

- Guilford has two Historic Districts. They are the **Town Center Historic District** and the **Whitfield Street Historic District**. Any change to the exterior appearance of buildings within these districts requires a Certificate of Appropriateness from the Historic District Commission. A Certificate of Appropriateness is valid for one year, however, the Commission may grant an extension if work has not been completed. Requests for extensions must be submitted, in writing, stating the reason for the extension and the length of time needed.
- The Commission meets once a month to review applications. All applications are Public Hearing agenda items in which the Commission reviews exterior architectural details of alterations, additions, outbuildings, pools, fences, replacement of outside materials including windows, roofing and gutters and new residential development. At the hearing, the Commission carefully considers design and exterior building materials, which can be seen from the public view way. This may mean that if work is proposed to the rear of a building on a corner lot, and the rear can be seen from a public street, it would need a Certificate of Appropriateness.
- The Historic District Commission gets its enabling powers from Chapter 187, Historic District §187-1 of the Connecticut General Statutes. If you live in a Historic District, please ask for a copy of the district regulations. When submitting a building permit application for changes to the outside appearance of buildings, please include a Certificate of Appropriateness.
- Historic District Commission meetings are generally held the 3<sup>rd</sup> Wednesday of every month. Applications are due by 12:00p.m. the 1<sup>st</sup> Monday of the month and may be submitted at Town Hall South.
- See Appendix A for application information.

**HISTORIC DISTRICT APPLICATION PROCESS  
TOWN of GUILFORD**

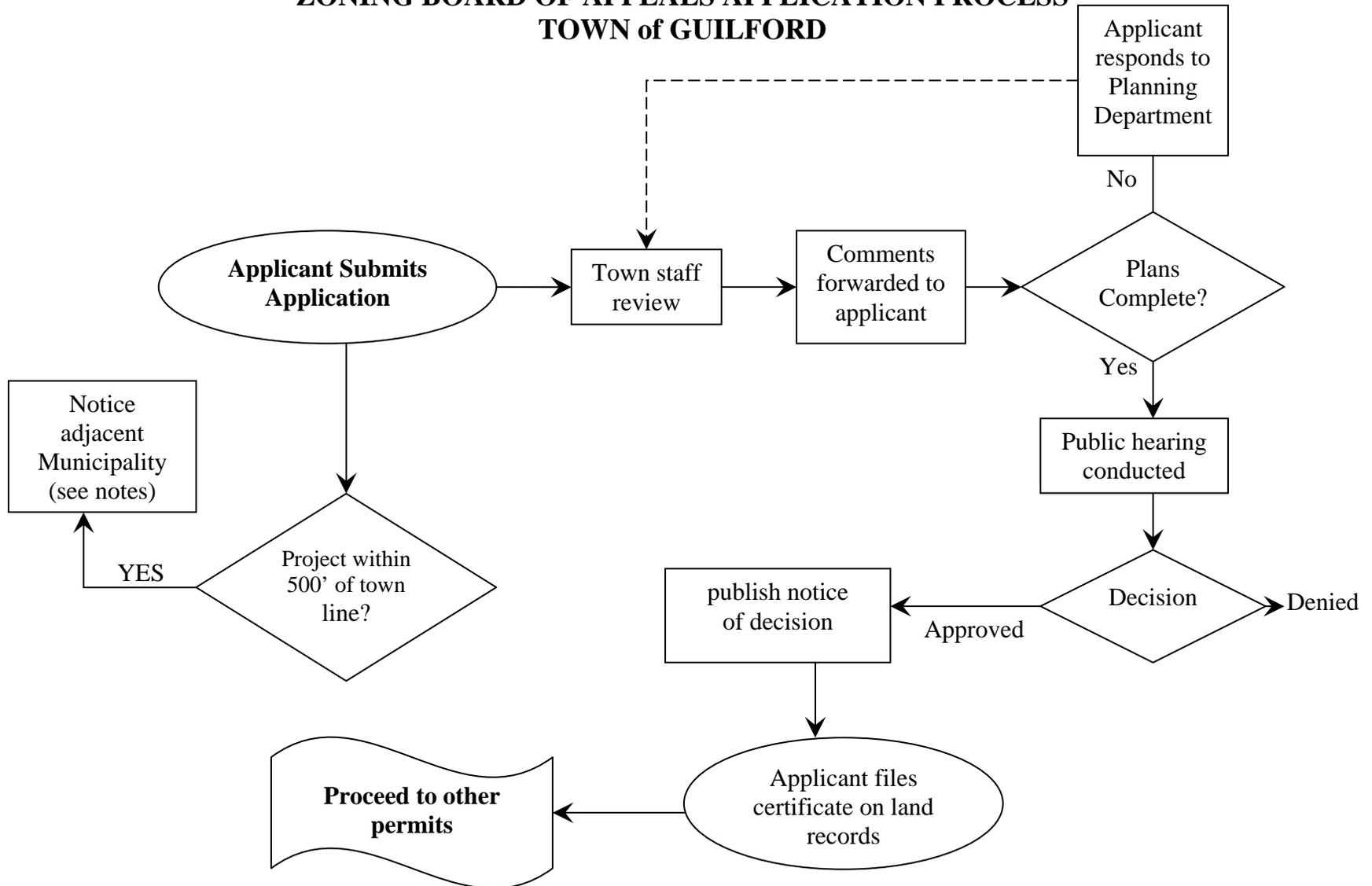


## **ZONING BOARD OF APPEALS APPLICATION PROCESS**

### **Highlights – Tips – Important Notes**

- When the application involves property which is within 500 feet of the Town line, the Town must notify the town clerk of the adjacent municipality by certified mail within seven days of receipt of the application.
- If the ZBA denies the request, the applicant can appeal the decision to Superior Court. An applicant may also resubmit an application, but the Board is not obligated to hear the request for six months from the date of its original decision.
- ZBA meetings are generally held the 4<sup>th</sup> Wednesday of every month except November and December. Applications are due by 12:00p.m. The last Wednesday of the previous month and may be submitted at Town Hall South.

**ZONING BOARD OF APPEALS APPLICATION PROCESS  
TOWN of GUILFORD**

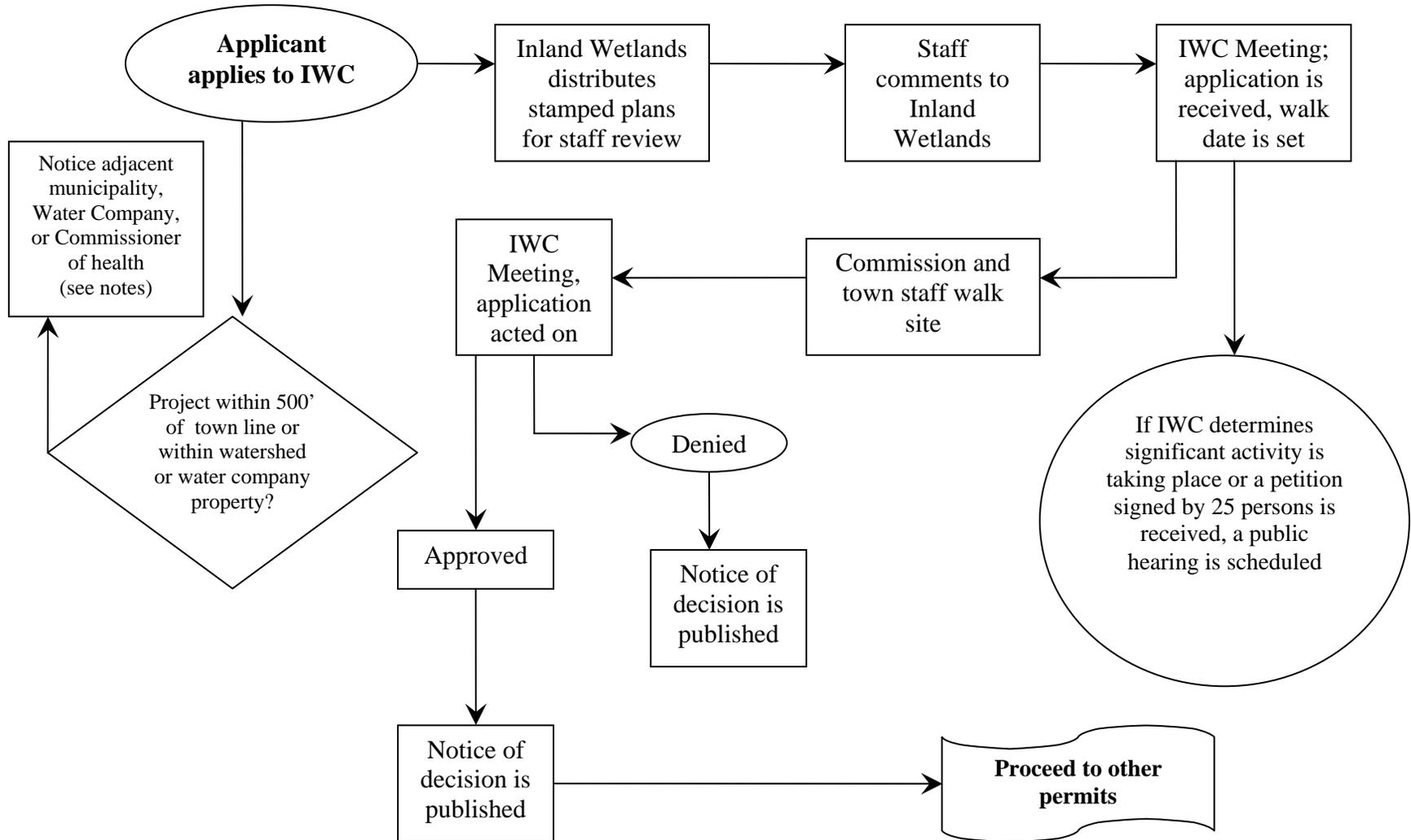


## **INLAND WETLANDS COMMISSION APPLICATION PROCESS**

### **Highlights – Tips – Important Notes**

- When an application involves a regulated activity upon a wetlands or watercourse, any portion of which is within 500' of the Town line, the applicant must notify the municipal wetland agency of the adjacent municipality. This notification must be in writing and sent by certified mail on the same day the application is filed with Guilford; and the Town must notify the town clerk of the adjacent municipality, by certified mail, within seven (7) days of receipt of the application.
- The Wetlands Agency must determine whether a proposed activity will have a significant impact on a wetland or watercourse. If they find it may have such an impact, an analysis of feasible and prudent alternatives must be provided by the applicant. Also, a public hearing will be required in accordance with §22a-42a(c)(1) of the Connecticut General Statutes. C.G.S. §22a-42a(c)(1) also requires that a public hearing be held if a petition signed by at least twenty-five persons requesting a hearing is filed with the IWC not later than fourteen days after the day of receipt of such application, or if the Commission finds that a public hearing regarding such application would be in the public interest.
- When an application is filed to conduct or cause to be conducted a regulated activity upon a inland wetland or watercourse, any portion of which is within the watershed of a water company as defined in §16-1 of the Connecticut General Statutes, the applicant shall provide written notice of the application to the water company & commissioner of public health provided such water company has filed a map showing the boundaries of the watershed on the land records of the municipality in which the application is made and with the inland wetlands agency of such municipality. Such notice shall be made by certified mail, return receipt requested, and shall be mailed within seven days of the date of the application.
- Inland Wetlands meetings are generally held the 2<sup>nd</sup> Wednesday of every month. Walk meetings are generally held the Saturday prior to the second Wednesday. Applications are due by 4:00p.m. the 1<sup>st</sup> Wednesday of every month and may be submitted at Town Hall South.

**INLAND WETLANDS COMMISSION APPLICATION PROCESS  
TOWN of GUILFORD**

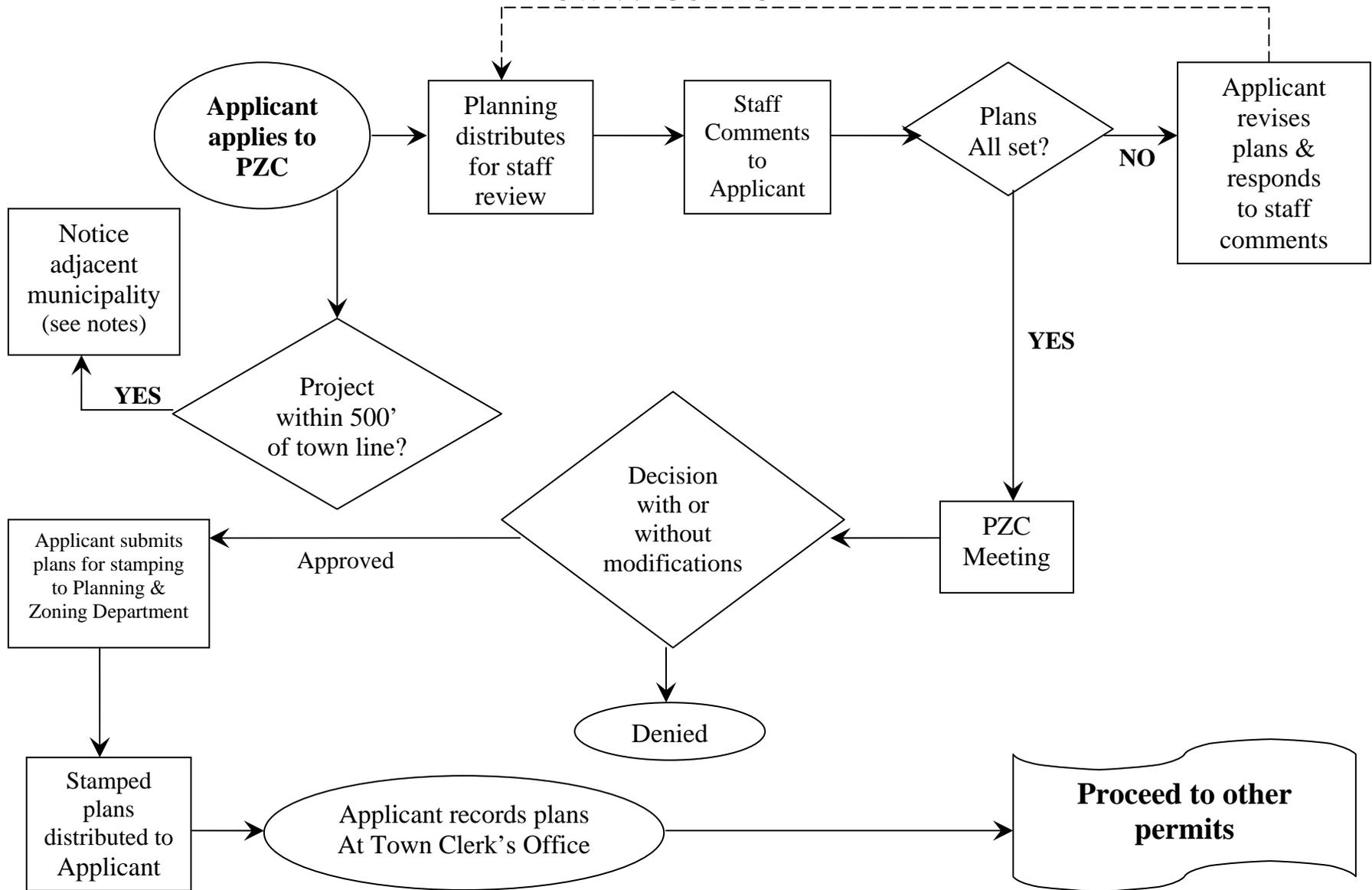


## **SUBDIVISION APPLICATION PROCESS**

### **Highlights – Tips – Important Notes**

- Subdivision means the division of a tract or parcel of land into three or more parts or lots made subsequent to the adoption of subdivision regulations by the Commission for the purpose, whether immediate or future, of sale or building development, expressly excluding development for municipal, conservation or agricultural purposes, and includes resubdivision.
- Resubdivision means a change in a map of an approved or recorded subdivision or resubdivision, if such change (a) affects any street layout shown on such a map, (b) affects any area reserved thereon for public use, or (c) diminishes the size of any lot shown thereon and creates an additional building lot, if any of the lots shown thereon have been conveyed after the approval or recording of such map.
- If the site is within 500 feet of the Town line, the Planning & Zoning Office will notify the adjacent municipality and the South Central Regional Council of Governments (SCRCOG) within seven days of the PZC's receipt of the application. SCRCOG is required to comment within 35 days of receipt of the notice and the PZC cannot act until SCRCOG's comments are received.
- Upon approval, the applicant must submit plans incorporating any required modifications to the Planning & Zoning Office within 30 days. Once the plans have been stamped with the PZC's approval, they will be released to the applicant for recording with the Town Clerk not less than thirty days after the time for taking an appeal from the action of the Commission has elapsed, and in the event of an appeal, not less than thirty days after the termination of such appeal by dismissal, withdrawal or judgment in favor of the applicant. The applicant must record the plans within 90 days of the expiration of the appeal period, or in the case of an appeal, within ninety days of the termination of such appeal by dismissal, withdrawal or judgment in favor of the applicant (C.G.S. §8-25(a)).
- Planning & Zoning Commission meetings are generally held the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of every month. Applications are due by 12:00p.m. the Friday prior to each meeting and may be submitted at Town Hall South.

**SUBDIVISION APPLICATION PROCESS  
TOWN of GUILFORD**

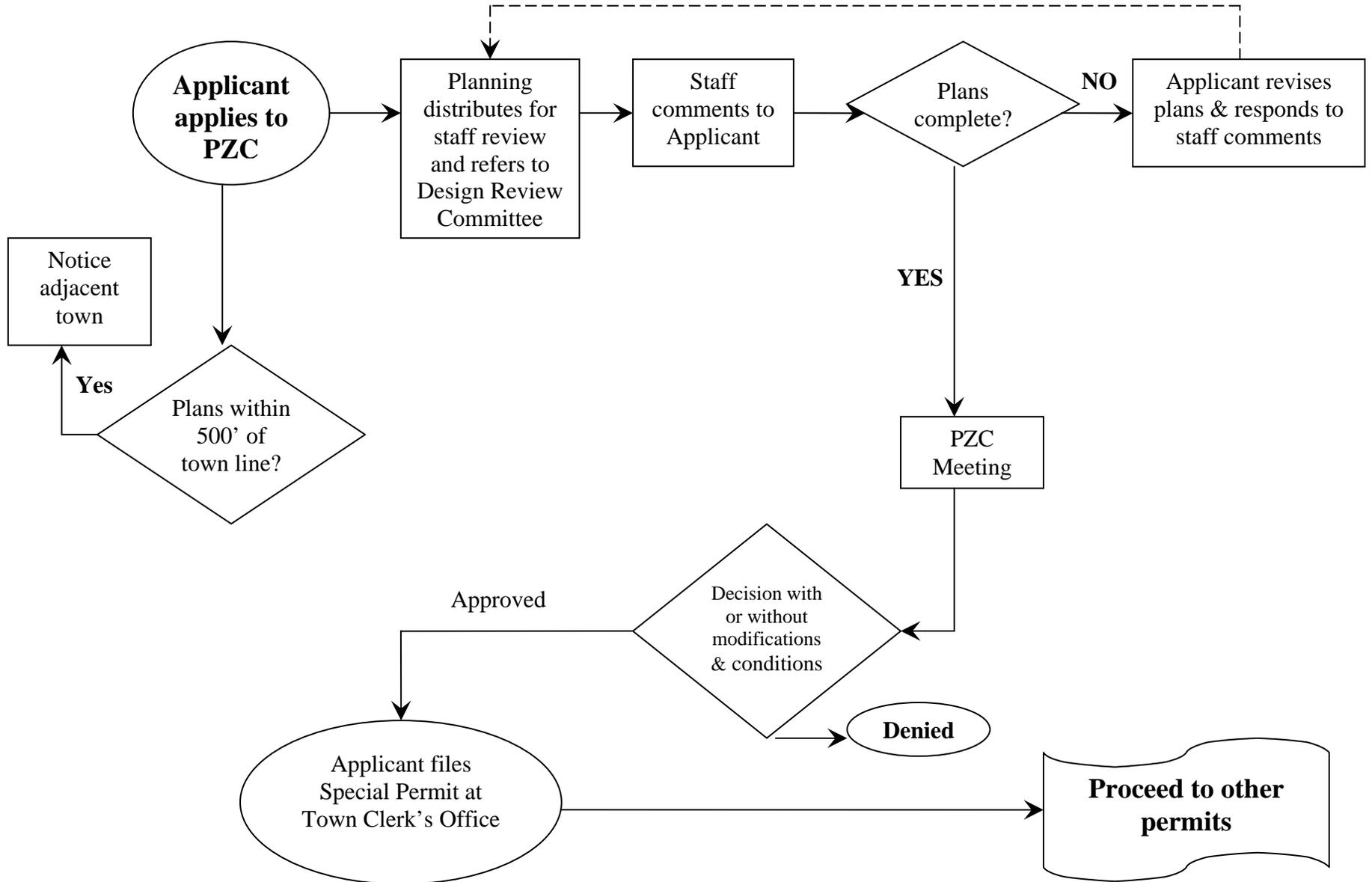


## **SPECIAL PERMIT APPLICATION PROCESS**

### **Highlights – Tips – Important Notes**

- If the site is within 500 feet of the Town line, the Planning Department will notify the adjacent municipality within seven (7) days of the Planning and Zoning Commission's receipt of the application (C.G.S. §8-3h).
- Planning & Zoning Commission meetings are generally held the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of every month. Applications are due by 12:00p.m. the Friday prior to each meeting and may be submitted at Town Hall South.

**SPECIAL PERMIT APPLICATION PROCESS  
TOWN of GUILFORD**

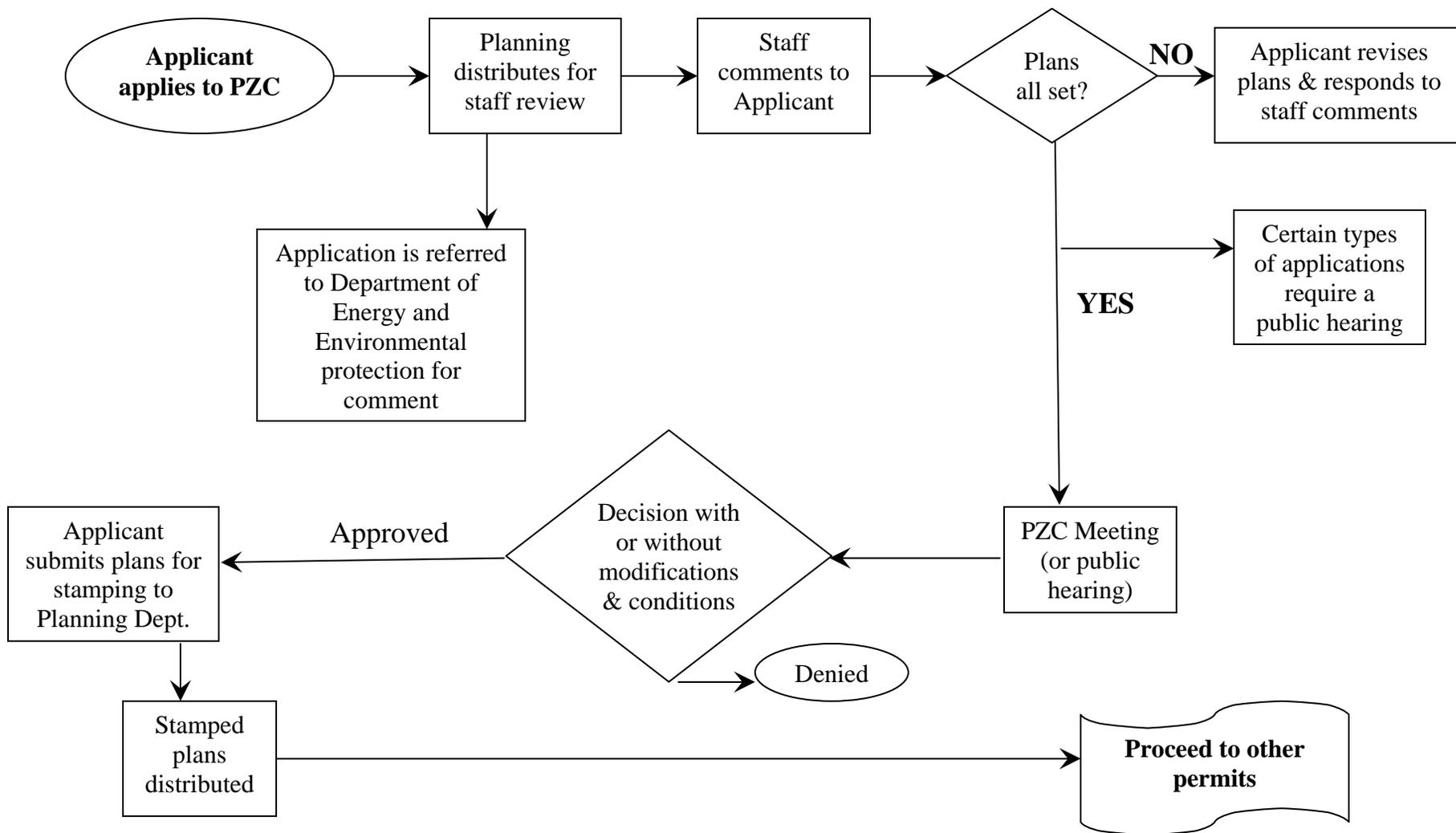


## **COASTAL SITE PLAN APPLICATION PROCESS**

### **Highlights – Tips – Important Notes**

- Certain types of development, which fall within the coastal boundary of the Town, require a coastal site plan application and review by the Planning & Zoning Commission. Most importantly, new homes, or substantial renovation of existing homes within 100 feet of a coastal resource, are subject to this requirement (see Zoning Code §273-91).
- The Town sends the Application to DEEP for comment. Comments are received within 35 days.

## COASTAL SITE PLAN APPLICATION PROCESS TOWN of GUILFORD

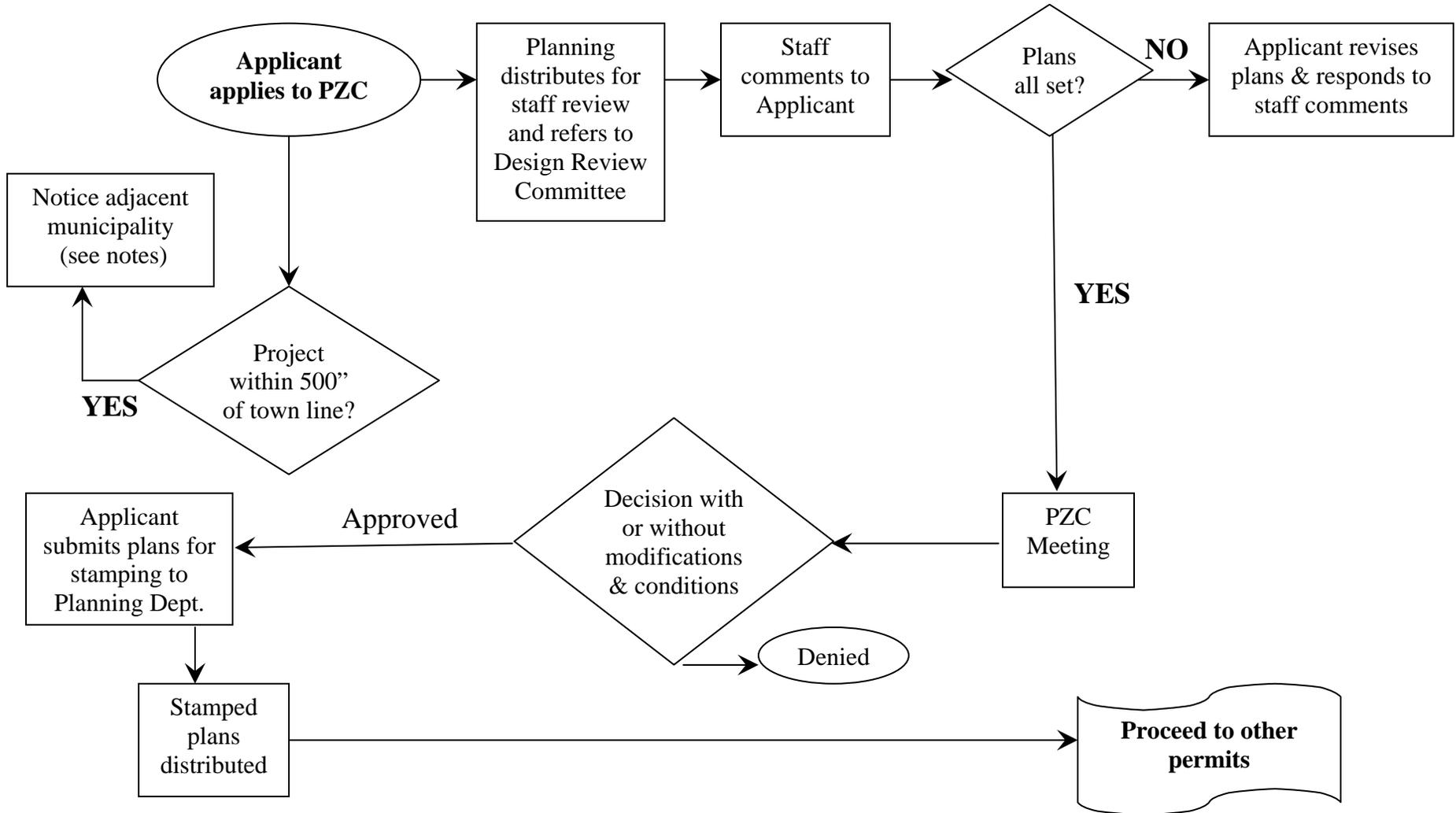


## **SITE PLAN APPLICATION PROCESS**

### **Highlights – Tips – Important Notes**

- If the site is within 500 feet of the Town line, the Planning Department will notify the adjacent municipality within seven (7) days of the Planning and Zoning Commission's receipt of the application (C.G.S. §8-3h).
- Planning & Zoning Commission meetings are generally held the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of every month. Applications are due by 12:00p.m. the Friday prior to each meeting and may be submitted at Town Hall South.

**SITE PLAN APPLICATION PROCESS  
TOWN of GUILFORD**

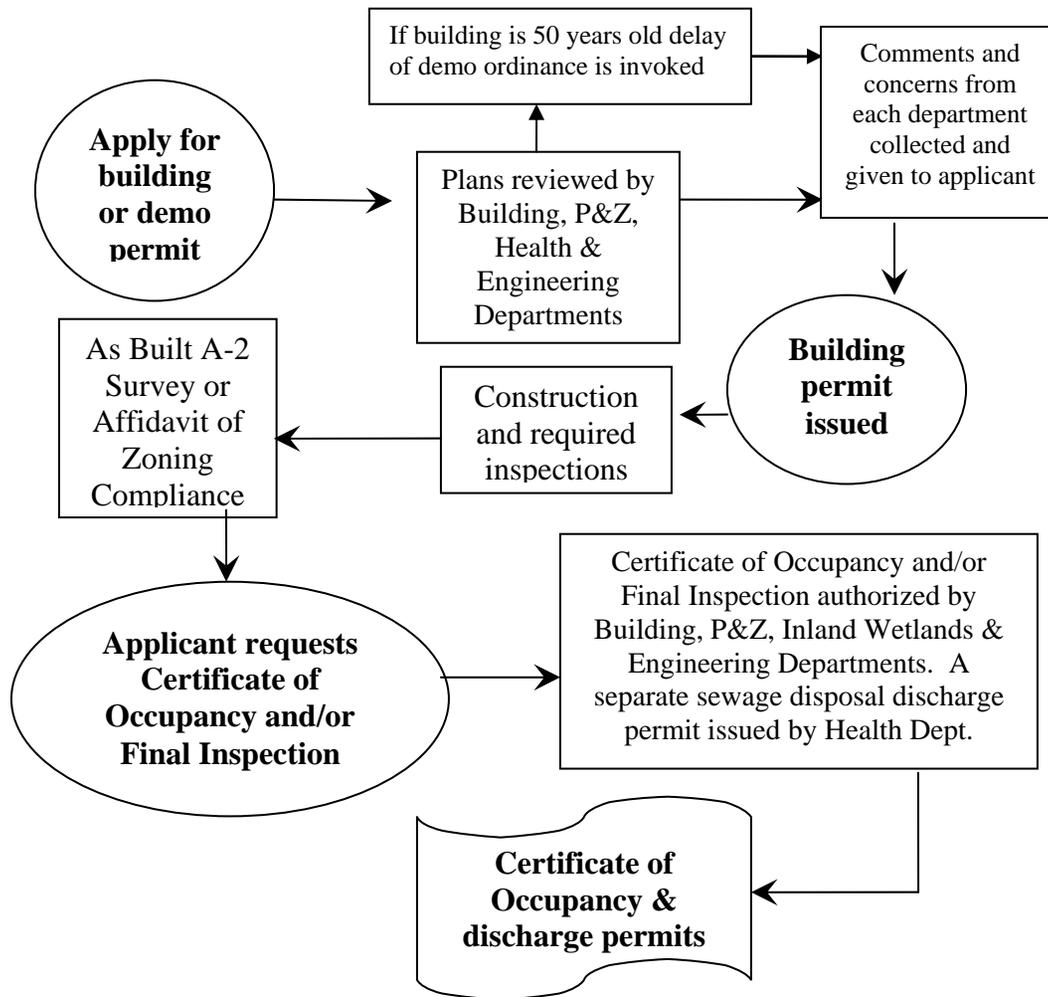


## **BUILDING PERMIT AND CONSTRUCTION APPLICATION PROCESSES**

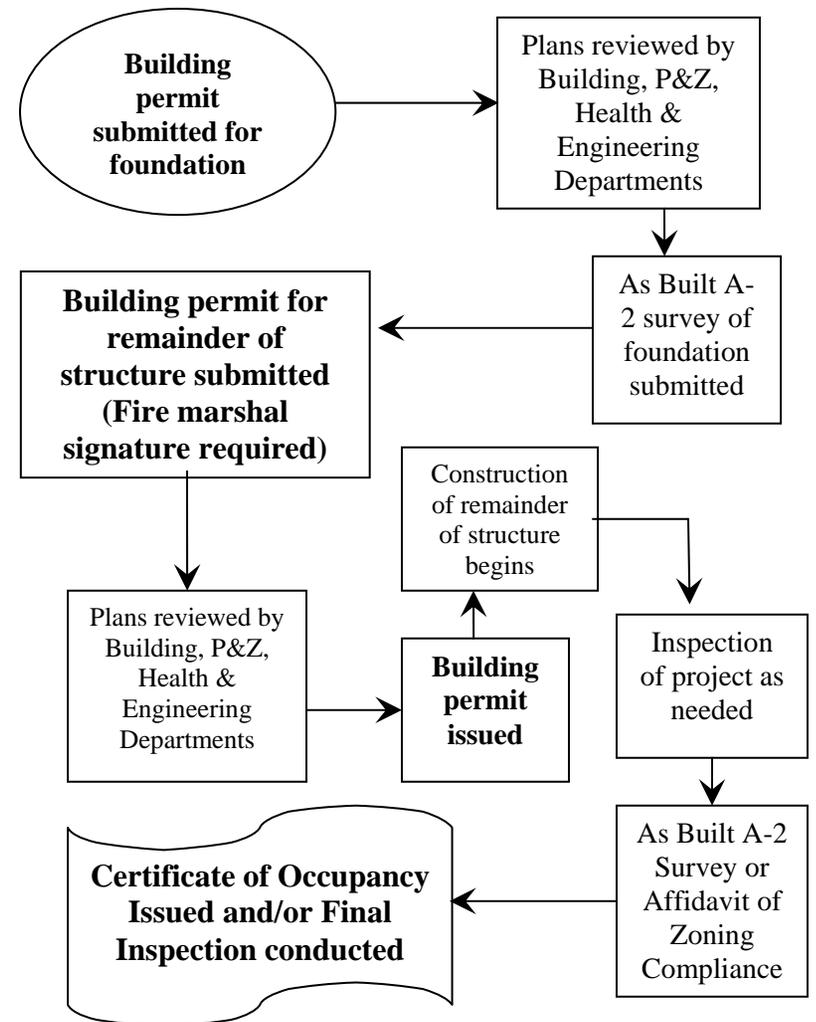
### **Highlights – Tips – Important Notes**

- When a building permit application is filed for a new residence, a septic permit must be submitted by the applicant. Also, the Fire Marshal must sign off on commercial plans before a permit can be issued.
- The Building Department cannot begin processing a building permit application for projects receiving PZC approval until plans have been stamped by the Planning & Zoning Commission.
- The Zoning Enforcement Officer cannot approve a project requiring a special permit until the special permit has been recorded with the Town Clerk.
- If approval from the Historic District Commission, Sachem's Head Zoning Association or Old Quarry Zoning Association is required, then a letter of approval must be submitted to the Zoning Enforcement Officer (ZEO) as a part of the building permit application in order to be considered for approval. In the case of a variance approved by the ZBA or a special permit approved by the PZC, proof of filing in the land records must be submitted to the ZEO.
- A building permit shall be issued or refused, in whole or in part, within 30 days of the date of application.
- Any departmental interruption shall be explained, in writing, by that department. See CT State Building Code §108.1.1.

**BUILDING/FLOOD HAZARD PERMIT & RESIDENTIAL  
CONSTRUCTION APPLICATION PROCESSES  
TOWN of GUILFORD**



**COMMERCIAL CONSTRUCTION  
APPLICATION PROCESS  
TOWN of GUILFORD**

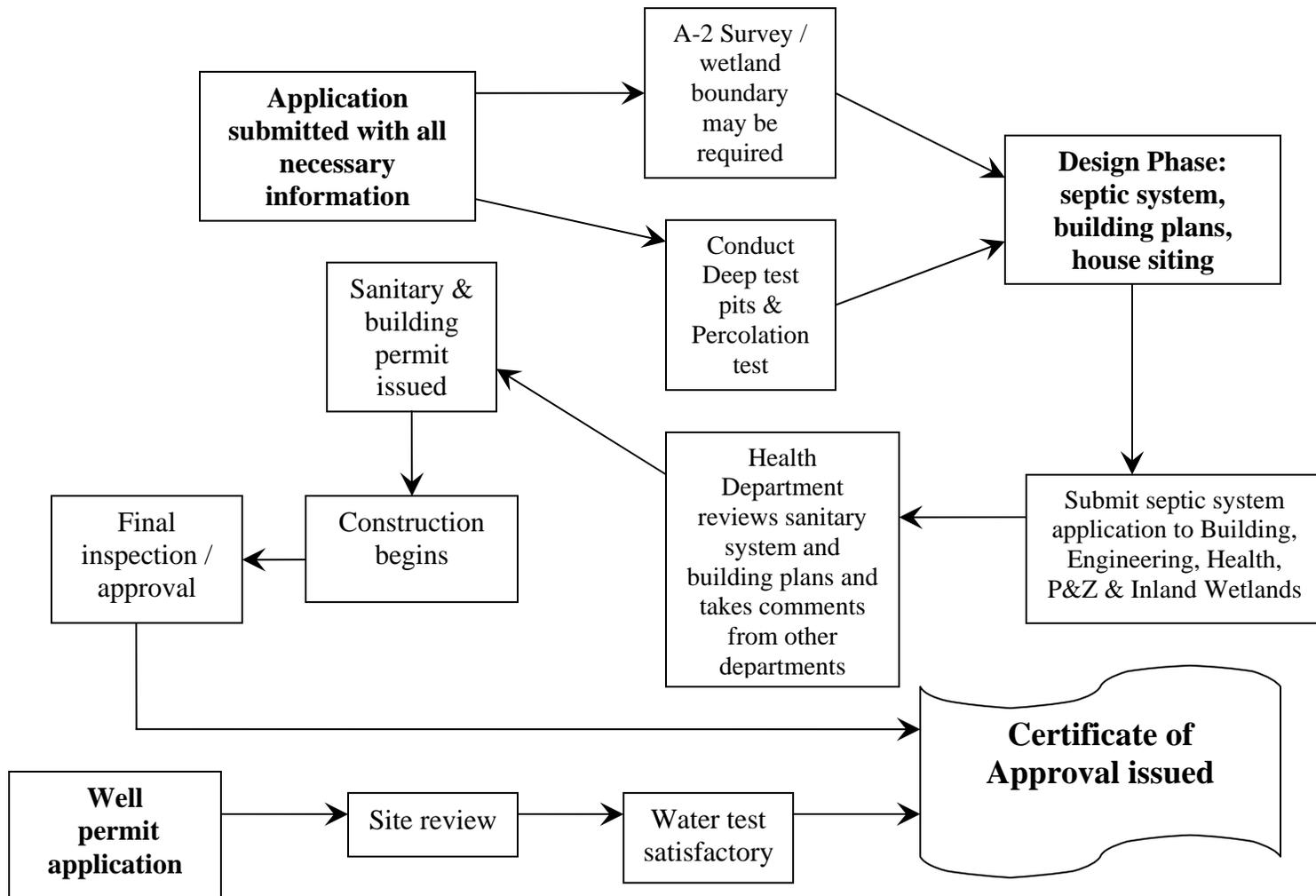


## **WELL & SEPTIC PERMIT APPLICATION PROCESS**

### **Highlights – Tips – Important Notes**

- Septic system repair will not require simultaneous issuance of building permit (except in special situations per Director of Health).
- The following must be obtained prior to work: excavation permit, building permit, sanitary/well permit and Planning & Zoning approval. Inland Wetlands approval may also be required as well as a flood hazard permit. Please see Contact Information on page 30 for appropriate telephone numbers.

## WELL & SEPTIC PERMIT APPLICATION PROCESS



**CONTACT INFORMATION**  
**TOWN HALL SOUTH**  
**LAND USE OFFICES**  
**50 BOSTON STREET**

**OFFICE HOURS**  
**Monday- Friday 8:30- 4:30**  
*(excluding holidays)*

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| <u>DEPARTMENT</u>                     | <u>TELEPHONE</u> | <u>INFORMATION</u>                                                                                                                                                        |
|---------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Building & Engineering                | (203) 453-8029   | commercial & residential<br>building permits; excavation permits; flood hazard<br>permits; call before you dig                                                            |
| Health                                | (203) 453-8118   | sanitary, well and food permits                                                                                                                                           |
| Inland Wetlands                       | (203) 453-8146   | inland wetland boundary clarifications<br>and regulated activity permits and Banner over<br>Route One                                                                     |
| Planning & Zoning                     | (203) 453-8039   | Application forms and agendas for Design Review,<br>Historic District, Site Plan, Special Permit,<br>Subdivision, Zoning Board of Appeals                                 |
| Environmental Planner/<br>Tree Warden | (203) 453-8074   | has jurisdiction over publicly owned trees;<br>Permits are required for removal of publicly owned<br>trees (i.e.: for driveway construction, site line<br>clearing, etc.) |

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**FEES FOR LAND USE APPLICATIONS  
TOWN OF GUILFORD**

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**BUILDING**

A. Residential, New Construction, Additions and Alterations. The cost of the residential permit shall be based on the square footage of the residence, on the building size of the addition, on the area to be altered, remodeled and rehabilitated. Dimensions to determine the square footage shall be the outside measurements. Other factors which shall determine the cost of the residential permit are listed below. The square footage and cost of the permit shall be determined by the Building Official and full payment shall be required before the issuance of the permit. An educational fee of 26 cents per thousand of construction costs shall be applied.

1. NEW RESIDENTIAL

- |    |                            |            |
|----|----------------------------|------------|
| a. | Gross Habitable Space      | \$ .60 psf |
| b. | Unfinished Habitable Space | \$.30 psf  |
| c. | Garage/Basement            | \$.30 psf  |

2. ADDITIONS

- |    |                                                                                                                                                                      |            |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| a. | Addition, remodeling, rehabilitation                                                                                                                                 | \$ .60 psf |
| b. | Garage – detached and attached                                                                                                                                       | \$.30 psf  |
| c. | Porches, decks, solar rooms, storage shed, coops, barns, stables, silos, corncribs, pavilions, gazebos, piers, retaining walls, residential greenhouses and carports | \$.30 psf  |

**Minimum Permit Fee** **\$50.00**

- |    |            |         |
|----|------------|---------|
| d. | Re-roofing | \$50.00 |
| e. | Re-siding  | \$50.00 |

**FEES FOR LAND USE APPLICATIONS  
TOWN OF GUILFORD  
(continued)**

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**Mechanical Clerical Fees for New Residential,  
Additions and Alterations**

|    |                                                                                                                                                                                                                                                                                                            |                                         |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| f. | Clerical Fee                                                                                                                                                                                                                                                                                               | \$50.00 each                            |
| 3. | MISCELLANEOUS                                                                                                                                                                                                                                                                                              |                                         |
| 1. | Swimming Pool – in ground                                                                                                                                                                                                                                                                                  | \$200.00                                |
| 2. | Swimming Pool – above ground                                                                                                                                                                                                                                                                               | \$ 75.00                                |
| 3. | Public Swimming Pools                                                                                                                                                                                                                                                                                      | \$500.00                                |
| 4. | Wood Stoves                                                                                                                                                                                                                                                                                                | \$ 50.00                                |
| B. | Commercial, Industrial, Motel & Multi-family construction. Values will be set by the building size and type of construction based on DODGE REPORT current valuation charts, square footage and value of construction to be determined by the Building Office; charged to be determined at \$10/M of value. |                                         |
| C. | Circuses, carnivals, exhibits, fairs, bazaars, arts and crafts fairs, festivals, and expositions:                                                                                                                                                                                                          | \$ 100.00                               |
| D. | Demolitions                                                                                                                                                                                                                                                                                                | \$12.00 per thousand<br>Minimum \$50.00 |

**FEES FOR LAND USE APPLICATIONS  
TOWN OF GUILFORD  
(continued)**

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E. Certificates of Occupancy

|    |                                                             |                   |
|----|-------------------------------------------------------------|-------------------|
| 1. | Single family residence                                     | \$ 50.00          |
| 2. | Two family residence                                        | \$100.00          |
| 3. | Multi-family residence                                      | \$100.00 per unit |
| 4. | Motels                                                      | \$ 25.00 per unit |
| 5. | Commercial/Industrial buildings                             |                   |
| 1. | Up to 5,000 s.f.                                            | \$ 50.00          |
| 2. | 5,000 to 25,000 s.f.                                        | \$100.00          |
| 3. | 25,000 to 100,000 s.f.                                      | \$150.00          |
| 6. | Institutional, Private Schools, Nurseries, Day Care Centers |                   |
| 1. | Minimum                                                     | \$ 50.00          |
| 2. | More than 20 occupants                                      | \$100.00          |
| 7. | Convalescent Homes                                          | \$150.00          |

**PERMIT EXTENSION**

After one year, if the work has not been ongoing (inspected within the last six (6) months) a permit may be revoked at the discretion of the building officials, with a minimum fee of \$20.00 every six (6) months thereafter, until the work is complete and final inspection is made.

**PENALTIES**

1. Any work done prior to obtaining a permit, the fee will be doubled.
2. A \$25.00 Penalty Fee will be assessed for any scheduled inspection if the work is not complete upon the arrival of the Building Official.

**FEES FOR LAND USE APPLICATIONS  
TOWN OF GUILFORD  
(continued)**

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Fee includes one plan review fee. An additional charge of 30% of the fee collected at the time of submission of the application will be held. Request for refunds must be in writing.

Advance notice of 24 hours required for inspection.

**SANITARY/HEALTH/ENGINEERING**

A. Sewage Disposal Systems

1. New Construction

- |    |                                                                                                                                            |                  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| a. | Sanitary System installation for one or two family residences                                                                              | \$150.00         |
| b. | Sanitary System installation for multi-family residences<br>\$15 per \$1,000 of estimated construction cost, including site<br>preparation | \$250.00 minimum |
| c. | Sanitary system for new commercial \$15 per \$1,000 of<br>Estimated construction cost, including site preparation                          | \$125.00 minimum |

2. Repairs

- |    |                                                                                                                     |                  |
|----|---------------------------------------------------------------------------------------------------------------------|------------------|
| a. | Residential (permit and soil test combined)                                                                         | \$ 80.00         |
| b. | Multi-family, Commercial, Industrial \$15 per \$1,000 of<br>estimated construction cost, including site preparation | \$ 50.00 minimum |

3. Soil Testing

**FEES FOR LAND USE APPLICATIONS  
TOWN OF GUILFORD  
(continued)**

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- a. For new lot or retest of new lot \$ 50.00
- b. For addition approval (B100a), no sanitary permit required \$ 50.00

**B. Subdivisions and PRD's Test Pit Inspections:**

- 1. One to two lots  
Plus \$35/lot for each lot over two or \$35 per dwelling unit over two \$125.00
- 2. Retesting (per lot) \$ 50.00

**C. Site Plan Testing:**

- 1. \$60 for each 1,000 gallon per day increment of flow
- Example:
- |             |          |
|-------------|----------|
| 9-999       | \$ 60.00 |
| 1,000-1,999 | \$120.00 |
| 2,000-2,999 | \$180.00 |

**D. Well Drilling Permits \$ 30.00**

**E. Mortgage Letters or File Search \$ 35.00**

**F. Food Establishments (Annual Fee):**

- 1. Banquet Hall/Club \$ 45.00
- 2. Caterer \$ 50.00
- 3. Convenience Store \$ 50.00
- 4. Convenience Store/Deli with food prep \$ 75.00

**FEES FOR LAND USE APPLICATIONS  
TOWN OF GUILFORD  
(continued)**

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|     |                                                                           |                                                              |                                           |
|-----|---------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------|
| 5.  | Daycare                                                                   |                                                              | \$ 50.00                                  |
| 6.  | Extended Care Facility                                                    |                                                              | \$ 75.00                                  |
| 7.  | Restaurant:                                                               |                                                              |                                           |
|     | a.                                                                        | 0-50 seats                                                   | \$ 75.00                                  |
|     | b.                                                                        | 51-99 seats                                                  | \$100.00                                  |
|     | c.                                                                        | 100 and over                                                 | \$125.00                                  |
| 8.  | Retail Food Store/Bakery                                                  |                                                              | \$ 45.00                                  |
| 9.  | Retail Food Store with prep                                               |                                                              | \$100.00                                  |
| 10. | Temporary Food Vendor (not to exceed 14 days)                             |                                                              | \$ 45.00                                  |
| G.  | Public Pools                                                              |                                                              | \$ 50.00                                  |
| H.  | Bulky Waste Disposal Permit:                                              |                                                              |                                           |
|     | 1.                                                                        | Car/Station Wagon                                            | \$ 5.00/trip    \$ 15.00/five trip ticket |
|     | 2.                                                                        | Trucks/Trailers:                                             |                                           |
|     | a.                                                                        | 0-3 cubic yards                                              | \$ 10.00                                  |
|     | b.                                                                        | 3-6 cubic yards                                              | \$ 25.00                                  |
|     | c.                                                                        | 6-9 cubic yards                                              | \$ 40.00                                  |
|     | d.                                                                        | Over 9 cubic yards                                           | \$ 75.00                                  |
|     | 3.                                                                        | Load of wood chips                                           | \$125.00                                  |
| I.  | Review of plans for subdivision roads, private roads and common driveways |                                                              | \$ 35.00 per 100 feet or fraction thereof |
| J.  | Inspection of subdivision roads, private roads and common driveways       |                                                              |                                           |
|     | 1.                                                                        | Future town roads (includes all required inspections listed) | \$200.00 per 100 feet or fraction thereof |

**FEES FOR LAND USE APPLICATIONS  
TOWN OF GUILFORD  
(continued)**

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|    |                                                                                                                                                    |                                                      |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 2. | Private roads and common driveways (includes all required inspections listed)                                                                      | \$150.00 per 100 feet or fraction thereof            |
| 3. | Required inspections: drainage systems, roadway staking, rolled subgrade, gravel base, processes stone base, asphalt pavement and final inspection |                                                      |
| K. | Inspection of road to release bond to change status to become a town road                                                                          | \$ 50.00 per inspection                              |
| L. | Review of Building Department and Engineering Department records for Letters to lending institutions                                               | \$ 35.00                                             |
| M. | Inspection of Commercial and Industrial Site Development                                                                                           | \$ 10.00 per \$1,000 of estimated construction costs |
| N. | Flood Hazard Permit application fee                                                                                                                | \$100.00                                             |
| O. | Single Driveways                                                                                                                                   |                                                      |
| 1. | For new driveways associated with a building permit                                                                                                | \$ 25.00                                             |
| 2. | For new driveways not associated with a building permit or for a permit after a Certificate of Occupancy has been issued                           | \$ 50.00                                             |
| 3. | Reinspection, if not paved and Bond posted                                                                                                         | \$ 25.00                                             |

**LAND USE APPLICATIONS**

*\*includes \$60.00 fee to DEP*

|    |                                                          |                   |
|----|----------------------------------------------------------|-------------------|
| A. | Planning and Zoning Commission & Zoning Board of Appeals |                   |
| 1. | Subdivision                                              | \$160.00* per lot |
| 2. | Site Plans                                               |                   |
| a. | Minor projects estimated \$10,000 or less                | \$160.00*         |

**FEES FOR LAND USE APPLICATIONS  
TOWN OF GUILFORD  
(continued)**

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|    |                                                                       |             |
|----|-----------------------------------------------------------------------|-------------|
| b. | Estimated \$10,000 to \$1,000,000                                     | \$310.00*   |
| c. | \$1,000,000 to \$5,000,000                                            | \$560.00*   |
| d. | Projects greater than \$5,000,000                                     | \$1,060.00* |
| 3. | Special Permits:                                                      |             |
| a. | Hospitals and Convalescent Homes                                      | \$315.00*   |
| b. | Child Care and Day Care                                               | \$165.00*   |
| c. | Accessory Apartments                                                  | \$315.00*   |
| d. | PRD's and Multi-Family Dwellings:                                     |             |
|    | 1. 50 units or less                                                   | \$315.00*   |
|    | 2. more than 50 units                                                 | \$565.00*   |
| e. | Excavation:                                                           |             |
|    | 1. less than 50,000 yards                                             | \$315.00*   |
|    | 2. more than 50,000 yards                                             | \$565.00*   |
| f. | Hotels and Motels:                                                    |             |
|    | 1. 50 units or less                                                   | \$315.00*   |
|    | 2. more than 50 units                                                 | \$565.00*   |
| g. | Motor Vehicle Repair:                                                 |             |
|    | 1. New facility                                                       | \$315.00*   |
|    | 2. Existing facility                                                  | \$315.00*   |
| h. | Entertainment facility                                                | \$315.00*   |
| i. | Recreation facility (for profit)                                      | \$315.00*   |
| j. | Communication Tower                                                   | \$315.00*   |
| k. | Change in Non-conforming Use (See §273-13 Zoning Code)                | \$315.00*   |
| l. | Expansion of Non-conforming Use<br>(See §273-117,124,197 Zoning Code) | \$315.00*   |
| m. | Retail Sales of Motor Vehicle Fuel:                                   |             |

**FEES FOR LAND USE APPLICATIONS  
TOWN OF GUILFORD  
(continued)**

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|     |    |                                                          |           |
|-----|----|----------------------------------------------------------|-----------|
|     | 1. | New facility                                             | \$315.00* |
|     | 2. | Existing facility                                        | \$215.00* |
| n.  |    | Motor Vehicle Washing Facility                           | \$315.00* |
| o.  |    | Motor Vehicle Sales:                                     |           |
|     | 1. | New                                                      | \$315.00* |
|     | 2. | Existing                                                 | \$315.00* |
| p.  |    | Large Building (See §217-114L, 121L, 128L, 194I, 205H)   | \$565.00* |
| q.  |    | Light Manufacturing in TS Zone                           | \$565.00* |
| r.  |    | Senior Housing (as defined in Mixed Use zones)           | \$315.00* |
| s.  |    | All Others                                               | \$165.00* |
| 4.  |    | Amendments to Regulations                                | \$250.00  |
| 5.  |    | Amendments to Zoning Map:                                |           |
|     | a. | Area one acre or less                                    | \$250.00  |
|     | b. | Area greater than one acre                               | \$500.00  |
| 6.  |    | Variance Applications                                    | \$215.00* |
| 7.  |    | Appeals of Zoning Enforcement Officer Decision           | \$250.00  |
| 8.  |    | Coastal Area Management Applications:                    |           |
|     | a. | New Single Family Dwelling                               | \$565.00* |
|     | b. | Substantial Renovations to Single Family Homes           | \$315.00* |
|     | c. | All Other Applications                                   | \$165.00* |
| 9.  |    | Sign Permits:                                            |           |
|     | a. | New Sign                                                 | \$ 50.00  |
|     | b. | Replacement of Modification of Existing Signs            | \$ 25.00  |
| 10. |    | Residential Zoning Permit:                               |           |
|     | a. | New Home                                                 | \$250.00  |
|     | b. | Substantial Renovation or addition greater than \$50,000 | \$100.00  |

**FEEES FOR LAND USE APPLICATIONS  
TOWN OF GUILFORD  
(continued)**

B. Inland Wetlands Commission

| <b>Inland Wetland Fees</b>                                                                             |                                                                                                                                                                            | <b>Plus<br/>DEP<br/>for all<br/>activities</b> | <b>TOTALS</b>                                  |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------|
| <b>Boundary<br/>Clarification</b>                                                                      | \$175+<br><500 linear ft. \$20+<br>501-1,000 linear ft. \$15+<br>over 1,000 linear ft. \$8.<br>Per 100 feet <b>inclusive</b>                                               | \$60                                           | Example<br>\$335 for a 500<br>ft clarification |
| <b>Regulated Activities</b>                                                                            |                                                                                                                                                                            |                                                |                                                |
| <b>Residential and Commercial</b>                                                                      | \$75 +<br>\$18 less than and<br>including first<br>2,500 sq. ft.+<br>\$12 for 2,501-5,000 sq.<br>ft. + \$2 over 5,000 sq. ft.<br>Per 500 sq ft of<br>disturbance inclusive | \$60                                           | Example<br>\$225 for<br>2,500 sq. ft.          |
| <b>All other uses</b><br>(site plan referral, special permits, subdivision referral, amend regulation) | \$75                                                                                                                                                                       | \$60                                           | \$135                                          |

|                                                                                         |       |  |      |       |
|-----------------------------------------------------------------------------------------|-------|--|------|-------|
| <b>Agent Approvals</b><br>sheds, decks, above-ground pools,<br>emergency septic repairs | \$75  |  | \$60 | \$135 |
| <b>Significant activity</b><br>can be added to all types of regulated activity          | \$175 |  | \$60 | \$235 |
| <b>Permitted use<br/>as of right</b>                                                    | \$50  |  | \$60 | \$110 |
| <b>Modification, extension<br/>or transfer</b>                                          | \$50  |  | \$60 | \$110 |
| <b>"After the fact" is DOUBLE the normal fee for the activity</b>                       |       |  |      |       |

as of 5/20/2011

C. Miscellaneous

- |    |                    |                 |
|----|--------------------|-----------------|
| 1. | Copies (Xerox)     | \$ .50 per page |
| 2. | Maps (all)         | \$ 5.00         |
| 3. | Copies (microfilm) | \$ 1.00         |

**MEETING SCHEDULE TOWN OF GUILFORD**  
**Historic District Commission**  
**Inland Wetlands Commission**  
**Planning & Zoning Commission**  
**Zoning Board of Appeals**  
**Design Review Committee**  
**Agricultural Commission**

**SAMPLE**

| <i>Sun</i> | <i>Mon</i>                  | <i>Tue</i> | <i>Wed</i>                                                | <i>Thu</i> | <i>Fri</i>                                 | <i>Sat</i> |
|------------|-----------------------------|------------|-----------------------------------------------------------|------------|--------------------------------------------|------------|
|            |                             |            | HDC application due                                       |            | <b>1</b><br>PZC application due 12:00p.m.  | <b>2</b>   |
| <b>3</b>   | <b>4</b>                    | <b>5</b>   | <b>6</b><br>PZC Meeting<br>IWC application due 12:00p.m.  | <b>7</b>   | <b>8</b>                                   | <b>9</b>   |
| <b>10</b>  | <b>11</b>                   | <b>12</b>  | <b>13</b><br>DRC Meeting<br>IWC Meeting                   | <b>14</b>  | <b>15</b><br>PZC application due 12:00p.m. | <b>16</b>  |
| <b>17</b>  | <b>18</b><br>Ag com meeting | <b>19</b>  | <b>20</b><br>HDC meeting<br>PZC Meeting                   | <b>21</b>  | <b>22</b>                                  | <b>23</b>  |
| <b>24</b>  | <b>25</b>                   | <b>26</b>  | <b>27</b><br>ZBA Meeting<br>ZBA application due 12:00p.m. | <b>28</b>  | <b>29</b>                                  | <b>30</b>  |