

**HOMEOWNER'S GUIDE FOR BUILDING OR INSTALLING
POOLS**

**ZONING
AND
WETLANDS
APPROVALS**



**DEPARTMENT OF PLANNING
CITY OF WATERBURY
235 GRAND STREET
WATERBURY, CONNECTICUT 06702
Tel. (203) 574-6818 Fax (203) 346-3949**

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City Planner

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PERMITS REQUIRED

Prior to obtaining a Pool Permit from the Building Department you must get a Zoning Permit and a Wetlands Protection Certification from the Department of Planning.

ZONING PERMIT PROCESS

Rules

- Both in-ground and above-ground pools require a Zoning Permit, approved by the Land Use Officer
- If you don't have a property (A2) survey, pools placed in the back yard must be at least **7 feet from all property lines**. *If you live on a corner lot or wish to place the accessory structure by the side of your house, the distances required will be greater and vary per zone. Ask staff for assistance.*
- If you do have a property (A2) survey, pools placed in the back yard must be at least 5 feet from all property lines.
- Pools must be at least **10 feet away from the house**.

Steps

Complete the following:

- ❑ **Zoning Permit Form**, providing as much of the information as you can – staff will help complete remaining items if necessary. Specify if the pool is above-ground or in-ground.
- ❑ **Plot plan**, showing the location of the structures, dimensions, and distances from all property lines, as well as your house. You may prepare your own plans or complete the form provided with these instructions.
- ❑ **Fill Excavation Letter (*for in-ground pools only*)** prepared and signed by a licensed engineer, indicating the amount of fill (in cubic yards) to be excavated and removed from the site, the amount to be excavated and used elsewhere on site, and the amount of fill to be brought to the site.
- ❑ **Copy of Application for the Building Permit** – which requires a Zoning sign-off.

INLAND WETLANDS PERMIT

Rules

- All pools require a Wetlands Protection Certification.
- The Inland Wetlands Coordinator approves the Wetlands Protection Certification only if there are no wetlands or watercourses on or near the property.

- If there are wetlands or watercourses on or near the property you will have to file an application for wetlands approval with the Inland Wetlands Commission.
- In some instances, after reviewing Waterbury's Inland Wetlands Map and using his knowledge of Waterbury, the Inland Wetlands Coordinator will be able to sign off without visiting your property.
- However in many cases the Inland Wetlands Coordinator will have to inspect your property to determine whether or not he is able sign off on your application.

Steps

Complete the following:

- ❑ **Wetlands Protection Certification** form, providing as much of the information as you can – staff will help complete remaining items if necessary
- ❑ **Plot plan**, -- a copy of whatever was submitted for the Zoning Permit
- ❑ **Fill Excavation Letter (*for in-ground pools only*)** prepared and signed by a licensed engineer, indicating the amount of fill (in cubic yards) to excavated and removed from the site, the amount to be excavated and used elsewhere on site, and the amount of fill to be brought to the site.
- ❑ **Copy of Application for the Building Permit** – which requires an Inland Wetlands sign-off

TIME REQUIRED AND STAFF AVAILABILITY

- *Drop-ins will be assisted on Monday and Friday mornings from 9:00 AM to 12:00 PM. If possible staff will complete the permitting process while you wait.*
- *At all other times you must have an appointment with the Land Use Officer and the Inland Wetlands Coordinator or you should expect to leave your applications and supporting documentation. Whenever possible staff will complete the review within **5 business days**, including the day of receipt and pickup. *The Inland Wetlands and Zoning reviews are conducted separately and will often be completed at different times.* Planning staff will phone whenever one or more permits are available for pickup.*

FEES

Approved Permits and Sign-offs will be released upon payment of the following fees. Payment must be in the form of a check or money-order made out to the City of Waterbury:

Zoning Permit	\$25
Wetlands Protection Certification, no site visit	\$25
Wetlands Protection Certification requiring site visit	\$75



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APPLICATION FOR ZONING PERMIT

(SHADED AREAS FOR STAFF USE)

ADDRESS: []
TAX ID: []

DATE: []

APPLICANT:

Name: []
Address: []
City, State, Zip []
Phone: []
Fax: []
Email []

PROPERTY OWNER:

Name: []
Address: []
City, State, Zip []
Phone: []
Fax: []
Email []

BUILDING PERMIT ATTACHED? [] YES [] NO
A-2 SURVEY REQUIRED? [] YES [] NO
SITE VISIT REQUIRED? [] YES [] NO

ZONING DISTRICT: [] Fee: \$ []

CHANGE OF USE: [] YES [] NO

EXISTING USE: []
PROPOSED USE: []

TYPE OF IMPROVEMENT:

- [] NEW PRINCIPAL STRUCTURE
[] ADDITION
[] DECK
[] POOL
[] GARAGE
[] FENCE
[] SHED
[] SIGN
[] OTHER

Table with 2 columns: Size of Improvement (Sq. Ft.), Height of Improvement (Feet). Rows correspond to improvement types.

EARTH EXCAVATION

CUT []
FILL []
REGRAVING []
Cubic Yards

DEVELOPMENT STANDARDS:

LOT SIZE (Sq. Ft.)
 FRONTAGE ON PAVED CITY STREET (Feet)
 BUILDING COVERAGE (Sq. Ft.)
 SIDE YARD (Feet)
 SIDE YARD (Feet)
 FRONT YARD (Feet)
 REAR YARD (Feet)
 NUMBER OF ONSITE PARKING SPACES

Provided	Required

COMMISSION ACTIONS:

VARIANCE Type:	<input type="checkbox"/> Not Needed	<input type="checkbox"/> Approved	<input type="checkbox"/> Pending
SPECIAL PERMIT Type:	<input type="checkbox"/> Not Needed	<input type="checkbox"/> Approved	<input type="checkbox"/> Pending
SPECIAL EXCEPTION Type:	<input type="checkbox"/> Not Needed	<input type="checkbox"/> Approved	<input type="checkbox"/> Pending

IMPORTANT INFORMATION

An application for a Zoning Permit must be accompanied by a plot plan containing all the information necessary to enable the Zoning Administrator to decide whether the proposed building, alteration, addition, or use complies with all the provisions of these regulations.

The Zoning Administrator may rely on the information submitted above in making a determination of compliance. It is the responsibility of the applicant to assure the accuracy of all information submitted.

NOTICE OF RIGHT TO ADVERTISE (CGS 8-3 (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 within thirty days of the publication of the notice.

I certify that the information submitted herein is accurate to the best of my knowledge and that I have been informed of my right to advertise, at my own expense, notice of any certification received.

Signature: _____ **Date:** _____

Office Use Only

CERTIFICATION:	
Date Rec'd:	Date Completed
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Reason for denial:	
Signature:	Date:
Land Use Officer	



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APPLICATION FOR INLAND WETLANDS AND WATERCOURSES AGENT CERTIFICATION OF NO GREATER THAN A MINIMAL IMPACT

(SHADED AREAS FOR STAFF USE)

ADDRESS:
TAX ID:

DATE:

APPLICANT:

Name:
Address:
City, State, Zip:
Phone:
Fax:
Email:

PROPERTY OWNER:

Name:
Address:
City, State, Zip:
Phone:
Fax:
Email:

BUILDING PERMIT ATTACHED?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
CERTIFICATE OF OCCUPANCY ATTACHED?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
A-2 SURVEY REQUIRED?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
PROXIMITY TO MAPPED WETLAND	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
PROXIMITY TO MAPPED WATERCOURSE	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
SITE VISIT REQUIRED?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
SOIL SCIENTIST REPORT REQUIRED?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

FEE: \$

FOR APPROVAL RELATED TO A BUILDING PERMIT APPLICATION

TYPE OF IMPROVEMENT:	Size of Improvement (Sq. Ft.)	EARTH EXCAVATION	Cubic Yards
<input type="checkbox"/> NEW PRINCIPAL STRUCTURE	<input type="text"/>	CUT	<input type="text"/>
<input type="checkbox"/> ADDITION	<input type="text"/>	FILL	<input type="text"/>
<input type="checkbox"/> DECK	<input type="text"/>	REGRAVING	<input type="text"/>
<input type="checkbox"/> POOL	<input type="text"/>		
<input type="checkbox"/> GARAGE	<input type="text"/>		
<input type="checkbox"/> FENCE	<input type="text"/>		
<input type="checkbox"/> SIGN	<input type="text"/>		
<input type="checkbox"/> OTHER	<input type="text"/>		

FOR APPROVAL RELATED TO A LAND USE APPLICATION

Date Submitted
To Land Use
Agency

RELATED LAND USE APPLICATION:

- None:
- Subdivision/Resubdivision
- Special Permit
- Special Exception
- Variance
- Other

IMPORTANT INFORMATION

An application for inland wetlands and watercourses agent certification of no greater than a minimal impact must be accompanied by a plot plan containing all the information necessary to enable the IWWC Agent to decide whether the proposed building, alteration, addition, or use complies with all the provisions of these regulations.

The IWWC Agent may rely on the information submitted above in making a determination of compliance. It is the responsibility of the applicant to assure the accuracy of all information submitted.

NOTICE OF OBLIGATION TO PUBLISH AND RIGHT TO APPEAL (CGS 22a-42a. (2))

An inland wetlands agency may delegate to its duly authorized agent the authority to approve or extend an activity that is not located in a wetland or watercourse when such agent finds that the conduct of such activity would result in no greater than a minimal impact on any wetland or watercourse ... such agent may approve or extend such an activity at any time. Any person receiving such approval from such agent shall, within ten days of the date of such approval, publish, at the applicant's expense, notice of the approval in a newspaper having a general circulation in the town wherein the activity is located or will have an effect. Any person may appeal such decision of such agent to the inland wetlands agency within fifteen days after the publication date of the notice

I certify that the information submitted herein is accurate to the best of my knowledge and that I have been informed of my obligation to publish, at my own expense, notice of any certification received.

Signature: _____ **Date:** _____

Office Use Only

CERTIFICATION:

Date Rec'd:

Date Completed

- No Regulated Activities and No Impact on a wetland or watercourse.
- No greater than a minimal impact on any wetland or watercourse.
- Possible Impact on a wetland or watercourse.
- Approved**
- IWWC Permit Required**

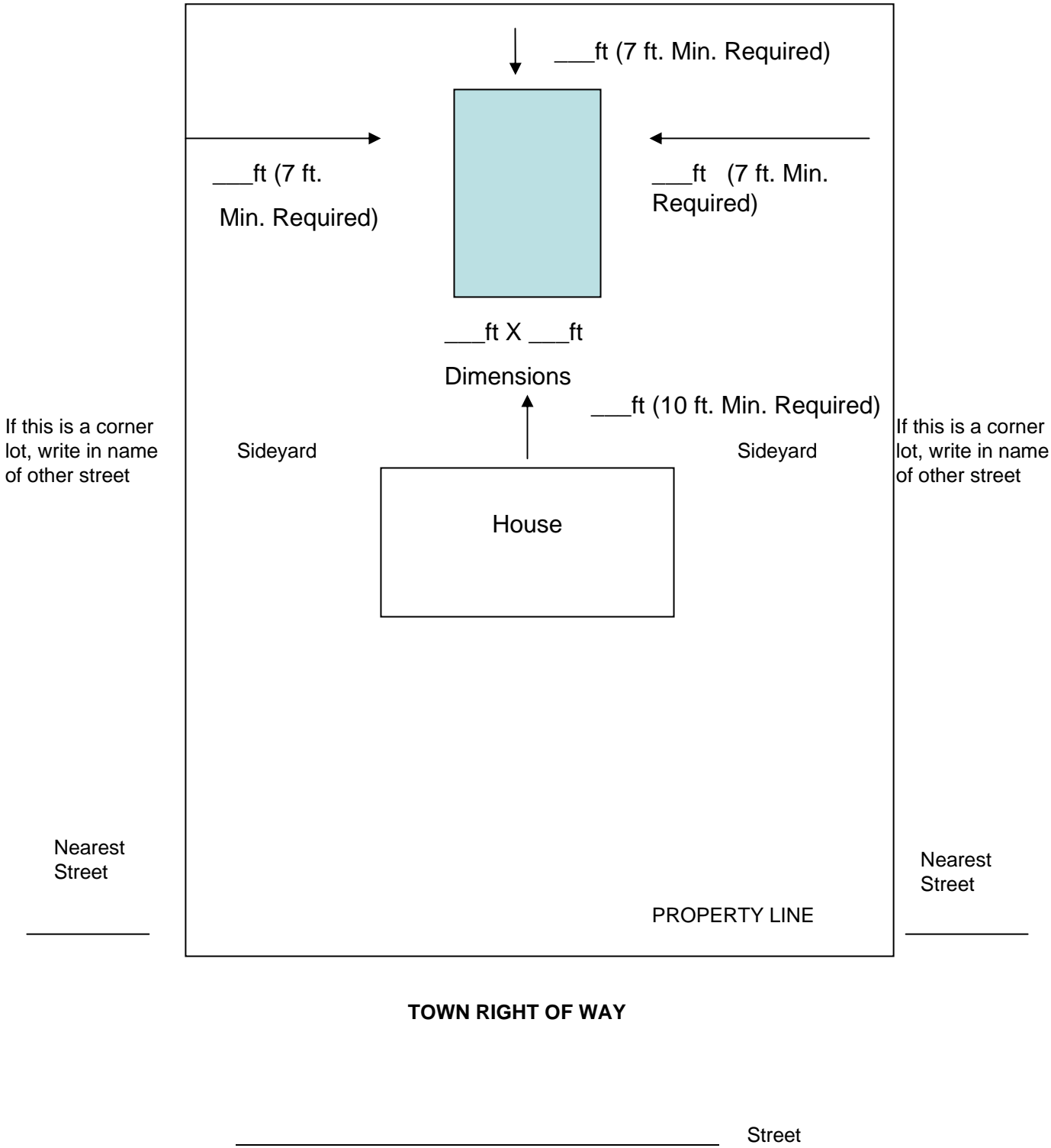
Comments:

Signature: _____ Date: _____

IWWC Agent

PLOT PLAN FOR DETACHED ACCESSORY STRUCTURES: RECTANGULAR POOL

Show the **proposed** location of the **pool** and **all existing structures**



PLOT PLAN FOR DETACHED ACCESSORY STRUCTURES: ROUND POOL

Show the **proposed** location of the **pool** and **all existing structures**

